



ALVIN COMMUNITY COLLEGE
CATALOG 1993-94

ALVIN COMMUNITY COLLEGE
CATALOG
VOLUME 44, NO. 1
AUGUST 1993

**Alvin Community
College
announcement
of courses for
1993-1994**

Approved and Accredited by:

The Southern Association of
Colleges and Schools

Texas Higher Education
Coordinating Board, Texas
College and University System

The Texas Education Agency

Member:

American Association of
Community and Junior
Colleges

Association of Community
College Trustees

Association of Texas Colleges
and Universities

Gulf Coast Intercollegiate
Conference

National Institute for Staff and
Organizational Development

National Junior College Athletic
Association

Texas Junior College
Association

Texas Junior College Athletic
Conference

Texas Junior College Teachers
Association

Texas Public Community and
Junior College Association

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

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

*Any of the regulations, services, or course
offerings appearing in this catalog may be
changed without prior notice. The regulations
appearing here will be in force starting with the
1993 Fall Semester.*

Academic Calendar

Students must refer to more detailed calendars included in each semester's class schedule.

Fall Semester 1993

Jul 26-28	Early Registration
Aug 11	Dolphin Preview: New student orientation
Aug 17	Admission deadline for Regular Registration, 5 p.m.
Aug 23	Faculty/Staff Workshop, 8am-3pm
Aug 23-25	Regular Registration
Aug 26	Classes Begin
Aug 27-28	Weekend Classes Begin
Aug 30	Admission deadline for Late Registration, 5 p.m.
Sep 6	Labor Day Holiday: College closed
Oct 1	Graduation Deadline: Last day to apply for fall graduation (5 p.m.)
Nov 12	Last Drop Date: Records Office, 5 p.m.
Nov 15-17	Early Registration for Spring 1993
Nov 24-27	Thanksgiving Holidays: College closes at 12 noon, Nov. 24
Dec 15	Dolphin Preview: New student orientation
Dec 8	Classes End
Dec 9-10, 13-14	Final Exams

Dec 20 - Jan 1 **Christmas Holidays:**
College closed

Spring Semester 1994

Jan 3	College Reopens
Jan 5	Admission deadline for Regular Registration, 5 p.m.
Jan 10	Faculty/Staff Workshop, 8am-3pm
Jan 10-12	Registration
Jan 13	Classes Begin
Jan 14-15	Weekend Classes Begin
Jan 17	Admission deadline for Late Registration, 5 p.m.
Feb 25-26	TJCTA Convention-Austin: No classes
Mar 2	Graduation Deadline: Last day to apply for graduation and to order graduation regalia
Mar 14-19	Spring Break: College closed
Apr 1-2	Spring Holidays: College closed
Apr 8	Last Drop Date: Records Office, 5 p.m.
Apr 11-13	Early Registration for Summer 1 & Summer 12-week
May 6	Classes End
May 6-7	Final Exams: Weekend classes only

May 9-12 **Final Exams**

May 17 **Commencement**

First Summer Session 1994

May 24	Admission deadline for Regular Registration
May 26	Registration: Summer 1 and Summer 12-week
May 30	Memorial Day Holiday: College closed
May 31	Classes Begin
May 31	Admission deadline for Late Registration
Jun 13	Graduation Deadline: Last day to apply for August graduation
Jun 30	Last Drop Date (Summer 1 classes): Records Office, 5 p.m.
July 4	4th of July Holiday: College closed
July 6	Admission deadline for Regular Registration
Jul 6	Classes End: 6-week classes only
Jul 7	Final Exams: 6-week classes only

Second Summer Session 1994

Jul 12	Registration: Summer 2
Jul 13	Classes Begin
Jul 13	Admission deadline for Late Registration
Aug 4	Last Drop Date (Summer 12-week and Summer 2

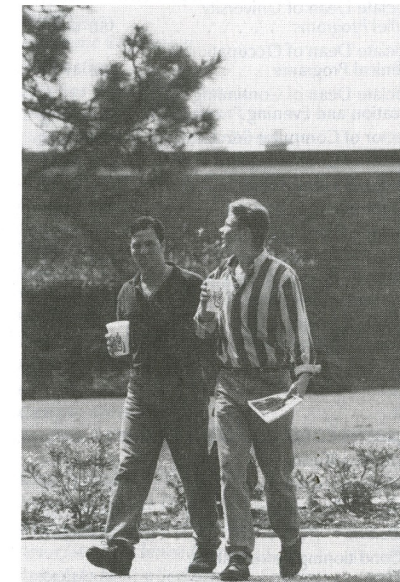
classes): Records Office, 5 p.m.

Aug 11 **Classes End:**
12-week classes only

Aug 15-18 **Final Exams:**
12-week classes only

Aug 17 **Classes End:** 6-week classes only

Aug 18 **Final Exams:** 6-week classes only



Alvin Community College Phone Listing

713/331-6111
(For numbers not listed)

Administrative Offices

President	388-4612
Administrative Coordinator	388-4614
Dean of Administrative Services	388-4606
Dean of Instruction, Student and Community Services	388-4659
Associate Dean of Student and Instructional Services	388-4623
Associate Dean of University Parallel Programs	388-4663
Associate Dean of Occupational/ Technical Programs	388-4730
Associate Dean of Continuing Education and Evening Programs	388-4682
Director of Computer Services	388-4652
Director of Counseling and Testing	388-4631
Director of Fiscal Affairs	388-4712
Director of Food Services	388-4791
Director of Personnel	388-4764
Director of Physical Plant	388-4743
Director of Research, Planning and Development	388-4857
Director of Sports and Human Performance	388-4706

Departmental and Staff Offices

Accounting/Business	388-4784
Admissions Information	388-4636
Aerospace Technology	388-4730
Agriculture	388-4846
Air Conditioning/Refrigeration/ Heating	388-4812
Art	388-4792
Automotive	388-4845
Biology	388-4846
Business Office	388-4712
Cafeteria	388-4791
Campus Police	388-4800
Chemistry	388-4780
Child Care Center	388-4748
Communications	388-4675
Computer Center	388-4651
Computer Science	388-4826
Continuing Education Office	388-4681
Court Reporting	331-6111
Counseling Center	388-4636

Criminal Justice	388-4751
Drafting	388-4865
Drama	388-4724
Electronics	388-4803
English	388-4665
Fashion Merchandising	388-4808
Financial Aid Office	388-4630
Fitness Center	388-4706
Foreign Language	388-4879
Geology	388-4805
Horticulture	388-4846
KACC Radio--T.V.	331-6111
Legal Assistant	388-4786
Library	388-4645
Management Development	388-4787
Mathematics	388-4833
Media Center	388-4732
Medical Laboratory Technology	388-4696
Mental Health	388-4793
Music	388-4792
Nursing	388-4688
Occupational/Technical Programs	388-4730
Off-Campus Housing Information	388-4636
Office Administration	388-4810
Physical Plant Operations	388-4743
Physics	388-4805
Public Relations Office	388-4614
Reading	388-4841
Registrar's Office	388-4615
Graduation/Transfer Evaluation	388-4621
Records/Transcript	388-4617
Registrar	388-4615
Registration Information (Recorded)	388-4620
Veteran's Certification Services	388-4897
Respiratory Care	388-4695
Social Sciences	388-4668
Speech	388-4724
Sports & Human Performance	388-4706
Student Activities Office	388-4698
Student Employment/ Financial Aid Office	388-4630
Testing/Counseling Center	388-4636
Theatre Box Office	388-4727
Vocational Nursing	388-4693
Welding	388-4844

Services for Students with Disabilities

Voice	388-4636
TDD	388-4913

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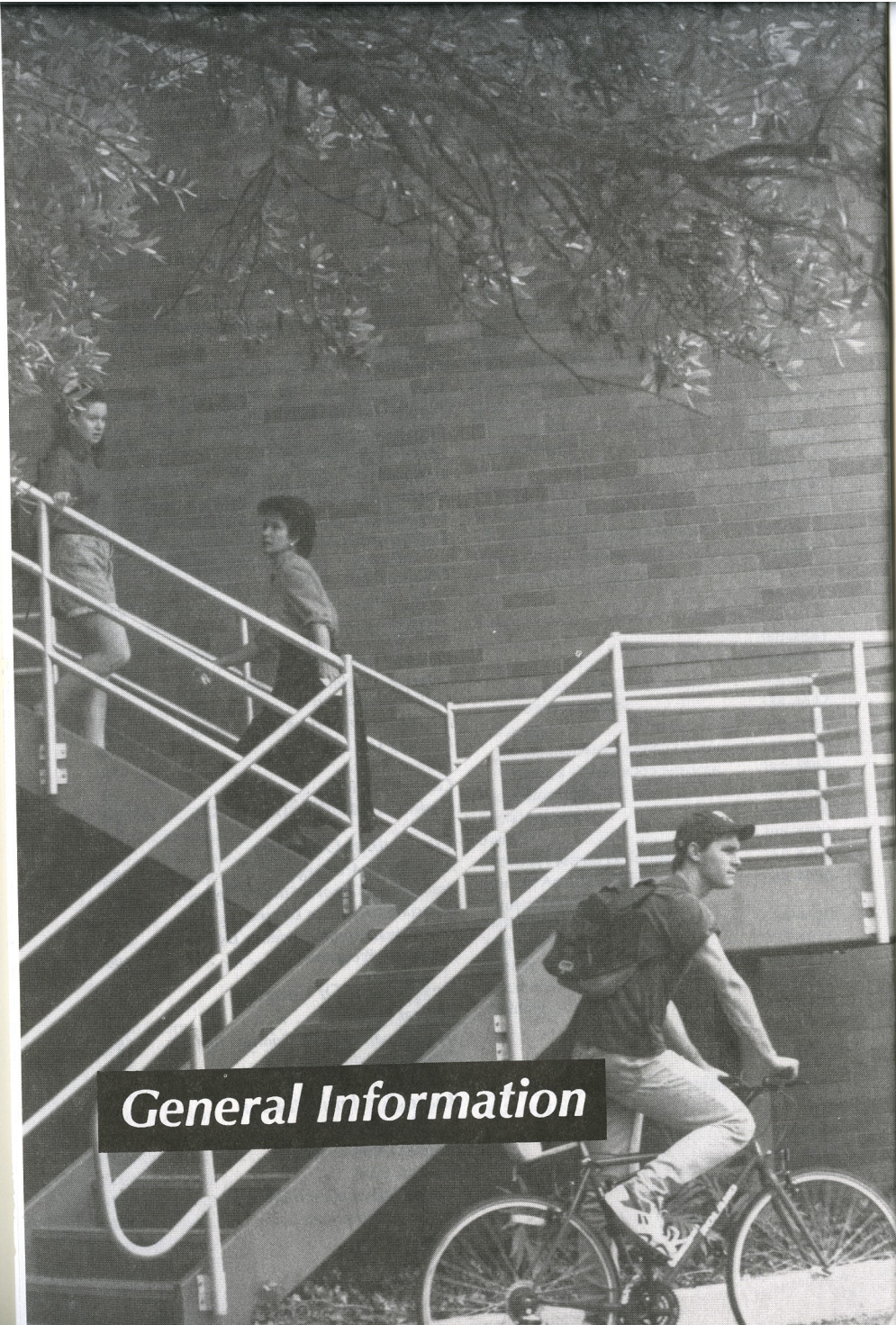
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General Information



History

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

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Community College was the building of a separate physical plant for academic work at the college

level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus in the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an \$8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 4404 in 1988. During this period of growth, Alvin Community College has had five presidents:

Mr. A.G. Welch	1949-1954
Dr. A.B. Templeton	1954-1964
Mr. D.P. O'Quinn	1964-1971
Dr. T.V. Jenkins	1971-1976
Dr. A. Rodney Allbright	1976 to present

Philosophy

We believe in the dignity and worth of all individuals. Learning is a lifelong process, and all individuals should have opportunities for lifelong education. Education should help people develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. Education should also provide for personal enrichment. To prosper in a complex and

changing society, each individual must learn to think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people. Competent performance contributes significantly to individual health and happiness and benefits the organizations and communities in which individuals work and live. Alvin Community College is an integral part of the community it serves, and it must respond to identified needs and interests. In delivering educational services, we believe that there is no substitute for the pursuit of excellence.

Mission

Alvin Community College is a public, two-year, comprehensive community college with a strong educational heritage and a continuing emphasis on providing quality educational experiences for all of its students.

The College seeks to implement its philosophy by providing quality post-secondary educational services, including occupational/technical, college transfer, and adult programs, for all those who can benefit from them, as well as quality occupational/technical program opportunities for area secondary students.

The College also seeks to provide accessible educational services, through varied formats and schedules and full- and part-time programs, which address a wide spectrum of individual needs and abilities, along with educational programming related to the economic and employment realities of the area served, and to offer expanded career options through cooperation with industry, business, professions, government, and other educational institutions.

In addition, the College seeks to offer comprehensive programs which integrate communications, math, science, humanities, interpersonal skills, and reasoning.

Further, the College seeks to provide students the opportunity to develop skills needed to enter and succeed in college programs through continuing opportunities to extend and upgrade skills, knowledge, and interests; through testing, evaluation, and counseling to allow students to make informed decisions regarding their abilities, achievements, and behavior; and through experiences to develop personal, social, and cultural dimensions.

The College is accountable for its mission within the limitations of its physical and financial resources.



Institutional Goals

To fulfill its stated mission, the College has established specific goals that are modified as needed to meet changing circumstances. These goals are:

To provide occupational/technical instruction to meet the demands for technicians, skilled craftsmen, and semiprofessional workers.

To provide first and second year courses in the arts and sciences and pre-professional curriculums that transfer to senior institutions.

To offer developmental courses that improve the basic skills of students whose academic foundations need strengthening.

To provide individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.

To provide professional assistance in helping students achieve educational, occupational, and personal goals.

To provide student activities to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.

To provide special programs and services to meet the particular training requirements of new or expanding occupations and to provide constructive responses for the changing needs of the community.

To provide activities and training for the continuous professional growth and competency of all college employees.

To provide support to instructional and student services personnel.

Facilities

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of fifteen buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, Occupational Technical Building, Court Reporting Center/KACC Radio--T.V. Building, Maintenance Complex, Transportation Center, and Storage Complexes.

The first floor of the Learning Resources Center contains the Computer Center, Office of the Associate Dean of Student and Instructional Services, Counseling and Testing Center, Financial Aid and Placement Office, Records Office, Veterans and Graduation Offices, Business Office, Communications Center, and Media Center. The second floor houses the Learning Lab, classrooms, the Library, and offices for

the Physical Plant, GED, and various faculty.

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

The Health and Paramedical Technologies Center contains offices, classrooms and laboratories for all health-related departments. A Child Care and Development Laboratory School is also located in the building. The lower floor houses the offices of the Associate Dean of Occupational/Technical Programs.

In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an open-concept office administration lab and a fashion merchandising window display unit. Facilities for instruction in industrial programs include an electronics lab, auto mechanics lab, and a welding lab and fabrication shop.

The Student Center consists of the Texas Room (a student lounge), the Brazos Room (a conference/dining room), a gameroom, Student Activities offices, the cafeteria, and the College Store.

The Physical Fitness Center includes the athletic offices, the gym, two weight rooms, four racquetball courts, saunas, dressing rooms, lockers, eight tennis courts, a baseball field, two-mile jogging track, a soccer/football field, a softball field, and related fitness equipment.

The Liberal Arts Center contains classrooms, faculty offices, the offices of the Dean of Instruction, Student and Community Services and the



Associate Dean of University Parallel Programs, the Continuing Education Office, and labs for language, office administration, and court reporting.

The Natural Sciences Building houses seven physical science laboratories, faculty offices, and a greenhouse. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center.

The Court Reporting Center/KACC Radio--T.V. building is the operational center for 91.3 KACC, a federally licensed FM radio station and student laboratory. There is parking space on campus for approximately 1,940 vehicles. Continuing Education classes are taught on campus and at various locations throughout the surrounding communities.

Accreditation

Documentation on Alvin Community College is available in the Office of the Associate Dean of Student & Instructional Services.

Compliance Statements

CIVIL RIGHTS: In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 95-256), Alvin Community College does not discriminate against, or exclude from participation in any of its programs or activities either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, or national origin.

Information about rights and grievance procedures is available in the Offices of the Director of Personnel, 713/388-4764 and the Associate Dean of Student and Instructional Services, 713/388-4623, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898.

HANDICAP RIGHTS: Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and does not discriminate, on the basis of handicap, in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Students with evidence of special needs beyond the scope of standard student services provided by the College will first be assisted by making referrals to the appropriate agency (national, state,

and/or local) which provides funding. All avenues will be explored so that the special needs of the student can be met. Special registration assistance can be arranged for those students who have a verifiable handicap. Contact the Counseling Center for this service. Information concerning college practices as they relate to Section 504 should be directed to the Associate Dean of Student and Instructional Services.

ACCESS TO PROGRAMS: Alvin Community College offers educational and occupational/technical programs as described in the ACC Catalog to all persons without regard to sex, race, color, religion, age, handicap, national origin, or veteran status. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog.

FAMILY EDUCATIONAL RIGHTS AND RECORDS ACCESS ANNUAL NOTICE:

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: student name, student address, telephone number, dates of attendance, educational institution most recently attended, and other information, including major field of study and degrees and awards received. A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. *If no request to withhold directory information is filed, information is released upon inquiry. Telephone inquiries for directory information are*

not acknowledged. No transcript or academic record is released without written consent from the student except as specified by law.

RELIGIOUS HOLY DAYS: Alvin Community College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must file forms for this purpose (available in the Counseling Center) by the 15th calendar day of the semester. [Texas Education Code Section 51.911]

ILLEGAL DRUGS: In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Associate Dean of Student and Instructional Services for a copy of due process procedures.

STANDARD OF CONDUCT: The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the *Student Handbook*.

POLICY ON HIV INFECTION AND AIDS: The Alvin Community College policy on HIV infection and AIDS is available in the office of the Associate Dean of Student and Instructional Services. The educational pamphlet on AIDS developed by the Texas Department of Health is available in the Counseling Center and in brochure racks throughout the campus.

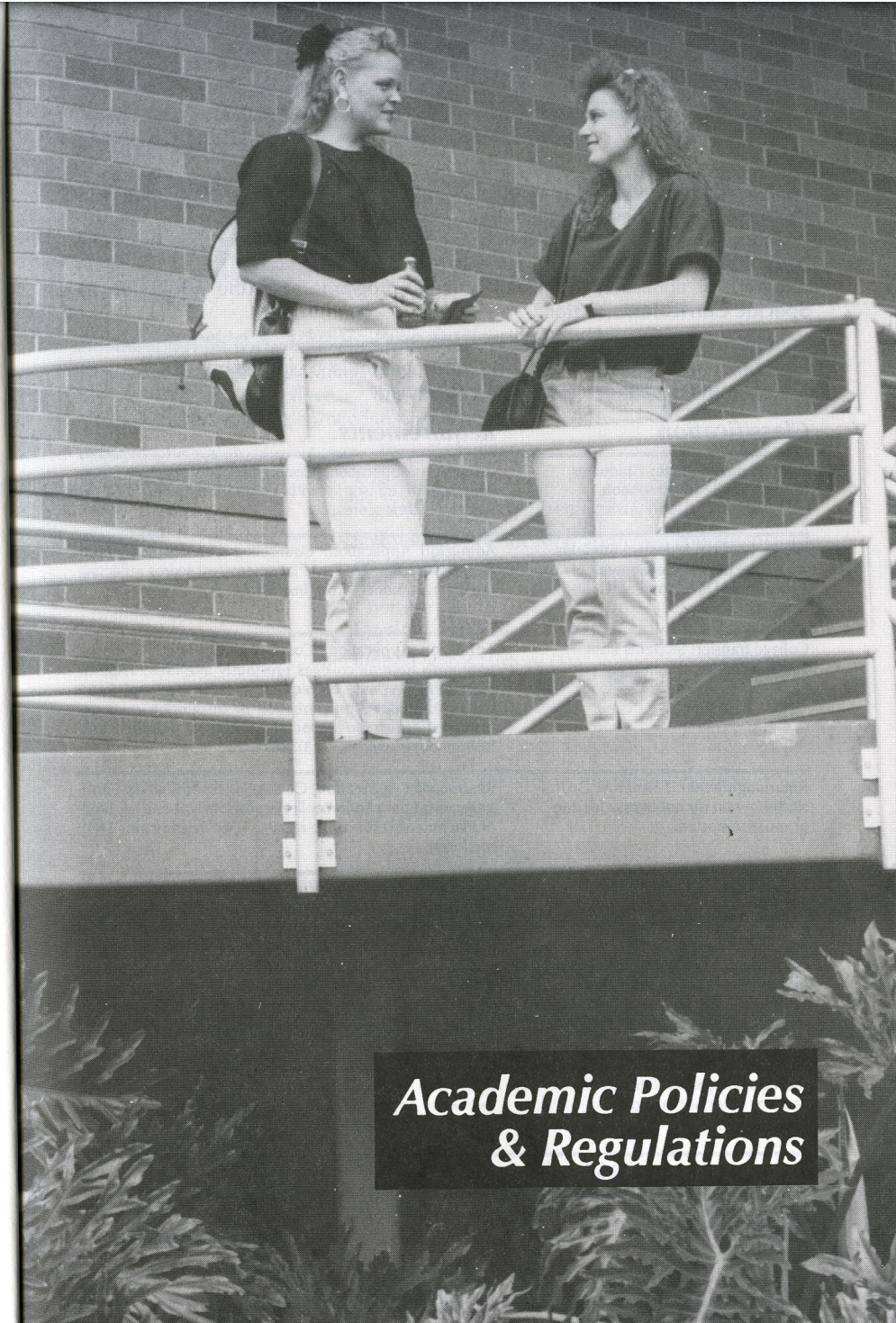
INCLEMENT WEATHER AND CLOSING OF THE COLLEGE: Alvin Community College schedules its instruction to comply with the Common Calendar published by the

Texas Higher Education Coordinating Board. College instructors meet all scheduled classes as published in the class schedule. If severe weather or emergency situations make it advisable to discontinue classes, the college makes every effort to notify its students through local television and radio stations. An official closing of the college delays all work until the next class meeting or until a date determined by the instructor. Make-up days for official college closings will be scheduled as needed.

If a student is in an area experiencing severe weather and the college has not officially closed, it is that student's responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about the instructor's rules for make-up work.

Interpretation Of Catalog

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



***Academic Policies
& Regulations***

Admission

Correspondence regarding admission should be addressed to the Records Office. To apply or re-apply or to request information on campus, visit the Counseling Center.

Alvin Community College is an open admission institution. However, admission to the College does not guarantee admission to specific programs. Some departments require approval before the student may register for their programs and courses, and special requirements may apply. Admission to the college is required for admission to all departmental programs. See the **Admission to Specific Curriculums** section.

Students will be admitted under the following categories when all requirements have been met. Required forms and documents must be turned in to the Records Office by the deadline (see Academic Calendar).

Classification	Requirements
High school graduate: Graduates from accredited high schools	Admission Application, Counseling Coordination Form, high school transcript with graduation date, TASP or Placement Test scores.
High school equivalency: Students who have passed the General Educational Development (GED) Test	Admission Application, Counseling Coordination Form, GED Test scores, TASP or Placement Test scores reflecting the ability to benefit from instruction.
College transfer: Students from another college or university	Admission Application, Counseling Coordination Form, transcripts from all colleges previously attended. TASP or Placement Test may be required (see Testing and TASP sections). Students on probation or suspension must get approval from the Associate Dean of Student and Instructional Services, (713)388-4623.
Returning student: Former ACC students who do not attend for one or more semesters	Readmission Application, Counseling Coordination Form, transcripts from all other colleges previously attended. TASP or Placement Test may be required (see Testing and TASP sections).
Early admission: High school students who have completed their junior year and have parental and high school approval	Admission Application, Counseling Coordination Form, Early Admission Application, high school transcript verifying completion of junior year, TASP or Placement Test scores reflecting the ability to pursue college-level course work.
International student: Students born in another country who are not U.S. citizens or resident aliens	Evidence of a valid visa and approval from the Advisor to International Students are required. For information on additional requirements, see section on International Student Regulations .
Individual approval: Persons 18 years or older not in above classifications	Admission Application, Counseling Coordination Form, Individual Approval Form, TASP or Placement Test scores reflecting the ability to pursue college-level course work.

For information on TASP and Placement Test see **Testing and TASP** sections. Test scores are used for placement in courses; they are not used to deny admission to college.

For information on advising see **Academic Advising**. This is an admission requirement, and no student will be permitted to register until all admission requirements are completed.

Official Records

Records (test scores, transcripts, etc.) are considered official and acceptable for the student's admission file only when sent directly from the issuing institution to the ACC Records Office. Records are not official if marked "Issued to the student." Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester.

Recommended Academic Preparation for College

High school students planning to enroll at Alvin Community College and then transfer to a senior college or university are strongly encouraged to take the following courses while enrolled in high school.

High School Curriculum	Credits	Courses
English Language Arts	4	English I-IV
Mathematics	4	Algebra, Geometry, Precalculus, Math elective
Science	3	State Board of Education approved courses include: Physical Science Biology I and II Chemistry I and II Physics I and II
Social Studies	4	United States History (1) United States Government (1/2) World History Studies (1) World Geography (1) Economics (1/2)
Foreign Language	3	Levels I-III proficiency in the same language
Health	1/2	1/2 credit minimum
Fine Arts	1	1 credit minimum
Physical Education	1 1/2	1 1/2 credits
Computer Science	0-1	Demonstrated proficiency
Electives	2 1/2	
TOTAL	24 1/2	

Admission To Specific Curriculums

To enter the following curriculums, a student must meet specific departmental requirements in addition to the general college admission requirements:

- Child Care and Development
- Court Reporting
- Medical Laboratory Technology
- Musical Theatre
- Nursing
- Nursing--Transition

Respiratory Care
Vocational Nursing

Departmental admission requirements are listed in the **Curriculum Offerings** section of the catalog.

Students will be admitted to a curriculum, subject to enrollment limits, when all of the listed departmental admission requirements are met. Students who do not meet the admission requirements for a specific curriculum may be eligible to enter that curriculum or course after satisfactorily completing preparatory course work. Admission to these curriculums is determined by the department.

Residence

Classification and Change of Classification

A student's registration must comply with state regulations published in *Rules and Regulations: Residence Status* by The Texas Higher Education Coordinating Board. Copies of this publication are available in the Records Office.

When a student is admitted, he is informed of his residence classification based on information on his application and supporting documents. His tuition and fees at registration are based on this classification. If a student's residence status changes after admission, he must file a Residence Reclassification Petition with supporting documentation proving the residence classification claimed. Documentation which is not submitted and approved by 12 noon on the census date does not affect a student's tuition and fees for that semester; it will apply, if unchanged, to the next semester.

Proof of Residence

All documentation (for both state and in-district classification) must show student's name. *To claim dependent residence status, a student must provide IRS 1040 (parents' federal tax return). Parents' state residence must be proved by documentation as listed below.*

To be classified a **Resident**, a student must prove Texas residence for the 12 months immediately prior to 12 noon on the census date for the given semester, by one or more of these documents:

- Texas high school transcript (showing attendance for the last 12 months)
- Texas college or university transcript (showing attendance for the last 12 months)
- Texas voter registration (at least one year old)
- Permanent driver's license (at least one year old)
- Employer's statement of employment for last 12 months
- Lease agreement for the last 12 months
- Canceled checks for the last 12 months
- Utility bills for the last 12 months
- Other third party documentation

To be classified a **Resident In-District**, a student must prove that he is a Texas resident who physically resides within the geographic boundaries of the ACC

District by 12 noon on the census date for the given semester, by one or more of these documents:

- Ad valorem tax receipt showing ACC District tax status (available at Alvin City Hall)
- Permanent driver's license showing ACC District address (P.O. Box excluded)
- Current utility bills showing service at ACC District address (P.O. Box excluded)
- Current checks showing ACC District address (P.O. Box excluded)
- Voter registration card showing ACC District address (P.O. Box excluded)
- Lease agreement showing ACC District address (P.O. Box excluded)

A student classified as **Non-Resident** (Out-of-State or International) is one who lives away from his family and whose family resides in another state or another country, or a student who has not resided in Texas for the twelve months immediately prior to the census date.

Aliens who live in this country under a visa permitting permanent residence or who have filed a declaration of intention to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for residence status as a citizen of the United States.

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

Testing

(See also **TASP** section)

Placement testing is an admission requirement for all students--first-time students, transfer students, and returning ACC students. However, some transfer and returning students may be exempt from all or specific sections of the test, as indicated below:

- Students who can prove completion of a college-level English course are exempt from the Writing Section.
- Students who can prove completion of a second college-level English course or several other college-level courses with a significant reading component may be exempt from the Reading Section.
- Students who can prove completion of any college-level math course are exempt from the Math Section.

Students who have provided TASP Test scores will not need to take the Placement Test. These students will be advised and placed according to their TASP scores.

Test scores are used for placement in courses; they are not used to deny admission to college. Call (713)388-4636, if you have any questions.

TASP (Texas Academic Skills Program)

The Texas Academic Skills Program is a program of testing, advisement, and remediation mandated by the Texas Legislature. The goal of the program is to insure that students attending Texas colleges and universities have the pre-requisite skills of English, reading and mathematics to perform at the college level.

Any student who did not earn at least 3 semester hours of college-level credit before Fall 1989 is obligated to take the TASP Test if any one of the following conditions also applies:

- the student is enrolled in a degree program
- the student is enrolled in a certificate program that requires the TASP (i.e., Criminal Justice--Correctional Administration, Criminal Justice---Correctional Science, and Electronic Technology)
- the student earns 9 or more semester hours of college-level credit
- the student plans to enroll in a teacher training program in Texas

Beginning Fall 1993, all entering students who are TASP-obligated must take the official TASP Test prior to the end of the semester in which they accumulate nine or more college-level semester credit hours (the nine-hour rule).

Students who transfer to ACC from another college must take the official TASP Test by the end of the semester in which they accumulate (from all Texas public colleges) their ninth or more college-level semester credit hour.

Students who have already taken the TASP and students who are exempt should note that student copies of score reports and transcripts accepted for provisional admission and advising **are not considered official**. The student must have official documents sent to the college directly from the testing agency.

Alvin Community College students on financial aid may qualify to take the TASP Test free of charge. See the Director of Financial Aid or call (713)388-4630 for more information.

General Education Course List

ACC courses with the following prefixes qualify as *general education* courses (except those in parentheses). Any certificate requiring fewer than 9 semester hours from this list will qualify a student for a TASP waiver.

ARTS, BIOL, CHEM, CZEC, DRAM (1220-21,2120-21), ECON, ENGL (0309,0310), FREN, GEOG, GEOL, GERM, GOVT, HIST, HORT, HUMA, MATH (0309,0310,0312), MUSI, PHED, PHYS, PSYC (0309), READ (0309, 0310), SOCI, SPAN, SPCH

Academic Advising

Students who enter ACC for the first time (including transfer students) and students returning to ACC after an absence of one or more semesters must participate in advisement before they will be admitted. Students should complete placement testing (see **Testing** section) before their advising session or **bring TASP score reports to the session. Transfer students should also bring copies of transcripts or grade reports from all other institutions they have attended.** Student advisement is done by the Counseling Center staff.

The College provides students with information and academic advice to assist them in making proper academic decisions. The Counseling Center, program director, or department head is responsible for providing current and accurate information and advice concerning the academic and vocational programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected degree or certificate program, and for enrolling in appropriate courses in the proper sequence to ensure orderly and timely progress to the degree or certificate. The student is also responsible for knowing and meeting TASP and other testing requirements. Students transferring credit are responsible for knowing the transfer policies of the receiving college or university.

Placement Regulations

Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as pre- or co-requisites). These requirements may be satisfied by successful completion of previous courses, by passing scores on either the TASP or the Placement Test, or by concurrent enrollment in a specific course. Compliance with pre- and co-requisites is mandatory for TASP-obligated students and is recommended for TASP-exempt (grandfathered) students.

The complete listing of courses with established pre- and co-requisites is published each semester in the Class Schedule.

International Student Regulations

An international student is a citizen of a country other than the United States who has an F-1 or M-1 visa for educational purposes and who intends to return to his home upon completion of his educational program. International students must carry a minimum of twelve (12) semester hours to meet the requirements of the United States Department of Justice, Immigration and Naturalization Service. International students are required to provide an Affidavit of Support that documents proof of available funds to cover both personal and educational expenses (see Tuition and Fees Schedule) while in this country and to obtain mandatory personal health insurance.

International students interested in receiving an ACC *Catalog*, an international student brochure, a class schedule, an ACC application, and TOEFL information should send an international money order for \$25 to the Counseling Center, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898. Before any admission action can be taken, international students must complete and file the following with the Counseling Center at least fifteen days prior to the beginning of the semester in which they plan to enroll:

1. A completed application form.
2. A health form (physician's examination).
3. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, *they must be accompanied by authorized English transcriptions.*

4. Adequate proof of competency in English as outlined in the international student application brochure or a score of at least 500 on the Test of English As A Foreign Language (TOEFL), administered by Educational Testing Service, Princeton, NJ.
5. An Affidavit of Support.
6. For international students transferring from another US school: an educational background letter from the foreign student advisor of the other US school attended.
7. A deposit of \$500 in the Alvin Community College Business Office.

International students must enroll in and attend International Student Orientation each semester that they register for classes. For more information, call (713)388-4636.



Evaluation Of Previous Education

Traditional Education

(For additional information regarding transfer of credits, see the **Core Curriculum** section.)

Evaluation of transfer transcripts is part of the admission process at ACC. Students are required to provide official transcripts from colleges and universities previously attended. Transfer course work may be accepted when:

- the transfer institution was accredited as a degree-granting institution by a regional accrediting commission at the time the course work was completed;
- comparable course work is offered at ACC at the time of the transfer and the transferred courses are equivalent in content and credit; and
- transfer grades meet departmental degree or certificate criteria.

NOTE: Beginning with Fall 1990 semester, transfer course work is posted to the student's transcript using ACC course identification to assist transfer students with course selection.

Proper course selection and the avoidance of duplicating course work remain the responsibility of the student.

Non-Traditional Education

ACC recognizes that each student's educational experiences are unique and that individual learning and subject matter proficiency may be gained outside the college classroom. ACC recognizes non-traditional learning from these sources:

Examinations

Alvin Community College--Departmental Exams (list available at the Records Office)
American College Testing--Proficiency Examination Program
Certified Professional Secretary Examination
College Board: College Level Examination Program--General
College Board: College Level Examination Program--Subject
Defense Activity for Non-Traditional Education Support--Subject
Registered Professional Reporter Examination

Other

Educational Credit for Training Programs--ACE Recommendations
Military Schools and Training--ACE Recommendations
National League for Nursing Achievement
Texas Law Enforcement Academy Certification

Credit from other than regionally accredited colleges and universities may be considered for application to certificate or degree requirements when acceptability and equivalency to Alvin Community College courses are determined. References used include: The Guide to Evaluation of Educational Experiences in the Armed Forces, The National Guide to Educational Credit for Training Programs, or other

equivalency guides which may be published by the American Council on Education.

Foreign education and experiential learning (life experiences) will be considered for credit if documented by taking applicable national or departmental examinations.

Evaluation Procedure for Non-Traditional Education

Course Work

Non-traditional education will be evaluated if all applicable criteria are met:

- The student applies at the Records Office during the first semester of attendance. The student must list **all** sources of non-traditional education to be considered, insure that **all** documents, official transcripts, and official test scores are on file not later than the end of the second semester attended, and pay a non-refundable fee. See application form for current fee. Official documentation must be sent directly from the college, university, or testing agency. Transcripts or test scores issued to the student will not be accepted.
- Courses are offered by ACC at the time of evaluation (evaluated credit must be equal in content and credit hours), and credit applies to the student's degree or certificate program at the time of evaluation. Any change of degree or certificate program requiring reevaluation requires a new application and fee.
- Departmental approval of equivalency to ACC courses offered is obtained for credit awards.

Credit granted from non-traditional sources is posted to the student's transcript on completion of the evaluation. Non-traditional credit sources are noted as NT/EX (non-traditional educational experience).

Departmental Examination

Departmental examinations are available only to fully admitted and currently registered students who:

- apply for Award of Credit by Exam at the Records Office and pay the non-refundable fee,
- have not attempted the course previously at ACC, and
- receive approval of examination results by the department chair and associate dean.

Credit and a letter grade of **A, B, or C** are awarded and posted to the student's transcript on successful completion of departmental examinations, except that the English Department grants credit for grades of **A or B only**. Transcript entries for courses completed by departmental examination are noted as Credit By Exam. **Students are advised to confer with institutions to which they plan to transfer regarding acceptance of departmental examination credit.**

Core Curriculum

The legislative statute which created The Texas Higher Education Coordinating Board directed the Board to develop a "basic core of general academic courses, which, when offered at a junior college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been taken at the receiving institution."

Subsequent recommendations from the Coordinating Board include the charge that "core components should provide study in Composition, History, Literature, Interdisciplinary / Crosscultural Studies, Mathematics, Physical / Life Sciences, Political Science, and the Visual or Performing Arts. Each core course should include specific competencies in reading, writing, speaking, and critical thinking, as well as discipline specific competencies."

The policy statement concerning core curriculums is published in the *Community College General Academic Course Guide Manual* of the Texas Higher Education Coordinating Board. It applies to all public colleges and universities in Texas. These mandatory provisions pertain only to credits earned at a Texas public community college or university accredited by the Southern Association of Colleges and Schools. The following extracts the policy provisions of the statement:

- A community college or university shall evaluate course credits presented by admissible transfer students on the same basis as if the credits had been earned at the receiving institution.
- The content of a course as reflected in its description, not its source of funding, shall determine its transferability and applicability to a degree program.
- No university shall be required to accept by transfer or toward a degree more than 66 semester hours, or one-half of the degree requirements if these constitute fewer than 66 hours, of credits earned by a student in a community college. In addition to the courses listed in the appropriate approved transfer curriculum, the university may count additional lower division courses in the student's major to give the total of 66 hours. No university is required by this policy to accept more than 66 hours; however, the university may accept additional hours.
- Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.
- Each Texas public community college or university shall accept course credits earned by any student transferring from another accredited Texas public community college or university provided such credits are within the approved transfer curriculum of the student's declared major field at the receiving institution. Each Texas public community college or university shall grant full value for transfer curriculum course credits toward degree requirements as they apply to the student's declared major. Additional course credits may be accepted in transfer at the discretion of the receiving institution.

- Since courses included in each transfer curriculum vary according to the major subject areas represented, a student should be advised to declare a major prior to attaining sophomore standing at a community college. The student shall be required to declare a major at the time a request is made for admission to a degree program at a university. Students should be advised that a change of major may result in loss of credits earned in the previous program.
- A student shall not be required to complete an entire transfer curriculum for credits in individual courses to be transferable and applicable to a degree program.
- Any community college or university choosing to grant credit for courses taken by non-traditional modes shall evaluate and validate the learning according to policy established at the receiving institution. Examples of non-traditional modes include:
 - national examinations
 - institutional examinations taken in lieu of course enrollment
 - courses taken at non-degree granting institutions (e.g., military)
 - work experience, or
 - life experience

The specific nature of this credit shall be so indicated on the student's transcript. The total amount of non-traditional credit accepted, if any, shall be entirely controlled by the receiving institution.

Resolution Of Transfer Disputes

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institution.

Physical Activity Requirement

Alvin Community College recognizes the importance of physical activity/education as a collegiate concept; therefore, the College requires two semester hours of physical activity as partial satisfaction of curriculum requirements.

Registration

Early Registration

An early registration period is conducted during designated semesters for currently enrolled students who plan to continue their enrollment the following semester. In addition, new and returning students who have been admitted or readmitted by the designated deadline each semester are eligible for early registration. The dates for early registration are listed in the Academic Calendar of this catalog. Complete details are available each semester in the Class Schedule.

Late Registration

Students who do not register during early or regular registration may register late according to the dates and times published in the Class Schedule each semester. There is no late registration fee, but students must still be admitted to the College to be eligible for late registration. Students entering classes late are held responsible for material presented during their absence and must consult with the instructor. Complete details are published each semester in the Class Schedule.

Registration Requirements for Transfer Students

Transfer students should bring copies of transcripts and TASP score reports to registration. Without these documents, the student will face delays.

Class Schedules

Schedules of classes being offered for each semester are published and distributed in time for all scheduled registrations. At the time schedules are published, it is the intention of the College to teach the classes according to the published information (date, time, instructor, location). The College reserves the right, however, to make any necessary adjustments to the schedule as circumstances warrant.

Audit / Credit Registration

Audit registration is permitted on the last day of late registration each semester on a space available basis to admitted students who do not wish credit for the course.

To register in a course for audit, students must obtain and complete an Audit Registration Agreement (Records Office), obtain the approval of the Director of Counseling and Testing, and return the form to the Records Office. Payment for audit registration is due at that time. Charges for audit registration are the same as for credit registration.

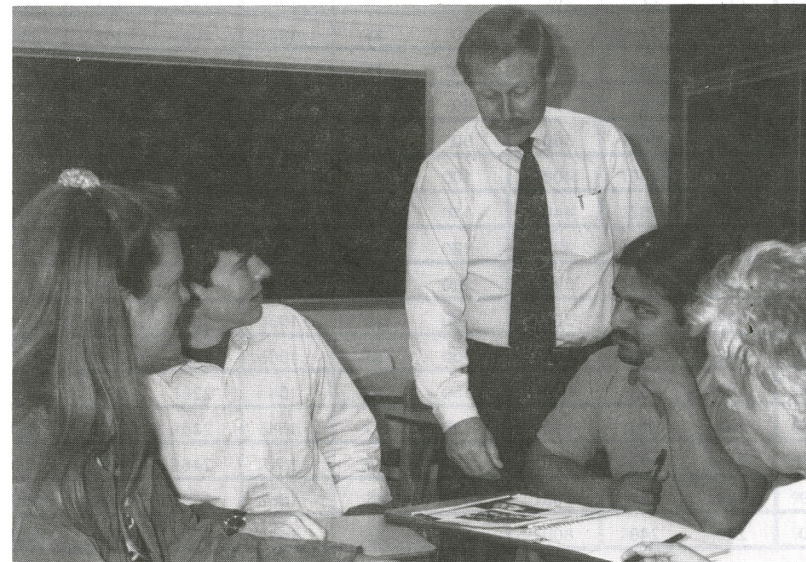
Students who register in a course for credit may not change their registration status to audit. Likewise, a student who registers in a course for audit may not change his registration status to credit.

Senior Citizens Audit Registration

Residents of the ACC College District who are 65 years or older are permitted to audit without payment of fees, on a space-available basis, any course the College offers (Texas Education Code 54.210). Applicants need to provide evidence of age. See **Audit/Credit Registration** section above.

Concurrent Enrollment

Students who are concurrently enrolled at another college or university may not exceed a total of 18 semester credit hours during a long term (Fall or Spring), except that students with a 3.0 or higher grade point average may exceed this limit with written approval from the Dean of Instruction, Student and Community Services or his designee. Summer term students who are concurrently enrolled may not exceed a total of 7 semester credit hours for a six-week term or 14 hours for the combined summer terms. See page 30 for tuition adjustment eligibility.



Tuition And Fees Schedule

Fall and Spring Semesters

This schedule represents fees based on residence status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees. **Note:** Registration does not become official until tuition and fees are paid.

For information about **Tuition Adjustment**, see Page 30.

CRED HRS	TUITION			SPECIAL FEES			TOTAL CHARGES**		
	RES IN	RES- OUT	NON- RES	O/DIS FEE*	STU/ SERV	REG FEE	RES- IN	RES- OUT	NON- RES
1	\$72	\$72	\$200	\$10	\$15	\$15	\$102	\$112	\$240
2	72	72	200	20	15	15	102	122	250
3	72	72	200	30	15	15	102	132	260
4	72	72	200	40	15	15	102	142	270
5	72	72	200	50	15	15	102	152	280
6	72	72	240	60	15	15	102	162	330
7	84	84	280	70	15	15	114	184	380
8	96	96	320	80	15	15	126	206	430
9	108	108	360	90	15	15	138	228	480
10	120	120	400	100	15	15	150	250	530
11	132	132	440	110	15	15	162	272	580
12	144	144	480	120	15	15	174	294	630
13	156	156	520	130	15	15	186	316	680
14	168	168	560	140	15	15	198	338	730
15	180	180	600	150	15	15	210	360	780
16	192	192	640	150	15	15	222	372	820
17	204	204	680	150	15	15	234	384	860
18	216	216	720	150	15	15	246	396	900
19	228	228	760	150	15	15	258	408	940
20	240	240	800	150	15	15	270	420	980

Res-In: Resident, In District

Res-Out: Resident, Out of District

Non-Res: Non-resident (Out of state or International student)

*Out-of-District Fee: \$10 per credit hour, not to exceed \$150. Applies to Res-Out and Non-Res.

**Does not include lab fees, PHED fees, parking fees, insurance fees or books.

Tuition And Fees Schedule

Summer Semesters

This schedule represents fees based on residence status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees. **Note:** Registration does not become official until tuition and fees are paid.

For information about **Tuition Adjustment**, see Page 30.

CRED HRS	TUITION			SPECIAL FEES			TOTAL CHARGES**		
	RES IN	RES- OUT	NON- RES	O/DIS FEE*	STU/ SERV	REG FEE	RES- IN	RES- OUT	NON- RES
1	\$72	\$72	\$200	\$10	\$5	\$15	\$92	\$102	\$230
2	72	72	200	20	5	15	92	112	240
3	72	72	200	30	5	15	92	122	250
4	72	72	200	40	5	15	92	132	260
5	72	72	200	50	5	15	92	142	270
6	72	72	240	60	5	15	92	152	320
7	84	84	280	70	5	15	104	174	370
8	96	96	320	80	5	15	116	196	420
9	108	108	360	90	5	15	128	218	470
10	120	120	400	100	5	15	140	240	520
11	132	132	440	110	5	15	152	262	570
12	144	144	480	120	5	15	164	284	620
13	156	156	520	130	5	15	176	306	670
14	168	168	560	140	5	15	188	328	720
15	180	180	600	150	5	15	200	350	770
16	192	192	640	150	5	15	212	362	810
17	204	204	680	150	5	15	224	374	850
18	216	216	720	150	5	15	236	386	890
19	228	228	760	150	5	15	248	398	930
20	240	240	800	150	5	15	260	410	970

Res-In: Resident, In District

Res-Out: Resident, Out of District

Non-Res: Non-resident (Out of state or International student)

*Out-of-District Fee: \$10 per credit hour, not to exceed \$150. Applies to Res-Out and Non-Res.

**Does not include lab fees, PHED fees, parking fees, insurance fees or books.

Special Fees

Applied Music Fee (private lessons)
\$25 per semester hour

Credit by Exam
\$12 per semester hour

Graduation Fees**
\$25 May graduates
\$10 August/December graduates

Lab Fees

ACCT2340	\$ 8
AIRC	\$17
ARTS	\$ 8
AUTO	\$17
BIOL	\$12
CHEM	\$ 8
CHID	\$ 8
COMM	\$12
COMM2332	\$15
CSCI	\$ 8
CTRP	\$ 8
CTRP2320	\$12
CRIJ2335	\$20
DRFT	\$10
ELEC	\$ 8
FREN	\$ 8
GEOL	\$ 8
GERM	\$ 8
MELT	\$ 8
MELT2313	\$17.50
MELT2322	\$13
MELT2412	\$22.50
MENH1321	\$21
MENH1322	\$20
MENH2323	\$20
MENH2324	\$20
NURS1300	\$ 6
NURS1400	\$16
NURS1410	\$ 5
NURS1800	\$17.25
NURS1900	\$17.50
NURS2200	\$20
NURS2400	\$23.25
NURS2410	\$13.25

NURS2900	\$22
OFAD	\$ 8
PHYS	\$ 8
RESC	\$ 8
RESC1500	\$22.50
RESC2214	\$22.50
RESC2214	(AHA Advanced Cardiac Life Support Program Fee) \$75
SPAN	\$ 8
VOCN1800	\$13
VOCN1901	\$15.25
VOCN1911	\$15.25

NCLEX-RN ADN State Board Exam
\$90

Non-traditional Education Evaluation Fee

\$30 per request

Parking Permit Fee (Annual)

\$10 first vehicle

\$5 each additional vehicle

Physical Education (PHED) Fees

\$6 Towel/Locker use

\$15 Water Safety

\$40 Bowling

\$50 Golf

\$75 Scuba Diving

Registration Fee

\$15 (non-refundable)

Returned Check Fee

\$10 per check

Short-Term Loan Processing Fee

\$1 minimum (per transaction)

\$5 maximum (per transaction)

Student Service Fee

\$15 Fall or Spring Semester

\$5 Summer Semester

**Pay graduation fee to Business Office; take receipt to College Store to order caps and gowns.

Tuition Adjustment

Concurrently enrolled students who register for 5 or less hours at ACC may receive a tuition adjustment if their enrollment at another college was prior to ACC registration. To determine eligibility for this adjustment, the student must bring a paid registration receipt from the other college to the Records Office and complete a Tuition Adjustment Approval form.

Tuition adjustment requests must be completed by the census date of the semester for which the adjustment is requested (see Class Schedule). Tuition adjustments are not available after the census date.

Refund Policy

A student's eligibility for a refund is based on these regulations:

- The student must officially withdraw in writing (see **Student Withdrawal** section).
- Withdrawals are dated the day they are received in the Records Office.
- Class-day count begins at 8:00 a.m. on the date identified "Classes Begin" in the Academic Calendar each semester.
- If a student's tuition and fees are met through financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds are available approximately six weeks after the close of registration.
- Refunds for Title IV grants will be made according to the refund schedule available in the Financial Aid Office.

Refund - Complete Withdrawal Fall and Spring Semesters:

Prior to 1st class day	100% refund less \$15 registration fee
1st through 5th class day	80% refund
6th through 10th class day	70% refund
11th through 15th class day	50% refund
16th through 20th class day	25% refund
After 20th class day	No refund

Summer Sessions:

Prior to 1st class day	100% refund less \$15 registration fee
1st through 3rd class day	80% refund
4th through 6th class day	50% refund
After 6th class day	No refund

Refund - Schedule Change

If a student remains enrolled in the College through the 12th class day of a fall/spring semester or 4th class day of a summer term but officially withdraws from one or more courses during that time, he will receive a 100% refund of the decrease in tuition and fees. There is no schedule change refund after the these dates.

If a student changes his schedule and the net result is an *increase in tuition and fees*, he must pay the difference. If a student changes his schedule and the net result is *no change in tuition and fees*, there is no charge.

Schedule changes must be completed in the Business Office. Students who do not complete the process are not added to or dropped from courses as they intended.



Academic Regulations

Academic Classification

Academic classification is determined as follows:

Full-time Student: A student who is registered for a full-time load as defined under **Academic Load**

Part-time Student: A student who is registered for less than a full-time load as defined under **Academic Load**

Freshman: A student who has completed less than 30 semester hours

Sophomore: A student who has completed 30 or more semester hours but less than 60 semester hours

Unclassified: A student who has completed 60 or more semester hours

Academic Load

Students are responsible for determining the academic load they may successfully complete during each semester within compliance of college regulations.

Full-time Load: The full-time academic load for a fall or spring semester is 12 or more semester hours. For a 12-week summer session, the full-time load is 8 or more semester hours; for a six-week summer session, 4 or more semester hours.

NOTE: Students receiving financial aid must meet the full-time load required for each financial aid program.

Normal Load: The normal academic load for a fall or spring semester is between 15 and 17 semester hours. For a 12-week summer session the normal load is 12 semester hours; for a six-week summer session, 6 semester hours. Students on academic probation may be required to take less than a normal load.

Maximum Load: The maximum full-time load for a fall or spring semester is 18 semester hours. For a 12-week summer session the maximum full-time load is 14 hours; for a six-week summer session, 7 semester hours. The maximum full-time load for the combined six- and twelve-week summer sessions is 14 semester hours. Students with a grade point average of 3.0 or greater may exceed the maximum full-time load during the fall and spring semesters with written approval of the Dean of Instruction, Student and Community Services or his designee.

Minimum Load: No minimum load is required.

Attendance

Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed will affect the grade of the student regardless of the reason for the absence.

Instructors may initiate administrative withdrawal procedures for students who exceed course absence standards. Withdrawal from classes may affect enrollment in other courses, insurance eligibility, financial aid, and/or veterans benefits.

Students who are enrolled in developmental courses because of their TASP or Placement Test scores **must attend classes and participate in instructional activities**. Failure to attend and participate could result in being dropped from all

classes. If these students are unable to attend, they should contact their instructors as soon as possible concerning the absence.

Student Withdrawal

Students who have registered and paid for courses are considered enrolled until they officially withdraw by submitting a Withdrawal Form to the Records Office. Ceasing to attend class does not terminate enrollment. Therefore, a student who ceases to attend class without officially withdrawing from that class **may receive a failing grade.**

A student who wishes to withdraw should consult the procedures detailed in each semester's Class Schedule. The withdrawal is not official until it is received in the Records Office. All withdrawals must be consistent with TASP guidelines.

Students should withdraw in person; however, a signed request mailed or faxed, (713)388-4895, to the Records Office is acceptable. The official withdrawal date will be the date the withdrawal is received in the Records Office.

Emergency withdrawals are official effective the date of the emergency provided the student submits written proof of the emergency (examples: military orders, medical certification of family emergency).

Because withdrawal from classes may affect enrollment in other courses, insurance eligibility, financial aid and/or veterans benefits, prior to finalizing withdrawal, students are advised to:

- review insurance policies regarding college attendance requirements (usually applies to students carried on parents' health/insurance plans) and/or
- consult with the Financial Aid Office and/or
- consult with the Veterans Coordinator.

Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received in the Records Office after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of **W**.

Administrative Withdrawal

Students who have excessive absences as defined in the Student Information Plan may be administratively withdrawn.

Grading

Grade-Point Value

- A** Excellent -- Four grade points per semester hour
- B** Good -- Three grade points per semester hour
- C** Average -- Two grade points per semester hour
- D** Poor -- One grade point per semester hour
- F** Failure -- No grade points per semester hour

- AU¹** Audit — Grade points not assigned
- I²** Incomplete — Grade points not assigned
- IP³** In Progress — Grade points not assigned
- R⁴** Re-enroll — Grade points not assigned
- S** Satisfactory — Grade points not assigned
- U** Unsatisfactory — Grade points not assigned
- W⁵** Withdrawn — Grade points not assigned

1 Audit (AU)

An **AU** grade is assigned to any student who registers for a course under Audit Registration rules. The audit grade remains on the student's transcript whether or not the student attends the entire course.

2 Incomplete (I)

Incomplete (**I**) may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An **I** grade not changed by the instructor to a grade of completion (**A, B, C, D**, or **F**) by the end of the following semester (December, May, August) will automatically be changed to an **F**.

3 In Progress (IP)

IP is a temporary notation that appears on the Student Information Sheet (SIS). It indicates semester hours in progress.

4 Re-enroll (R)

The **R** grade is used only with machine shorthand court reporting and developmental courses when the student is making satisfactory progress toward course objectives and needs additional time and instruction to master the material.

5 Withdrawn (W)

Students who file withdrawal requests by the published deadline will receive a **W** grade.

Calculation of Grade Points

Grade points earned are calculated by multiplying the semester hour value of a course attempted at Alvin Community College by the grade point value of the grade received in the course for grades of **A, B, C, D** or **F**. The grades of **AU, I, IP, R, S**, and **W** have no point value and are not included in any grade point calculation. Example: A 3-semester-hour course graded **A** produces 12 grade points.

Grade Point Averages

Three **grade point averages** are noted on Alvin Community College transcripts:

The **Cumulative Grade Point Average** is computed by dividing the total grade points earned by the total semester hours in **all courses attempted at Alvin Community College**.

The **College Grade Point Average** is computed by dividing the total grade points earned by the total semester hours in **college level courses attempted** at Alvin Community College. This grade point calculation excludes developmental courses.

The **Semester Grade Point Average** is computed by dividing the semester grade points earned by the total semester hours in **all courses attempted** at Alvin Community College for the semester. This grade point average is used for determining satisfactory progress for financial aid and eligibility for the Dean's List and the Merit List.

Grade Range

As a general guide, the following letter grades are assigned for percentage grades:

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Exceptions to this grading system exist and are published in the Student Information Plan distributed in class.

Grade Reporting

Grades are assigned by instructors and may be based on several factors such as class and/or laboratory performance, test scores, departmental academic requirements, and attendance. Instructors' grading requirements are included in the Student Information Plan (SIP) distributed in class.

Grades are available to students by the following means:

- Grade reports mailed at the end of each semester by the Records Office to the student's address of record. This allows students to monitor their performance immediately.
- Student Information Sheets provided to each student as part of each semester's registration. This allows students to review their cumulative academic record prior to course selection for each semester.
- Transcripts provided by the Records Office which are the official reports of courses, grades and credits awarded by the College.

Grade Change

Grade change requests begin with the course instructor and must be approved by the department chair and the appropriate Associate Dean.

Students who wish to challenge a course grade must first discuss it with the instructor. If the student then chooses to pursue the challenge, he must present his appeal in writing to the department chair or program director. Further appeal will be directed through the appropriate Associate Dean to the Dean of Instruction, Student and Community Services and the Academic Affairs Committee. The decision of the Academic Affairs Committee is final. The student has one semester from the date of grade assignment to apply for a grade change unless the student documents emergency circumstances.

Academic Honors

Presidential Scholar

To be designated a Presidential Scholar, a student will have completed 45 college-level semester hours at Alvin Community College, will have attained 18 university-parallel credits, and will have maintained a 3.9 cumulative grade point average while attending ACC. No grade earned at ACC must have been below a "B." Student must have completed 12 semester hours at ACC during the previous calendar year. Sports and Human Performance activity credits are excluded.

Dean's List

Through the Dean's List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, it contains the names of all students who have completed 12 or more college-level semester hours during the semester with a minimum 3.5 grade-point average with no grade lower than a C.

Merit List

Through the Merit List, the College honors the scholastic achievement of part-time students. Issued each fall and spring semester, it contains the names of all students who have completed 7-11 college-level semester hours during the semester with a minimum 3.5 grade-point average with no F or U grades.

Academic Suspension/Probation

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy. However, students who do not make satisfactory progress in the following curriculums will be subject to removal from these curriculums:

- Court Reporting
- Medical Laboratory Technology
- Nursing
- Nursing - Transition
- Respiratory Care
- Respiratory Care - Certificate
- Vocational Nursing

See the requirements for each curriculum in the **Curriculum Offerings** section of this catalog.

A student is placed on academic probation when he fails to maintain at least a 2.0 cumulative grade-point average on a minimum course load of 6 hours. The probation stands until the student raises his cumulative GPA to 2.0 or higher. A student whose cumulative and semester GPA's are less than 2.0 is required to meet with a counselor prior to registration to verify the conditions necessary for his continued enrollment at the College. The student's maximum course load may be limited to improve the student's chances for success.

Veterans and students on financial aid will be given a Satisfactory Progress Form to identify the requirements they must meet to continue receiving financial aid each semester.

Student Records Policy And Procedures

Other than directory information, the College does not release any information concerning a student without the written consent of the student (or his parent, if the student is a minor).

Release Of Directory Information

The following items of directory information may be released without the written consent of the student: name, address, telephone number, date of birth, major, awards and degrees, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. *The student is responsible for notifying the Records Office by the 12th class day of the fall and spring semesters and by the 4th class day of the summer sessions if any of the information listed above is not to be released.*

Name Or Address Change

Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Records Office. Personal information includes such items as name, address, telephone number, emergency contact, and academic information. Any communication mailed to the name and address on file is considered delivered.

Challenge To Accuracy Of Records

Students who desire to challenge the accuracy of their records must present their request in writing to the Registrar. Forms are available in the Records Office.

Records On Hold

A student's records are placed on hold when the student has an outstanding obligation, such as records obligation, library fine, traffic violation, financial aid obligation, business obligation, or other obligation. The hold prohibits the student from future registration or from releasing his records (transcript) for any purpose. The Counseling Center or Records Office will assist the student in determining the office which placed the hold. The student must go to the appropriate department (i.e., library, college police, etc.) to clear the obligation. The department will issue a receipt or clearance form.

Transcript Requests

Students may request official transcripts by completing the Request For Transcript Service form or by letter or fax, (713) 388-4895. The letter or fax must include the student's name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, and signature. All requests must provide a complete address to which the transcript is to be sent or they will be returned.

Except for peak operational periods in the Records Office, transcript services are provided within 24 hours of receipt of the request. There is no charge for transcripts sent by regular, first-class mail. Express transcript service is provided when pre-paid and arranged for by the student. Students must contact the express service for rates and procedures. To ensure security of records, Alvin Community College does not fax transcripts.

Grievance Procedure

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate Associate Dean to the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. If the matter is still unresolved, the student may request through the President a hearing before the Board of Trustees.

Developmental Studies

Students who want to strengthen basic academic skills and come to terms with practical life skills can select courses in the Developmental Studies Program. Classes in basic math, reading, and English are available as well as a developmental psychology course that focuses on study skills. Students who need full-time status may include up to 12 semester hours of developmental studies classes in their course selections. TASP-obligated students whose Placement Test or TASP Test scores are below the college level must enroll and participate in the appropriate developmental course. For more information, contact the Counseling Center.

Developmental Studies Courses:

English 0309
English 0310
Math 0309
Math 0310
Math 0312
Reading 0309
Reading 0310
Orientation 1100
Psychology 0309

Developmental studies courses receive local credit; however, they may not be used to fulfill the requirements for a degree or certificate. Grades earned in developmental courses will not be used to meet any honors or degree or certificate requirements. Furthermore, these courses do not transfer.

Graduation

Graduation Policy

The College does not automatically award a degree or certificate when a student has completed the requirements. To receive the earned degree or certificate, a student must apply for graduation in the Records Office and pay the graduation fees in the Business Office. Deadlines for graduation application are published in the academic calendar of the ACC *Catalog* and the class schedules. If a graduation applicant does not fulfill all degree requirements in the designated semester or summer session, he must reapply and pay an additional graduation fee.

Graduation Requirements

The student is responsible for ensuring that he has fulfilled the total number of college credits and required courses in his certificate or degree program. To graduate a student at ACC must:

1. meet entrance requirements.
2. fulfill all course requirements of a particular curriculum as specified in the ACC *Catalog* and/or student's degree plan.
3. complete 24 semester hours in residence at Alvin Community College for a two-year program; complete 12 semester hours in residence for a one-year program. In either program at least half the hours in residence must be in the student's major.
4. earn a minimum 2.0 grade point average in courses completed at ACC which apply to the student's particular degree or certificate, and a minimum 2.0 in combined ACC courses and transfer courses which apply to the student's particular degree or certificate.
5. complete two semester credit hours of physical activity courses for a two-year program.
6. pass the Texas Academic Skills Program (TASP) Test, if not exempt or waived from the test (waivers apply to specific certificates only).
7. file an application for graduation with the Graduation Advisor. Students who do not meet the application deadlines will be graduated at the following scheduled graduation.
8. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have their records placed on "hold," prohibiting graduation.
9. attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

Graduation Under A Particular Catalog

To graduate, students must complete the study requirements of the ACC *Catalog* in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Records Office. Students who interrupt their studies for more than four consecutive

semesters (fall, spring, or summer) must meet the requirements of the catalog under which they were readmitted.

Course Substitution

Semester credit hours and core academic requirements for a degree or certificate will not be waived. Substitutions for other requirements must be approved by the appropriate department and associate dean. Application for substitution may be initiated through the Counseling Center.

Graduation Honors

Degree candidates whose college grade-point average at Alvin Community College is 3.2 or higher will receive honors recognition at graduation. The grade-point average required for graduation (2.0) includes only the credit hours needed for graduation (and the highest grade for repeated courses). The grade-point average required for graduation honors includes all credit hours (excluding developmental courses) completed and all grades for repeated courses.

Appropriate scholastic achievement honors are recorded on the student's records:

3.2 grade point average -- Cum Laude (with honors)

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

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



Degrees And Certificates

Degree programs are two-year, 62-76 semester-hour programs; certificate programs are one-year, 30-48 semester-hour programs. Developmental courses may not be used to fulfill the requirements for a degree or certificate.

The Associate In Arts (AA) Degree:

- Art
- Drama
- General Liberal Arts
- Music
- Musical Theatre
- Sports and Human Performance

The Associate In Arts (AA) Degree--General Studies

This degree is awarded for a sixty-two hour multidisciplinary academic program pursued by students who do not have a specific baccalaureate degree goal. The core curriculum and core academics for this program include English, fine arts, history, government, mathematics, speech, sciences, and physical activity.

The Associate In Science (AS) Degree:

- Biological Science
- Business Administration
- Mathematics
- Physical Science

The Associate In Applied Science (AAS) Degree:

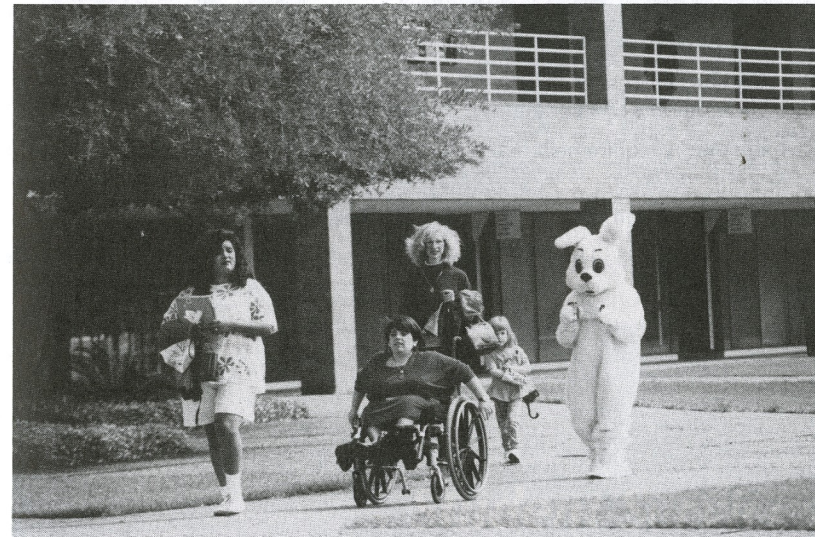
- Accounting
- Child Care and Development
- Communications
- Computer Science Technology
- Computer Repair Technology
- Court Reporting
- Criminal Justice-Correctional Science
- Criminal Justice-Law Enforcement
- Drafting Technology
- Electronic Technology
- Fashion Merchandising
- Legal Assistant
- Management Development
- Medical Lab Technology
- Mental Health
- Nursing
- Office Administration-Executive Secretary
- Office Administration-Legal Secretary
- Office Administration-Medical Secretary
- Respiratory Care

The Certificates:

Air Conditioning/Refrigeration	Fashion Merchandising
Automotive Technology	Legal Stenography
Child Care and Development	Management Development
Communications-Radio Broadcasting	Mental Health
Communications-Television	Office Administration
Computer Science-Data Processing	Respiratory Care Technician
Criminal Justice-Correctional Administration	Vocational Nursing
Criminal Justice-Correctional Science	Criminal Justice-Texas Peace Officer
Drafting	
Electronics	

Second Degree Or Certificate

Alvin Community College grants credit for all previously completed courses which also meet the requirements of an additional degree or certificate. The student must pay for additional degrees or certificates.



Definitions Of Academic Terms

Academic Probation: The status of a student whose cumulative grade point average is below the minimum standard of 2.0.

Admission:

Full: Acceptance of a student to the college after all admission requirements have been met.

Provisional: Temporary acceptance of a student to the college pending receipt of official transcripts and test scores. Failure to submit these documents will prevent future registration and transcript service.

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

Co-requisite: A course which must be taken simultaneously with another course.

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

Elective: A course which a student may choose to take, as distinguished from a required course.

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

Faculty: The instructional staff of the College.

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

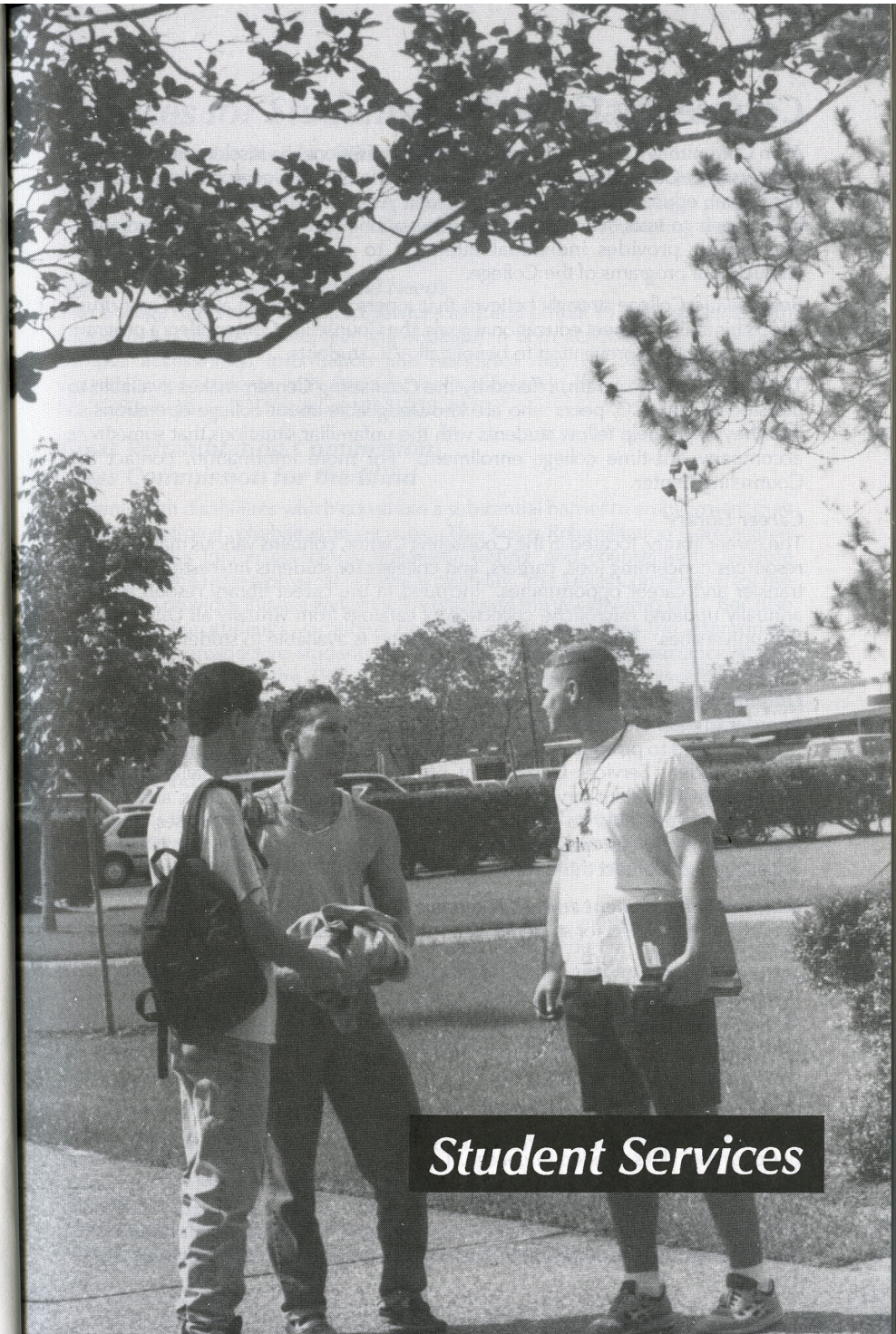
Pre-requisite: A course which must be taken before taking another course or a test which must be passed before taking a course.

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

Suspension: A requirement that a student cease enrollment in the College for at least one semester.

Term: A subdivision of the academic year -- Fall, Spring, and Summer semesters.

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



Student Services

Counseling Center

Alvin Community College maintains a staff of professional counselors and academic advisors. The Counseling Center assists students in making decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational and educational information. The Center provides individual attention to supplement and support the instructional programs of the College.

Because the College strongly believes that a person's abuse of alcohol and drugs affects his ability to meet educational goals, the Counseling Center offers a program of drug education/prevention to benefit all ACC students.

The Peer Leader Program, offered by the Counseling Center, makes available to the students of ACC, peers who are knowledgeable about college operations so that they might help fellow students with the unfamiliar situations that sometimes accompany first-time college enrollment. For more information, contact the Counseling Center.

Career Library

The career library, located in the Counseling Center, contains various materials and resources concerning jobs, careers, and colleges for students interested in college transfer and career opportunities. Included in the career library resources is an annually updated microfiche collection of catalogs from virtually all U.S. colleges and universities. The microfiche reader-printer is available to students, staff, and faculty.

Dolphin Preview For New Students

In order to ease the transition into college, to acquaint new students with college programs, and to promote success in college, an orientation program is scheduled by the Student Services Department prior to registration each fall and spring semester. ACC student services staff members, faculty, administrators, and current students are available to provide information on programs, courses, transfer, registration, services, physical layout of campus, and student activities and organizations. Contact the Counseling Center for additional information.

Learning Enhancement and Achievement Program (LEAP)

Services are provided for students with learning or responding differences, as well as for those who have differences in learning styles. Support is provided to individuals through informational testing, assistance in developing new learning and responding strategies, and suggestions for alternative academic approaches. Students can be referred by faculty, counselors or themselves. For further information and assistance, contact the coordinator of LEAP in the Counseling Center.

Orientation 1100: College Adjustment

ORIE1100 is a one-semester-hour course designed to give students many of the basic survival skills needed in college. Topics covered in ORIE1100 include: time management, study skills, test taking, stress reduction, assertiveness training, career exploration, and decision making. Students who want to take ORIE1100 should include it on their course plans when they register. For additional information, see the **Description of Courses** in this catalog or contact the Counseling Center.

Services for Students with Special Needs

Dolphin Access For Students With Special Needs

Dolphin Access is an orientation program designed to give all new students with special needs (handicapped, learning disabled) information on college programs, admission, registration, and support services. Contact the Counseling Center for additional information.

Services For Students With Special Needs

The College offers special support services and equipment to assist students with special needs (handicapped, learning disabled) in both academic endeavors and campus accessibility. Information and assistance may be obtained from the Counselor for Students with Special Needs located in the Counseling Center, (713)388-4636 or TDD number (713)388-4913.

Texas Rehabilitation Commission

Texas Commission for the Blind

Students with disabilities which constitute a substantial barrier to employment may receive vocational rehabilitation services. The Texas Rehabilitation Commission (TRC) provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. The Texas Commission for the Blind (TCB) provides this assistance for the blind and the visually-impaired. Because approval of the student's vocational objective must come from the appropriate Commission, prospective students should apply early for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to registration. Contact the Counseling Center for more information, or contact the nearest office of the TRC or TCB for eligibility requirements and information.

Financial Assistance

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need. Financial aid is awarded to students whose file is completed by the deadline - until funds are no longer available. Deadlines for financial aid processing are published each semester in the Class Schedule.

Students who apply for financial aid must:

- complete all requirements for admission to the College;
- complete the college's application for financial aid; and
- complete an application for Federal student aid.

Students must apply for financial aid in person. Further, students must submit a new financial aid application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year

as possible. Application forms and additional information are available in the Financial Aid Office. All information provided to this office remains confidential.

The Financial Aid Office will determine that a student's academic progress has preserved his eligibility for financial assistance.

All tuition and fees must be paid in full at the time of registration or students may not attend classes. If a student's financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Thus, students needing financial assistance should make application to the Financial Aid Office early in order to satisfy deadlines.

Financial Aid Programs

Federal Pell Grants: This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. All students who desire to participate in this program must submit an application. A student who meets grant requirements will be provided with an eligibility statement which he must submit to the Financial Aid Office. Some programs require high school graduation, the equivalent and/or other criteria for admission.

Federal Work-Study Program: This program provides on-campus employment for students who qualify on the basis of financial need. To be eligible for employment under this program, the student must be enrolled at least half-time and must show a need for the earnings to pay for college expenses.

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

Federal Stafford Loan Program: This loan program permits students to obtain low-interest loans from private lending agencies. The process is begun by applying for a Pell Grant. Eligibility requirements include, but are not limited to, need. If a student is otherwise eligible, the Student Financial Aid Officer can certify the loan application. These loans are normally made through banks, credit unions, or savings and loan associations who participate in the program.

State Student Incentive Grant: All eligible students may be considered for this grant program, which is based on financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

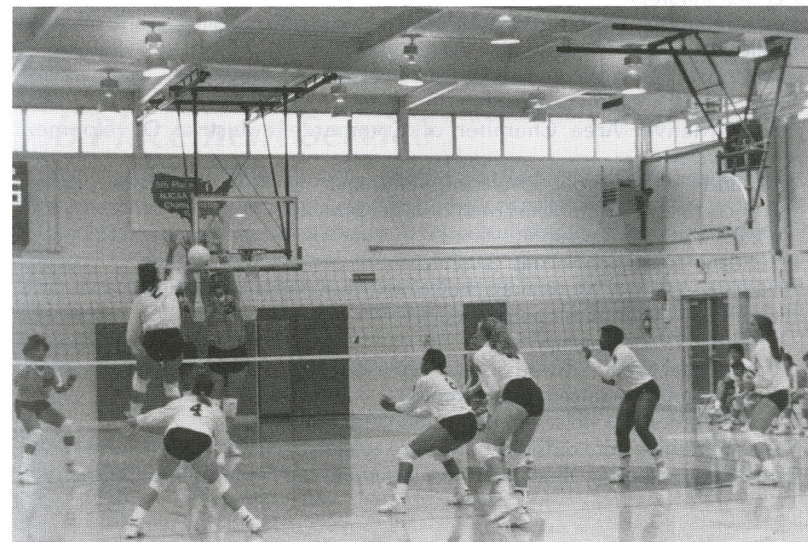
Federal Supplemental Educational Opportunity Grants: Supplemental Educational Opportunity Grants are awarded to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Texas Public Education Grants: State legislation has made grant funds available to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Hazlewood Act: Honorably discharged Veterans, who were Texas residents at the time of induction into military service, who have no further entitlement to Veterans

Educational Benefits or other federal educational benefits, as determined by Financial Aid eligibility, and who have resided in Texas for the 12 months preceding registration may be eligible for exemption of tuition and some fees. Application for Hazlewood Act exemption is made through the Records Office, Veterans Coordinator. Veteran students must provide an original or a certified copy of DD Form 214 and proof of Texas residence. Additionally, Hazlewood Act applicants must begin Financial Aid processing 6 weeks prior to registration to establish eligibility for exemption. Eligible Hazlewood Act students must secure from the Records and Financial Aid Offices a Tuition Exemption Approval Form by the census date of each semester to qualify for exemption. Census dates, published in the Class Schedule, are the 12th class day for fall and spring semester and 4th class day for summer semesters.

Job Training Partnership Act (JTPA): Eligible students may receive tuition, fees, books, career counseling, and part-time employment. To be eligible for the JTPA program, students must (1) meet financial need criteria and (2) enroll in a vocational program. For information, contact the JTPA Office.



Scholarships

Athletic Grants-in-Aid

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

Music Grants-in-Aid

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

Institutional Departmental Academic Scholarships

Departmental academic scholarships are provided to qualified students in:

Art	Legal Assistant
Business	Math
Child Care and Development	Medical Lab Technology
Communications	Management Development
Court Reporting	Mental Health
Drafting	Music
Electronics	Nursing-ADN
English	Nursing-LVN
Fashion Merchandising	Respiratory Care
Foreign Languages	Social Science
Law Enforcement	Science

These scholarships are competitive in nature. Students interested in these scholarships should contact the chairperson of the appropriate department.

Other Scholarships

These scholarships, coordinated by Alvin Community College, are awarded annually:

- ACC Association of Educational Office Personnel Scholarship
- ACC Fashion Group Scholarship
- Alvin-Manvel Area Chamber of Commerce Industrial Development Scholarship
- Bill and Donna Gardin Scholarship (Business)
- Francis Joseph (Joe) Phillips Memorial Scholarship
- M. B. Ward Scholarship
- James Williams Scholarship (Drama)
- Hollis McGinness Memorial Scholarship (Alvin Noon Lions Club)
- Paul Lawson Scholarship (Drama)
- Presidential Scholarship
- Presidential Service Award Scholarship (Alvin High School Graduating Senior)
- Rotary Club Scholarship (Alvin Rotary)
- Scott Memorial Scholarship (Law Enforcement)

Other scholarships from outside sources are available to ACC students. For further information concerning all scholarships, inquire at the Financial Aid Office.

Veterans Administration Benefits

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or *eligible* veterans' dependents should contact either the VA Regional Office or the campus Veterans Service Desk in the Records Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of academic progress listed below. *Certification to the VA is not an automatic process. The veteran needs to request it each semester that he wishes to be paid.*

Standards Of Academic Progress For Students Receiving VA Benefits

Satisfactory Progress: Maintaining a cumulative grade-point average (CGPA) of 2.0

Probation: Failure to achieve a CGPA of 2.0 results in *first* probation for the student's next registration. If the student achieves a 2.0 GPA for his *first* probation semester but does not achieve a CGPA of 2.0, the student will be placed on *second* probation for one additional semester. Summer sessions (Summer 1, Summer 2, Summer 12-week) are considered one semester.

Unsatisfactory Progress: Failure to remove probationary status. Unsatisfactory progress is reported to the VA Regional Office at the end of the *first* probation period if the semester GPA is below 2.0 and at the end of the *second* probation period if the cumulative GPA is below 2.0.

Transfer Students: VA students who transfer to ACC under academic suspension or probation at the last school attended are admitted under the terms of *first* probation listed above.

Job Placement Service

The Financial Aid Office provides placement services for students who need part-time or full-time employment during their enrollment and after graduation. Information on job requirements and opportunities is available through the College's contact with business, industry, the professions, and the government. Students seeking part-time work are encouraged to keep in mind their career plans and to seek job experiences that can benefit them in permanent positions after graduation.

Learning Lab

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves ACC students. Its purpose is to provide help for students in a relaxed, informal environment. Lab services include developmental classes to better prepare students for their chosen programs; individual tutoring; microcomputers, tape players/recorders/copiers, films, and audio tapes for individual use. The Learning Lab is open days throughout the academic year, and evening tutoring is available by appointment. All services of the Lab are free.

Library

The Library, located on the second floor of the Learning Resources Center, has a collection of 30,000 books and bound periodicals, 200 current periodical subscriptions, and 50,000 microforms. All materials are available for use by students, staff, and residents of the community. Library hours are published in the class schedule.

Campus Services

Cafeteria

The cafeteria, located in the Student Center, offers a grill, cold food and snacks, a salad bar, and beverages. It is open each class day, breakfast through lunch.

Child Care Laboratory

Students, staff, and faculty may enroll their children in the campus day care center, a laboratory school operated by the Child Care and Development Department. The center is licensed for children aged 18 months to 6 years. For information about registration, hours, and charges, contact the Laboratory School Office.

College Store

The College Store, offering books, school supplies, and sundry items, is operated for the convenience of students and faculty. Located in the Student Center, it is open for day and evening services throughout the academic year. Book-buy-back is conducted by the College Store during the week of final examinations each semester; students may sell their books back for one-half the original purchase price.

Fitness Center

The ACC Fitness Center, including the gym, racquetball courts, tennis courts, weight training rooms, locker rooms, and saunas, is open to students, faculty, staff, and the residents of the college district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. Summer operating hours are published in the class schedule. For membership information call 388-4706.

Health Insurance

Health insurance is the responsibility of the student or, in the case of a minor, the student and his parents or guardian. A student's eligibility for coverage under his parents' policy may depend on the student's age, dependency status on federal tax returns, and the total hours of enrollment. Students or parents are advised to consult their insurance carrier for specific terms of eligibility.

Parking

Automobiles must be registered with the Campus Police to park legally on campus. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the Campus Police Office. Parking spaces marked with yellow stripes are reserved for student and registered visitor parking. Those spaces painted white with "Faculty and Staff Parking" signs at the heads of the rows are reserved for registered faculty and staff vehicles. Each parking lot on campus has Handicap Parking that is reserved for vehicles transporting mobility-impaired persons.

Student Activities

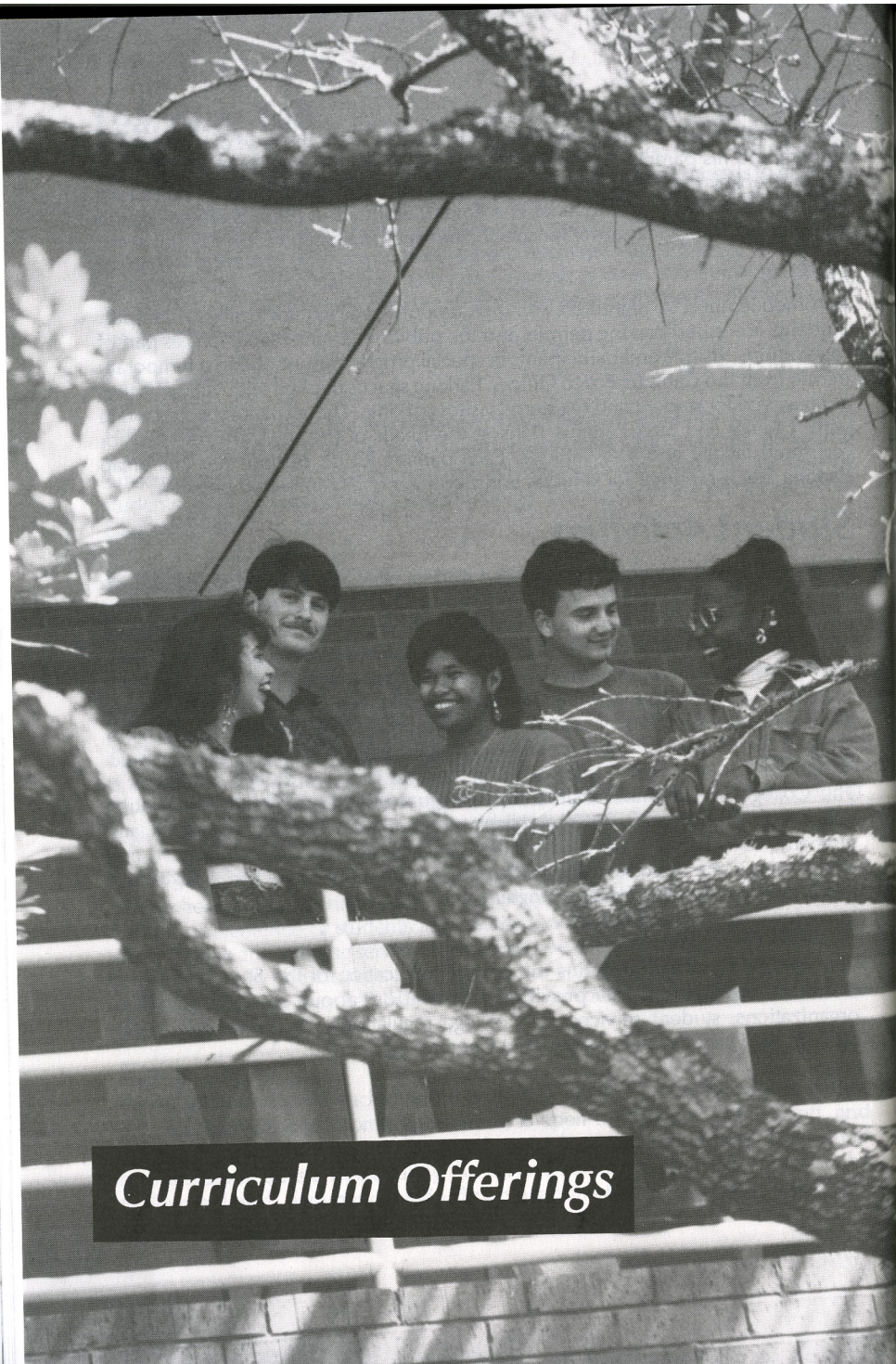
Some of the most valuable experiences a student will have while attending college occur outside the classroom. Alvin Community College encourages its students to participate in these extra-curricular activities. Student activities are open to every ACC student and include movies, speakers, dances, intramural sports and games, workshops, concerts, programs, and social and professional clubs. The Student Activities Coordinator maintains the activities calendar, and campus events are listed in the weekly calendar, *This Week at ACC*, and in the campus newsletter, *FYI*.

Athletics

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball and women's volleyball and fast-pitch softball. Soccer is offered as a club sport, and students have the opportunity to participate in intramural sports and an extensive sports and human performance program.

Student Handbook

The student handbook contains the official publication of the Student Code of Conduct. Additionally, it provides information about student activities, organizations, student services, and college regulations. It is available in the Student Activities Office in the Student Center.



Curriculum Offerings

CAMPUS PROGRAMS

ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

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

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

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

**GENERAL LIBERAL ARTS
Associate in Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
*MATH	Any College Level Mathematics	3	0	3
SPCH 1315	Public Speaking	3	0	3
*Foreign Language				
or		3	0-2	3-4
Elective				
PHED	Physical Activity	0	3	1
		15	0-5	16-17

Second Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
*MATH	Any College Level Mathematics	3	0	3
*Elective	College Level	3	0	3
*Foreign Language		3	0-2	3-4
or				
Elective				
PHED	Physical Activity	0	3	1
		15	0-5	16-17

Third Semester

ENGL 2332	Survey of Literature I	3	0	3
or				
ENGL 2322	Survey of English Literature I			
SCIENCE	Physics 1401, or Chem 1405, or Biol 1408, or Geol 1403	3	2-3	4
GOVT 2301	American National and State Governments I	3	0	3
*Electives	College Level	6	0	6
		15	2-3	16

Fourth Semester

ENGL 2333	Survey of Literature II	3	0	3
or				
ENGL 2323	Survey of English Literature II			
or				
ENGL 2326	American Literature			
SCIENCE	Physics 1402, or Chem 1407, or Biol 1409, or Geol 1404	3	2-3	4
GOVT 2302	American National and State Governments II	3	0	3
*Electives	College Level	6	0	6
		15	2-3	16

*Depending on the transfer requirements of the college the student will be attending.

**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

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

ART Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	0	6	3
ARTS 1316	Drawing I	0	6	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		9	15	16

Second Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II	0	6	3
ARTS 1317	Drawing II	0	6	3
ARTS 1304	Art History II	3	0	3
PHED	Physical Activity	0	3	1
		6	15	16

Third Semester

ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
ARTS 2316	Painting I	0	6	3
ARTS	Elective	0	6	3
**Elective (Non Art)	College Level	3	0	3
		9	12	15

Fourth Semester

ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature I	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
ARTS 2326	Sculpture I	0	6	3
ARTS	Elective	0	6	3
***Elective	College Level			
	Natural Science/Math)	3-4	0	3-4
SPCH 1318	Interpersonal Communication			
or				
SPCH 1315	Public Speaking	3	0	3
		12-13	12	18-19

*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

**DRAMA 1310, MUSI 1306, HUMA 1301 or 1302 are suggested.

*** Natural Science/Math Elective

Total Minimum Credits Required for Arts Degree. 65 or 66

DRAMA
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	0	0	3
DRAM 1220	Rehearsal and Performance	0	6	2
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
DRAM 1310	Introduction to Theatre Arts	3	2	3
SPCH 1315	Public Speaking			
or				
Elective	College Level	3	0	3
		13	11	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1341	Stage Makeup	2	4	3
MATH 1314	College Algebra	3	0	3
		13	14	17
Third Semester				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
DRAM 2120	Rehearsal and Performance	0	6	1
DRAM 1330	Introduction to Technical Theatre	2	4	3
DRAM 1352	Advanced Acting	2	4	3
DRAM 2360	Modern Theatre Literature	3	0	3
		13	14	16
Fourth Semester				
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
DRAM 2331	Intermediate Technical Theatre	3	3	3
DRAM 2336	Theatre Speech	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
Elective	College Level	3	0	3
		15	9	16

*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Drama Degree 66

MUSIC - INSTRUMENTAL CONCENTRATION
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
Elective	College Level	3	0	3
		14	13	18
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1312	Music Theory	3	0	3
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
MUSI 1188	Percussion Class	1	2	1
PHED	Physical Activity	0	3	1
		12	18	17
Third Semester				
**HIST 1301	The U.S. to 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MUSI 2311	Music Theory	3	0	3
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
Elective	College Level	3	0-3	3-4
		14	13-16	18-19
Fourth Semester				
**HIST 1302	The U.S. Since 1877	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MUSI 2312	Music Theory	3	0	3
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		13	15	18

*MUAP 1271, 1272, 2271, 2272 may be substituted.

**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a Music Degree 71/72

MUSIC - VOICE CONCENTRATION Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1159	Musical Theatre	1	4	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1281	Applied Music: Voice	1	4	2
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>20</u>	<u>17</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1312	Music Theory	3	0	3
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1282	Applied Music: Voice	1	4	2
DRAM 2336	Theatre Speech	3	0	3
		<u>14</u>	<u>13</u>	<u>18</u>
Third Semester				
**HIST 1301	The U.S. to 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MUSI 2311	Music Theory	3	0	3
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2281	Applied Music: Voice	1	4	2
Elective	College Level	3	0	3
		<u>14</u>	<u>13</u>	<u>18</u>
Fourth Semester				
**HIST 1302	The U.S. Since 1877	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MUSI 2312	Music Theory	3	0	3
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2141	Concert Choir	0	5	1
MUAP 2282	Applied Music: Voice	1	4	2
Elective	College Level Math or Science	3	0-3	3-4
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>15-18</u>	<u>18-19</u>

*MUAP 1271, 1272, 2271, 2272 may be substituted.

**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required
for a Music Degree..... 71/72

MUSICAL THEATRE

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

Length: Two-Year Program

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

1. be a high school or GED graduate;
2. fulfill admission requirements at ACC;
3. audition for degree requirements approved by the Music Theatre Admissions Committee.

Degree Requirements:

1. Complete the 68/69 hours required in the degree program.
2. Pass the proficiency exams in voice and piano.
3. Pass proficiency exams in all areas of dance.
4. Perform a major role in one musical theatre production.

NOTE: All courses can be repeated until proficiency is demonstrated in all areas of music theatre.

NOTE: It is not required that a major finish this degree program within a two-year period.

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MUAP 1281	Applied Music: Voice	1	4	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1159	Musical Theatre	1	4	1
DRAM 1310	Introduction to Theatre Arts	3	2	3
DRAM 2336	Theatre Speech	3	0	3
PHED 1125	Fundamentals of -Movement-Ballet	0	3	1
**HIST 1301	The United States to 1877	3	0	3
Elective	College Level	3	0	3
		<u>15</u>	<u>14</u>	<u>17</u>
Second Semester				
MUAP 1282	Applied Music: Voice	1	4	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1309	Survey of Music Literature	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
PHED 1127	Fundamentals of Movement -Modern Dance	0	3	1
**HIST 1302	The United States Since 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
		<u>13</u>	<u>18</u>	<u>18</u>
Third Semester				
MUAP 2281	Applied Music: Voice	1	4	2
MUSI 2159	Musical Theatre	1	4	1
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight Singing	0	3	2
DRAM 1341	Stage Make-Up	2	4	3
PHED 1128	Fundamentals of Movement-Jazz	0	3	1
ENGL 1301	Composition and Rhetoric I	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
		<u>10</u>	<u>24</u>	<u>16</u>

Fourth Semester

MUAP 2282	Applied Music: Voice	1	4	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
DRAM 1352	Advanced Acting	2	4	3
PHED 1129	Fundamentals of Movement-Tap	0	3	1
GOVT 2302	American National and State Governments II	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
Elective	College Level Math or Science	3	0-3	3-4
		<u>12</u>	<u>14-17</u>	<u>17-18</u>

*MUAP 1271, 1272, 2271, 2272 may be substituted.

**Texas history (HIST 2301) may be substituted.

Total Minimum Credits Required for a Musical Theatre Degree 68/69

SPORTS & HUMAN PERFORMANCE Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
PHED 1302	Intro. to Sports & Human Performance	3	0	3
COSC 1307	Micro-Computers & Their Uses	0	3	1
PHED	Physical Activity	<u>15</u>	<u>3</u>	<u>16</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Personal and Community Health	3	0	3
PSYC 2301	General Psychology	0	3	1
PHED	Physical Activity	3	0	3
SOCI 1301	Principles of Sociology	<u>15</u>	<u>3</u>	<u>16</u>
Third Semester				
ENGL 2332	Survey of Literature I	3	0	3
BIOL 2401	Human Anatomy and Physiology	3	3	4
GOVT 2301	American National and State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
PHED	Physical Activity	0	3	1
MENH 1310	Drug Use & Abuse	3	0	3
		<u>15</u>	<u>6</u>	<u>17</u>

Fourth Semester

ENGL 2333	Survey of Literature II	3	0	3
BIOL 2402	Human Anatomy and Physiology	3	3	4
GOVT 2302	American National and State Governments II	3	0	3
PHED 1309	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 1315	Public Speaking	3	0	3
		<u>15</u>	<u>6</u>	<u>17</u>

*Texas history (HIST 2301) may be substituted.

Total Minimum Credits Required for a Sports & Human Performance Degree..... 66

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

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

Length: Four-Semester (Two-Year) Program

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

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

Course Title	Credits
English 1301/1302	6
** History 1301 and History 1302	6
Government 2301 and Government 2302	6
Speech Elective*	3
Sciences	3-4
Mathematics	3
Physical Activity	2
Fine Arts (Art, Dram, Musi)	3
Multidisciplinary Electives	29-30
	<u>62-63</u>

**Texas history (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302).

Total Credits Required for the Associate in Arts - General Studies Degree..... 62-63



ASSOCIATE IN SCIENCE DEGREE

Degree: Associate in Science (A.S.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Science Degree (A.S.) is awarded to students who fulfill the requirements of the biological science, business administration, mathematics, or physical science curriculum. Students who complete these curriculums normally transfer to a four-year college where they may major in one of the following subject areas:

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

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

BIOLOGICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 1408	Biology I (Zoology)	3	3	4
CHEM 1411	General Chemistry and Analysis	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra			
or				
MATH 1316	Plane Trigonometry	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>10</u>	<u>18</u>
Second Semester				
BIOL 1409	Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry and Analysis	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1316	Plane Trigonometry			
or				
MATH 1348	Analytic Geometry	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>10</u>	<u>18</u>

Third Semester

BIOL 2306	Environmental Conservation			
or				
BIOL 2401	Human Anatomy and Physiology	3	0-3	3-4
CHEM 2423	Organic Chemistry	3	4	4
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Government I	3	0	3
Elective	College Level	3	0	3
		<u>18</u>	<u>4-7</u>	<u>16-17</u>

Fourth Semester

BIOL 2420	Microbiology			
or				
BIOL 2402	Human Anatomy and Physiology	3	3	4
CHEM 2425	Organic Chemistry	3	4	4
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Government II	3	0	3
SPCH 1315	Public Speaking	3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>

*Texas history (HIST 2301) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Biological Science Degree 69-70

**BUSINESS ADMINISTRATION
Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
HIST 1301	The U.S. to 1877	3	0	3
SCIENCE	PHYS 1401, CHEM 1405, BIOL 1408 or GEOL 1403	3	3	4
Elective	College Level	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1324	Finite Math	3	0	3
HIST 1302	The U.S. Since 1877	3	0	3
SCIENCE	PHYS 1402, CHEM 1407, BIOL 1409, or GEOL 1404	2	3	4
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>9</u>	<u>18</u>

Third Semester

ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
ACCT 2301	Principles of Accounting I	3	1	3
GOVT 2301	American National and State Governments I	3	0	3
ECON 2301	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

Fourth Semester

SPCH 1315	Public Speaking	3	0	3
ACCT 2302	Principles of Accounting II	3	1	3
GOVT 2302	American National and State Governments II	3	0	3
ECON 2302	Principles of Economics II	3	0	3
Elective	College Level	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

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

**MATHEMATICS
Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Natural Science with Laboratory	3	2-4	4
		<u>15</u>	<u>5-7</u>	<u>17</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1348	Analytic Geometry	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Natural Science with Laboratory	3	2-4	4
Elective	College Level	3	0	3
		<u>15</u>	<u>5-7</u>	<u>17</u>
Third Semester				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential and Integral Calculus	4	0	4
SPCH 1315	Public Speaking	3	0	3
Elective	College Level	3	0	3
		<u>16</u>	<u>0</u>	<u>16</u>

Fourth Semester

ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential and Integral Calculus	4	0	4
Electives	College Level	6	0	6
		<u>16</u>	<u>0</u>	<u>16</u>

*Texas history (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

**Chemistry, Biology, Physics, or Geology

Total Minimum Credits Required for a Mathematics Degree 66

**PHYSICAL SCIENCE
Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1411	General Chemistry and Analysis	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level	3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>
Second Semester				
CHEM 1412	General Chemistry and Analysis	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
MATH 1316	Plane Trigonometry			
or				
MATH 1348	Analytic Geometry	3	0	3
Elective	College Level	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>7</u>	<u>17</u>
Third Semester				
CHEM 2423	Organic Chemistry I			
or				
PHYS 2425	Mechanics and Heat	3	3	4
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
BIOL 1408	General Biology I	3	3	4
MATH 2413	Differential Calculus	4	0	4
		<u>16</u>	<u>6</u>	<u>18</u>

Fourth Semester

CHEM 2425	Organic Chemistry II	3	4	
or				
PHYS 2426	Electricity and Magnetism	3	3	4
ENGL 2333	Survey of Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 1409	General Biology II	3	3	4
MATH 2414	Integral Calculus	4	0	4
		<u>16</u>	<u>6-7</u>	<u>18</u>

*It is recommended that this elective be selected from either Chemistry, Physics, Mathematics, Biology, or Geology. Physics majors should take MATH 2413 the second semester.

**Texas history (HIST 2301) may be substituted.

Total Minimum Credits Required for a Physical Science Degree 70



ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Length: Four-Semester (Two-Year) Program

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

Accounting	Electronic Technology
Aerospace Technology	Fashion Merchandising
Mechanical Systems Option	Legal Assistant
Chemical Technology	Management Development
Child Care	Medical Laboratory Technology
Communications	Mental Health
Computer Science Technology	Nursing, A.D.N.
Computer Repair Technology	Office Administration
Court Reporting	Executive Secretary
Criminal Justice	Legal Secretary
Correctional Science	Medical Secretary
Law Enforcement	Respiratory Care
Drafting Technology	

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

ACCOUNTING

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

Length: Four-Semester (Two-Year) Program

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

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 2301	Principles of Accounting I	3	1	3
BUSI 1301	Introduction to Business	3	0	3
MATH 1335	College Mathematics	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>4</u>	<u>16</u>

Second Semester

ACCT 2302	Principles of Accounting II	3	1	3
CSCI 1400	Introduction to Computer Science	3	3	4
MGMT 1310	Principles of Management	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 1330	Business Communications	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>7</u>	<u>17</u>

Third Semester

ACCT 2311	Intermediate Accounting I	3	0	3
ACCT 2320	Federal Income Tax Accounting	3	0	3
ECON 2301	Principles of Economics I	3	0	3
ACCT 2340	Accounting with the Mini-Micro Computer	3	3	3
ACCT 2351	Accounting Internship II	1	20	
or				
Elective	College Level	3	0	3
		<u>13-15</u>	<u>3-23</u>	<u>15</u>

Fourth Semester

ACCT 2312	Intermediate Accounting II	3	0	3
ACCT 2330	Managerial Accounting	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
BUSI 2301	Business Law I	3	0	3
Elective	College Level	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

Total Minimum Credits Required for Accounting Degree 63

AEROSPACE TECHNOLOGY - MECHANICAL SYSTEMS OPTION

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

Length: Four-Semester (Two-Year) Program

Purpose: The Aerospace Technology Curriculum has been developed by the Consortium for Aerospace Technical Education (CATE) to provide technically competent employees to the aerospace industry immediately upon completion of an approved two-year plan of study in one of three specific fields available at this time: Data Management Systems, Electrical Systems, and Mechanical Systems. The first year of study is completed at any one of the three participating colleges: Alvin Community College, College of the Mainland, and San Jacinto College. Students choosing to study the Data Management Systems option will continue their studies at San Jacinto College, while students choosing the Electrical or Mechanical Systems options will complete their studies at College of the Mainland or Alvin Community College, respectively.

After successfully completing the two-year degree program and obtaining employment with a participating employer, the graduate will work full-time (shift work) as a control station operator in the Space Station Control Center (SSCC). If an employee chooses to pursue a higher degree of education, he/she may enroll at the university level on a non-interference basis. The employer will arrange a work schedule to avoid class time for up to two (2) courses per semester and will reimburse the employee for tuition and books. The employee may continue in the program through graduate school provided he/she maintains satisfactory job related work performance and meets all academic requirements set by the company.

Program Requirements: In addition to the general requirements for admission to ACC, entry into the aerospace technology program requires college level proficiency in reading, writing, algebra, and plane trigonometry. Students who lack proficiency in the above areas will be required to take developmental courses prior to enrolling in AERO courses.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AERO 1310	Introduction to Aerospace	3	0	3
ENGL 1301	Composition & Rhetoric	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1348	Analytic Geometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
Second Semester				
AERO 1311	Technical Writing for Aerospace	3	0	3
ELTE 1430	DC Theory and Circuit Analysis	3	3	4
MATH 2413	Differential & Integral Calculus	3	3	4
CSCI 2460	Computer Programming - PASCAL	3	3	4
PHED	Physical Activity	0	3	1
		<u>11</u>	<u>12</u>	<u>16</u>
Third Semester				
AERO 2440	Fluid Flow and Heat Transfer	3	3	4
AERO 2441	Blueprint Reading-Aerospace Systems	3	3	4
CHEM 1411	General Chemistry and Analysis	3	3	4
PHYS 2425	Mechanics and Heat	3	3	4
		<u>12</u>	<u>12</u>	<u>16</u>
Fourth Semester				
AERO 2340	Practical Thermodynamics	3	0	3
AERO 2440	Principles of Thermal Control	3	3	4
AERO 2410	Aerospace Operations	3	3	4
SPCH 1318	Interpersonal Communication Skills	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
Elective	College Level	15	6	17

Total Minimum Credits Required for Aerospace Technology Degree 66

CHILD CARE AND DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

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

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

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

NOTE: Students interested in the Bachelor of Science degree in Early Childhood Education should consult the department chairperson regarding articulation with university programs.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHID 1300	Pre-School and Day Care Programs	3	0	3
CHID 1200	Child Care Recreation	1	2	2
CHID 1310	Creative Activities for Young Children	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>8</u>	<u>15</u>
Second Semester				
CHID 1320	Literature and Language Arts for Young Children	2	3	3
CHID 1330	Infant and Toddler Care	3	0	3
PSYC 2308	Child Growth and Development	3	0	3
CHID 1340	Math and Science for Young Children	2	3	3
SPCH 1318	Interpersonal Communication	3	0	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>9</u>	<u>16</u>
Third Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
BIOL 2306	Environmental Conservation	3	0	3
CHID 2320	Child Growth and Development Preschool to Middle Childhood	3	0	3
CHID 2301	Child Care Internship I	2	20	3
or				
CHID 2420	Seminar and Field Work	3	8	4
Elective	College Level	3	0	3
		<u>14</u>	<u>11/23</u>	<u>16/17</u>

Fourth Semester			
CHID 2302	Child Care Internship II	2	20 3
or			
CHID 2430	Special Project	3	8 4
CHID 2410	Administration of Preschool and Daycare Programs	2	4 4
		3	0 3
PHED 1306	First Aid	3	0 3
SOCI 2301	Marriage and Family Relationships	3	0 3
CHID 2310	Child Nutrition and Health Care	3	0 3
		<u>13</u>	<u>12/24</u> <u>16/17</u>

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

RADIO/TELEVISION COMMUNICATIONS

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

Length: Four-Semester (Two-Year) Program

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

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

OPTION I - Radio Broadcasting Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
COMM 1302	Basic Recording Techniques	1	2	3
PHED	Physical Activity	0	3	1
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 1307	Introduction to Mass Communications	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
COMM 2311	Writing for Mass Media	12	8	16
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
COMM 1303	Advanced Recording Techniques			
or				
COMM 1301	Intermediate Recording Techniques	1	2	3
COMM 2328	Public Relations	3	0	3
PHED	Physical Activity	0	3	1
COMM 2303	Radio Production	1	4	3
		<u>3</u>	<u>0</u>	<u>3</u>
MATH 1314	College Algebra	11	9	16

Third Semester

ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2320	Internship in Electronic Media-Radio	1	20	3
*HIST 1301	The U.S. to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15

Fourth Semester

SPCH 1315	Public Speaking	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 2306	Environmental Conservation	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18

*Texas history (HIST 2301) may be substituted.

Total Minimum Credits Required for
a Communications Degree 65

OPTION 2 - Television Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
PHED	Physical Activity	0	3	1
COMM 1336	TV Production I	3	0	3
COMM 1307	Introduction to Mass Communications	3	0	3
DRAM 2366	Development of the Motion Picture	<u>2</u>	<u>2</u>	<u>3</u>
		14	5	16
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
COMM 2328	Public Relations	3	0	3
PHED	Physical Activity	0	3	1
COMM 2311	Writing for Mass Media	3	0	3
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 1337	TV Production Workshop	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	16
Third Semester				
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
COMM 2327	Principles of Advertising	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
COMM 2325	Internship in Electronic Media-TV	<u>1</u>	<u>20</u>	<u>3</u>
		13	20	15

Fourth Semester

SPCH 1315	Public Speaking	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 2306	Environmental Conservation	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
MATH 1314	College Algebra	3	0	3
Elective	College Level	3	0	3
		<u>18</u>	<u>0</u>	<u>18</u>

*Texas history (HIST 2301) may be substituted.

Total Minimum Credits Required for a Communications Degree 65

COMPUTER SCIENCE TECHNOLOGY - COMPUTER PROGRAMMING

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

Length: Four-Semester (Two-Year) Program

Purpose: The computer science technology curriculum develops in students the skills, knowledge, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis is given to computer programming, and each student is urged to consult with the Counseling Center or faculty advisor.

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
CSCI 1420	FORTRAN Programming			
or				
CSCI 1410	BASIC Programming	3	3	4
ACCT 2301	Principles of Accounting I	3	1	3
HIST 1301	U.S. History to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>
Second Semester				
CSCI 1430	RPG Programming	3	3	4
SPCH 1315	Public Speaking	3	0	3
ACCT 2302	Principles of Accounting II	3	1	3
MATH 1316	Plane Trigonometry	3	0	3
Elective	College Level	3	0	3
		<u>15</u>	<u>4</u>	<u>16</u>

Third Semester

CSCI 1440	COBOL Programming	3	3	4
CSCI	Sophomore Level Elective	3	0-3	3-4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>12</u>	<u>6/9</u>	<u>14/15</u>

Fourth Semester

CSCI 2440	Advance COBOL Programming	3	3	4
CSCI 2480	Data Base	3	3	4
or				
CSCI	Sophomore Level Elective			
ENGL 1302	Composition and Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>12</u>	<u>9</u>	<u>15</u>

Total Credits Required for a Computer Science Degree 62/63

COMPUTER REPAIR TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELTE 1410	Introduction to Electronics	3	3	4
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
CSCI 1420	FORTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>

Second Semester

ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 2450	Computer Programming (Assembly)	3	3	4
MATH 1316	College Trigonometry	3	0	3
		<u>15</u>	<u>12</u>	<u>19</u>

Third Semester

ELTE 2422	Linear Integrated Circuits	3	3	4
ELTE 2480	Computer Controlled Systems	3	3	4
CSCI 1470	Computer Programming -C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

Fourth Semester

ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
SOCI 1301	Principles of Sociology	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>12</u>	<u>6</u>	<u>14</u>

Total Credits Required for
Computer Repair Technology Degree 67

COURT REPORTING

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

Length: Five Semester Program

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

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

Program Objectives: The objective of the two-year curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Shorthand Reporters Association (NSRA). An accompanying objective is the attainment of the Legal Stenography Certificate at the end of the second semester of the program for those students who desire it.

Admission Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
 - a. be a high school or GED graduate;
 - b. make application to ACC and fulfill the admission requirements of the College;
 - c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;

- d. have a personal interview with the Court Reporting Department Chairperson or her designee to develop a degree plan and secure a beginning schedule;
- e. score 15 or higher on the ACC Placement Test in English and 18 or higher on the ACC Placement Test in reading;
- f. submit official copies of transcripts of all previous high school and college work to the ACC Records Office;
- g. be able to type 45 words per minute with no more than 5 errors on a five-minute test before entering the Machine Shorthand Theory portion of the course. A typing test will be given prior to assigning classes for the semester. All students must pass a 60 net wpm typing test with no more than 5 errors on a five-minute test prior to graduation.

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

2. Any student who has accumulated the equivalent of any five full days' absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.

All CTRP students will be limited to two semesters of CTRP 1400 (Machine Shorthand Theory). Students who do not complete all requirements for this course, including three 40wpm five-minute tests with a grade above a D, within this time frame will be redirected to another program.

CTRP students who do not complete CTRP 1311 (Grammar and Punctuation I) and CTRP 1312 (Grammar and Punctuation II) in two consecutive semesters respectively will be redirected to another program. In these courses grades will be issued on the following basis:

- A 90 - 100
- B 80 - 89
- C 75 - 79
- D 70 - 74
- F 0 - 69

No grade below a C (75%) in any CTRP English class, including CTRP 1311, CTRP 1312, and ENGL 1301, will be accepted for progression. A grade of D or below will also not be accepted for advancement in Machine Shorthand Theory (CTRP 1400).

3. Transfer students:
 - a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
 - b. may apply for credit by examination by testing in the following areas:
Medical Terminology
Legal Terminology and Law
Typewriting
 - c. may have ACT/SAT/LP requirements waived if applicant has earned a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English (CTRP 1311, and CTRP 1312) requirements.
4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*CTRP 1311	Grammar and Punctuation I	3	2	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1400	Machine Shorthand Theory	2	8	4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		<u>11</u>	<u>13</u>	<u>14</u>

Second Semester

*CTRP 1312	Grammar and Punctuation II	3	2	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1411	Machine Shorthand I and (60-80-100)	2	8	4
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>14</u>	<u>13</u>	<u>17</u>

Third Semester

CTRP 1340	Court Reporting Procedures	3	2	3
CTRP 1345	Medical and Legal Dictation	3	0	3
CTRP 1412	Machine Shorthand II (120-140)	2	8	4
CTRP 2200	General Office Practices	1	2	2
CTRP 2320	Reporting Technology	3	2	3
MATH 1314	College Algebra	3	0	3
		<u>15</u>	<u>14</u>	<u>18</u>

Fourth Semester

CTRP 2311	Courtroom Procedures I	3	2	3
CTRP 2330	Technical Dictation	3	2	3
CTRP 2335	Real-Time Dictation	3	2	3
CTRP 2411	Machine Shorthand III (160-180)	2	8	4
SPCH 1318	Interpersonal Communication	3	0	3
		<u>14</u>	<u>14</u>	<u>16</u>

Fifth Semester

CTRP 2412	Machine Shorthand IV (200-225)	2	8	4
CTRP 2312	Courtroom Procedures II	3	2	3
CTRP 2313	Cooperative Education for CTRP	1	20	3
CTRP 2341	CSR and CP Preparation	3	0	3
Elective	College Level	3	0	3
		<u>12</u>	<u>30</u>	<u>16</u>

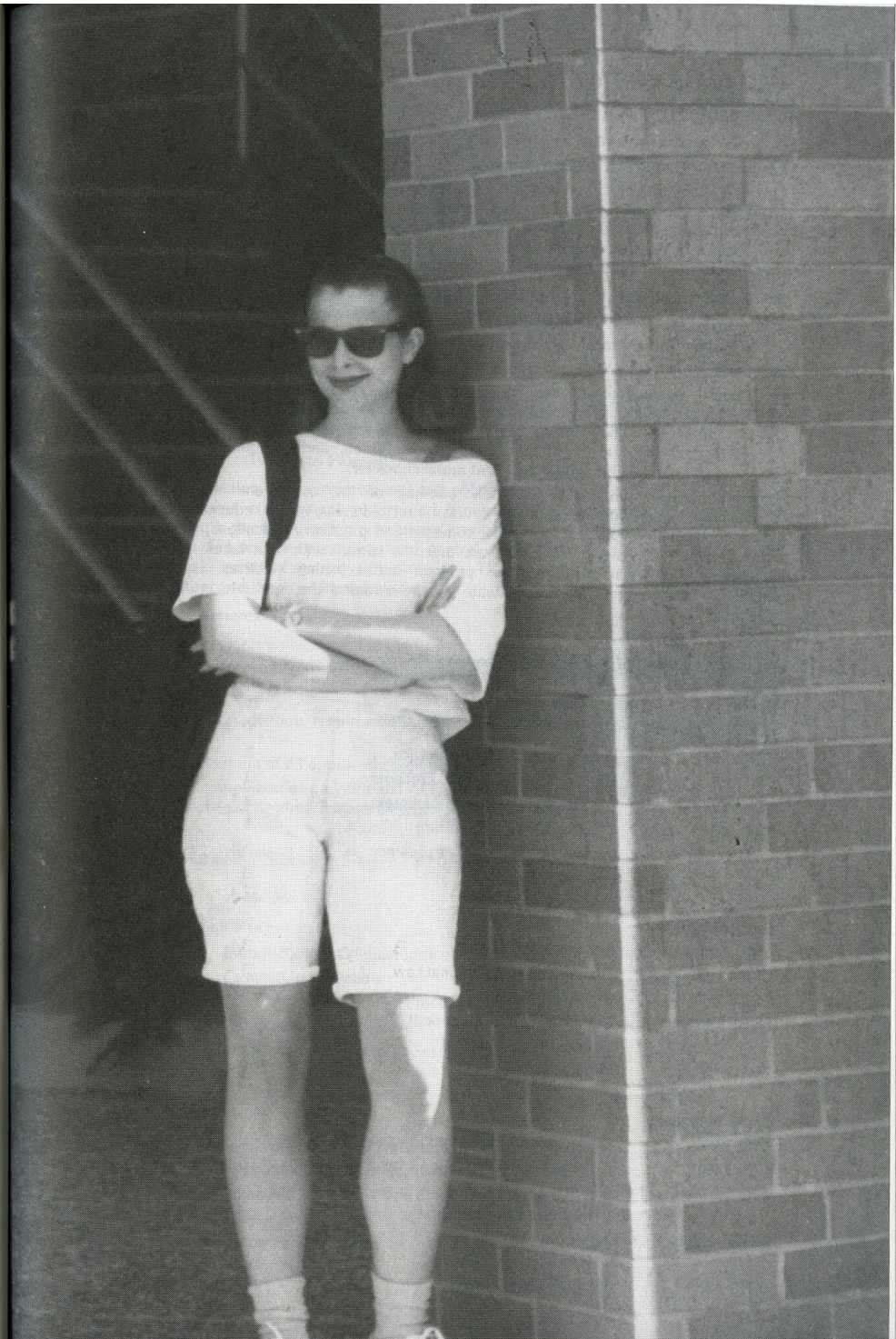
*Students must take CTRP 1311 and 1312 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.

The following machine shorthand tests will be required for graduation:

- One 180wpm five-minute literary test with no more than 10 errors - 98.9%;
- Two 180wpm five-minute literary tests with no more than 45 errors - 95%;
- One 180wpm five-minute testimony test with no more than 10 errors - 98.9%;
- One 200wpm five-minute testimony test with no more than 10 errors - 99%;
- One 200wpm five-minute jury charge test with no more than 25 errors - 97.5%;
- Two 200wpm five-minute jury charge tests with no more than 50 errors - 95%;
- Two 225wpm five-minute testimony tests with no more than 56 errors - 95%;
- Two 225wpm five-minute testimony tests with no more than 25 errors - 97.8%.

Students are encouraged to utilize the tape library for home practice and skill building during free periods and before and after school.

Total Credits Required for
Court Reporting Degree 81



CRIMINAL JUSTICE - CORRECTIONAL SCIENCE

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements: In addition to the general requirements for admission to the College, entry into the correctional science program requires the following:

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ1306	The Courts and Criminal Procedure	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
CRIJ 1321	Probation and Parole	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 1307	Crime in America	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1335	College Mathematics	3	0	3
PHED	Physical Activity	0	0	1
		15	3	16
Third Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2302	Cooperative Education for Correctional Science	1	20	3
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		13	20	15

Fourth Semester

CRIJ 2304	Cooperative Education for Correctional Science	1	20	3
Elective	Criminal Justice Elective	2	3	3
SOCI 1306	Social Problems	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	23	15

Total Minimum Credits Required for the Correctional Science Degree 63

CRIMINAL JUSTICE - LAW ENFORCEMENT AND POLICE ADMINISTRATION

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

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

Program Requirements:

1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 63 approved credit hours.

Upon satisfactory completion of program and ACC graduation requirements, the student will be awarded the Associate of Applied Science Degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ1306	The Courts and Criminal Procedure	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1335	College Mathematics	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16

Third Semester			
CRIJ 1307	Crime in America	3	0 3
CRIJ 2328	Police Systems and Practices	3	0 3
CRIJ 2301	Community Resources in Corrections	3	0 3
GOVT 2301	American National and State Governments I	3	0 3
or			
CRIJ 2309	Cooperative Education for Law Enforcement I	1	20 3
Elective	College Level	<u>3</u>	<u>0</u> <u>3</u>
		13	0-20 15

Fourth Semester			
CRIJ 2313	Correctional Systems and Practices	3	0 3
*CRIJ 2321	Juvenile Delinquency	3	0 3
Elective	Criminal Justice Elective	2	3 3
GOVT 2302	American National and State Governments II	3	0 3
or			
CRIJ 2310	Cooperative Education for Law Enforcement	1	20 3
SPCH 1318	Interpersonal Communication	<u>3</u>	<u>0</u> <u>3</u>
		12	3-23 15

*Students may substitute other criminal justice courses approved by the department chairperson.

Total Credits Required for Law Enforcement and Police Administration Degree 63

DRAFTING TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1330	Introduction to Computer Aided Drafting	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		14	8	16

Second Semester				
DRFT 1411	Architectural Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
DRFT 2421	Computer Aided Drafting I	2	6	4
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1316	Plane Trigonometry	<u>3</u>	<u>0</u>	<u>3</u>
		12	18	18

Third Semester				
DRFT 1320	Descriptive Geometry	2	4	3
DRFT 1460	Construction Drafting	2	6	4
DRFT 2422	Computer Aided Drafting II	2	6	4
GOVT 2301	American National and State Governments I	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		9	19	15

Fourth Semester				
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
DRFT 2430	Computer Aided Drafting Applications - Construction			
or				
DRFT 2440	Computer Aided Drafting Applications - Mechanical			
or				
DRFT 2450	Computer Aided Drafting Applications - Electrical, Electronics	2	6	4
Elective	College Level	3	0	3
*DRFT	Elective			
or				
DRFT	Cooperative Education for Drafting	<u>1</u>	<u>20</u>	<u>3</u>
		9	29	14

*Student may elect to take Cooperative Education for Drafting with the Approval of the Department Chairperson.

Total Credits Required for a Drafting Technology Degree 63

ELECTRONIC TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

Program Requirements: In addition to the general requirements for admission to ACC, entry into the electronics technology program requires proficiency in algebra, English, and reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELTE courses. Students with a deficiency in basic electronic AC and DC Circuit Analysis will be required to enroll in ELTE 1410, ELTE 1430 and ELTE 1440.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1420	FORTTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>
Second Semester				
ELTE 2450	Advanced Electronic Circuits	3	3	4
ELTE 2422	Linear Integrated Circuits	3	3	4
CSCI 2450	Assembly Language Program	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>
Third Semester				
ELTE 2480	Computer Controlled Systems	3	3	4
ELTE 2460	Communications Circuits and Systems	3	3	4
CSCI 1470	Computer Programming-C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>
Fourth Semester				
ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
ELTE	Electronics Elective	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>12</u>	<u>9</u>	<u>15</u>

Total Credits Required for
Electronic Technology Degree 67

FASHION MERCHANDISING

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

Length: Four-Semester (Two-Year) Program

Purpose: The fashion merchandising curriculum develops an overview of the fashion industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of fashion merchandising. The person currently working in a fashion-related area, the immediate post-high school students interested in fashion merchandising, anyone interested in starting their own business, or the individual who would be interested in learning more about the fashion industry will find this curriculum applicable.

Program Requirements: The fashion merchandising curriculum combines a careful blending of fashion merchandising principles, practices and procedures with the opportunity for students to obtain practical application of knowledge gained. In addition to the fashion courses, students are expected to complete several management courses that help prepare them for dealing with the complexities associated with managing people.

Along with these requirements, students must complete general education courses such as two semesters of English, Mathematics of Finance, Introduction to Computer Science, and at least one elective. In addition, the student serves four semesters of internship. The student must work a minimum of twenty hours per week at an approved work station and meet one hour per week in lab. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
FASM 1301	Salesmanship	3	0	3
FASM 1311	Internship	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
FASM 1300	Introduction to Fashion Merchandising	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
Second Semester				
FASM 2375	Principles of Retailing	3	0	3
FASM 1312	Internship	1	20	3
ENGL 1302	Composition & Rhetoric II	3	0	3
FASM 1330	Merchandise Planning Procedures	3	0	3
FASM 1320	Fashion Buying and Merchandising	3	0	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
Third Semester				
MGMT 2300	Personnel Management	3	0	3
FASM 2311	Internship	1	20	3
FASM 2361	Visual Mds. & Sales Promotion	3	0	3
MATH 1335	College Mathematics	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
		<u>13</u>	<u>23</u>	<u>16</u>

Fourth Semester

SPCH 1318	Interpersonal Communications	3	0	3
MGMT 2320	Organizational Strategy	3	0	3
FASM 2312	Internship	1	20	3
FASM 2350	Textiles	3	0	3
FASM 2371	Image & Self Presentation	3	0	3
Elective	College Level	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

Total Credits Required for Fashion Merchandising Degree 66

LEGAL ASSISTANT

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

Length: Four-Semester (two-year) Curriculum

Purpose: The Associate in Applied Science Degree for Legal Assistants is designed to prepare the successful student for a career as a legal assistant. Under the supervision of an attorney the legal assistant will apply knowledge of law and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations.

The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified legal assistant may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

Program Requirements: Attorneys generally set high standards of character and education for legal assistants. Legal assistants must be responsible and mature individuals thoroughly conversant in legal terminology and procedures.

The curriculum consists of seven legal assistant courses, plus an internship option. A student in the program may choose to serve an internship during the third and fourth semesters of the program. The internship option provides an opportunity for a student to make a practical application of their classroom education.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
BUSI 2301	Business Law I	3	0	3
CSCI 1400	Introduction to Computers	3	3	4
LEGA 1300	Texas Legal Systems	3	0	3
LEGA 1311	Legal Technology I	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
Second Semester				
LEGA 1312	Legal Technology	3	0	3
LEGA 1320	Principles of Family Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
MATH 1314	College Algebra	3	0	3
LEGA 2311	Internship	1	20	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>

Third Semester

LEGA 2320	Wills, Trust, and Probate	3	0	3
LEGA 2330	Insurance Law and Claims Investigation	3	0	3
GOVT 2301	American National and State Government I	3	0	3
LEGA 2312	Internship	1	20	3
Elective	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

Fourth Semester

LEGA 2340	Law Office Management	3	0	3
SPCH 1315	Public Speaking	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
OFAD 1343	Legal Secretarial Practice	3	2	3
Elective	College Level	3	0	3
		<u>15</u>	<u>2</u>	<u>15</u>

Total Credits Required for Legal Assistant Degree 63

MANAGEMENT DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

Purpose: The management development program prepares individuals for career occupations in the fields of general management development. Upon program completion, individuals are qualified to apply to the Institute of Certified Professional Managers and take the National Certified Professional Manager Exam.

Program Requirements: The management development curriculum contains a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MGMT 1310	Principles of Management	3	0	3
MGMT 1301	Internship	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MATH 1335	College Mathematics	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
Second Semester				
MGMT 1320	Small Business Management	3	0	3
or				
MGMT 2315	Supervision and Management of Hazardous Materials	3	0	3
MGMT 1311	Internship	1	20	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
PSYC 2301	General Psychology			
or				
BUSI 1302	Business Psychology	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

Third Semester

MGMT 2300	Personnel Management	3	0	3
MGMT 2301	Internship	1	20	3
SOCI 1301	Principles of Sociology			
or				
ECON 2301	Principles of Economics I	3	0	3
Elective	College Elective	6	0	6
		<u>13</u>	<u>20</u>	<u>15</u>

Fourth Semester

MGMT 2320	Organizational Strategy	3	0	3
MGMT 2311	Internship	1	20	3
GOVT 2301	American National and State Government I			
or				
ECON 2302	Principles of Economics II	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
Elective	College Elective	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

*Suggested electives are ACCT 2301, 2302, BUSI 1301, 2301, 2302, MATH 1324, OFAD 1321, 1350.

Total Credits Required for Management Development Degree..... 63

MEDICAL LABORATORY TECHNOLOGY

Degree: Associate in Applied Science in Medical Laboratory Technology (A.A.S.)

Length: Six Semesters (Two-Year Program)

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

Admission Requirements: In addition to the general requirements for admission to ACC, entry into the medical laboratory technology program requires the following:

1. A student with a grade point average of 2.0 in nine or more semester hours of credit in courses approved for the medical laboratory technology curriculum will be eligible to enter. A student must be eligible to enter ENGL 1301 AND CHEM 1405 (as indicated by ACT scores and/or ACC placement testing) prior to admission to the medical laboratory technology program.
2. All students must comply with placement and TASP regulations in this catalog.
3. A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.

Methods for awarding credit for previous education or training:

- a. Transfer of credit from an accredited college or university: Credit will be given for academic support courses equivalent to those included in the medical laboratory technology program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or better must have been earned in transfer courses.
- b. Credit by examination:

Credit will be given for transfer of MELT courses completed at other accredited schools upon successful completion of written and practical exams. No more than 50% of the course work necessary for a degree may be attained in this way.

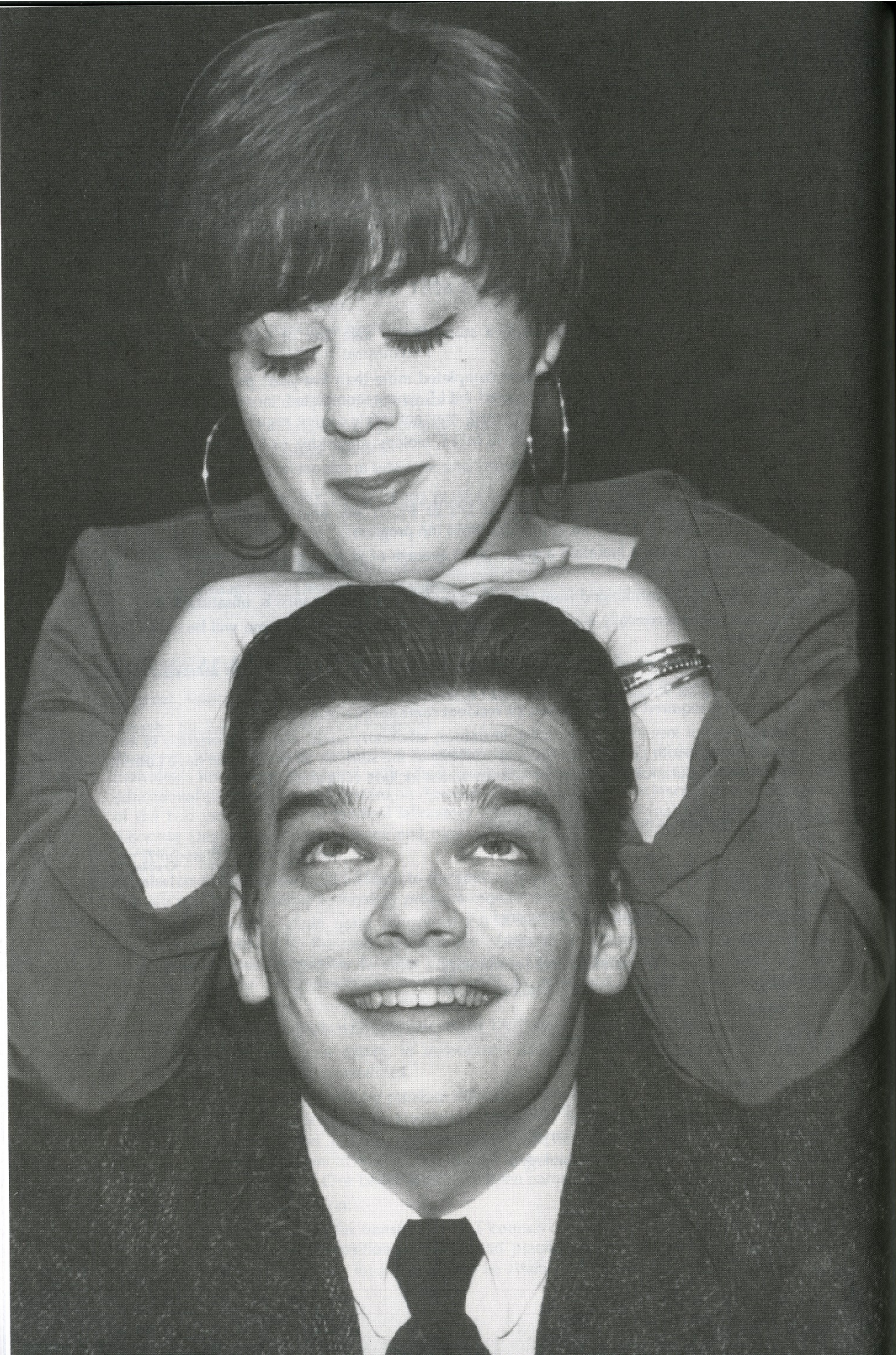
4. A complete physical examination, including a record of recent immunizations, is to be submitted with the application for admission. Specific medical tests may be required after entrance into the program before admission to the clinical affiliates.
5. An interview with the Director or Educational Coordinator of the Medical Laboratory Technology program is required. The applicant will be notified of the decision of the Admissions Committee.
6. MELT students will abide by the curriculum requirements of the MELT department at the time they are accepted into the MELT program. Curriculum requirements of the MELT program take precedence over the catalog under which the students entered ACC.

Progression:

1. After a student has enrolled, the required MELT courses must be completed in proper sequence.
2. Prior to entering the MELT program, a student may take any of the academic support courses.
3. Any required academic support course completed more than five years previous to the time the student is accepted, or any required MELT course completed more than three years previous to the time the student is accepted, may not satisfy degree requirements.
4. No grade below a C will be acceptable in MELT, biology, chemistry, or English courses.
5. Any student who makes one D or F in any one semester in science/math/English may repeat that course once in order to obtain a C.
6. Any student who makes a total of two D's or F's in any one semester or in any two consecutive semesters may be terminated from the program.
7. A MELT student must maintain a grade point average of at least 2.0 in order to progress in the MELT program.
8. A student may be terminated from the program if clinical performance is unsatisfactory.
9. A student not successfully completing a MELT course for the second time will be subject to redirection.
10. If a student is not enrolled in a MELT course for a semester, application for readmission to the MELT program is required.
11. A student is required to earn at least 24 resident semester hours at ACC.
12. Hospitalization insurance, malpractice insurance, laboratory coats, and transportation to and from various health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include clinical rotation.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1405	Introductory Chemistry I	3	3	4
MELT 1300	Introduction to Medical Technology and Terminology	2	3	3
BIOL 2401	Anatomy and Physiology I	3	3	4
MELT 1421	Hematology I	2	8	4
PHED	Physical Activity	0	3	1
		<u>10</u>	<u>20</u>	<u>16</u>
Second Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
MELT 1511	Clinical Chemistry/Instruments I	3	8	5
MELT 1401	Clinical Microbiology I	2	8	4
MELT 1200	Parasitology	1	2	2
		<u>9</u>	<u>21</u>	<u>15</u>



Summer Session (Two-6 weeks)

MELT 1100	Fluid Analysis	1	0	1
CSCI 1400	Introduction to Computers	3	3	4
MELT 2322	Hematology II	2	4	3
		<u>6</u>	<u>7</u>	<u>8</u>

Third Semester

MELT 2300	Serology-Immunology	2	4	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MELT 2402	Clinical Microbiology II	2	8	4
MELT 2412	Clinical Chemistry/Instruments II	3	4	4
		<u>10</u>	<u>19</u>	<u>15</u>

Fourth Semester

MELT 1330	Urinology and Clinical Microscopy	2	4	3
MELT 2313	Clinical Chemistry/Instruments III	2	4	3
MELT 2430	Immunoematology	2	8	4
PSYC 2301	General Psychology	3	0	3
Elective	College Level	3	0	3
		<u>12</u>	<u>16</u>	<u>16</u>

Summer Session (12 weeks)

MELT 2600	MELT--Practicum (5 days per week rotation required)	0	40	6
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Total Credits Required for
Medical Laboratory Technician Degree 76

MENTAL HEALTH

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Mental Health provides theory, skills and knowledge used in the field of mental health - mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or as a part of a service team, including agencies that provide counseling services, rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency, and psychiatric care.

Students who complete the required TAADAC approved courses and the required work or volunteer time will be eligible to take the certification examinations for Texas Association of Alcohol and Drug Abuse Counselors.

Program Requirements: In addition to the general requirements for admission to the college, entry into a mental health internship requires a personal interview with the Department Chairperson.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 1321	Clinical Internship I	1	20	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>

Second Semester

ENGL 1302	Composition & Rhetoric II	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
Elective	MENH Elective	3	0	3
MENH 1320	Counseling Methods	3	0	3
MENH 1322	Clinical Internship II	1	20	3
MENH 1325	Principles of Interviewing	3	0	3
PHED	Physical Activity	0	3	1
		<u>16</u>	<u>23</u>	<u>19</u>

Third Semester

BIOL 2401	Anatomy and Physiology	3	3	4
PSYC 2308	Child Growth & Development	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 2323	Clinical Internship III	1	20	3
		<u>13</u>	<u>23</u>	<u>16</u>

Fourth Semester

MENH 2315	Family Systems	3	0	3
MENH 2340	Professional Issues in Human Services	3	0	3
MENH 2324	Clinical Internship IV	1	20	3
SOCI 1306	Social Problems	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

Total Credits Required for an Associate Degree
in Mental Health 66

NURSING

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

Length: Two Year Program

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

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

Admission Requirements:

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the associate degree nursing program, the applicant must:
 - a. be a high school or GED graduate;
 - b. make application to ACC and fulfill the admission requirements of the College;
 - c. make application to the ADN department;
 - d. score 19 or higher on ACT composite or a minimum combined math and verbal SAT score of 713;
 - e. submit official transcripts of all previous college work to both the ADN Department and the ACC Records Office;
 - f. attend an information session with the ADN director or her designate for a review of program requirements and policies;
 - g. remove all academic deficiencies in English, math, and/or reading through completion of developmental courses prior to admission when scores on the ACT, local placement test or TASP fall below established cut-off levels;

- h. prior to enrollment, submit a health history and physical examination, and documentation of immunizations including Hepatitis B on a form provided by the ADN Department;
 - i. not currently be on suspension or academic probation from ACC or another college or university;
2. Any science course, nursing course or life-span growth and development course completed more than five years prior to the time the student is accepted may not satisfy requirements for a degree in nursing.
 3. Transcripts may not reflect more than one D or F in a science or nursing course taken within five years of the date of enrollment in the ADN program. Applicants who have had a repetition of more than one science or nursing course within five years of application are ineligible.
 4. A student who receives a grade of D or F in a nursing course or who is not enrolled in a nursing course for 1 or more semesters (excluding summer) is termed a withdrawal and must apply for readmission. Consideration for readmission will be on an individual basis and as space permits. Following a second withdrawal from the program, a student will not be readmitted.
Any student not enrolled in a nursing course for one or more semesters will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of a written examination.
 5. No academic course with a grade below C will be accepted for transfer credit.
 6. Applicants seeking to transfer nursing credits will be admitted only if space is available. Transfer students must:
 - a. meet above admission criteria;
 - b. have a written recommendation from the Dean/Director of their previous nursing program;
 - c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 1800 and NURS 1900 are the only nursing courses which will be considered for transfer;
 - d. provide the ADN Department with an official transcript from each institution attended;
 - e. not currently be on suspension or academic probation from another college or university;
 - f. demonstrate competency in previously completed nursing courses prior to admission through a written examination.
 7. LVN's, currently licensed in Texas, may be eligible for admission to the LVN Transition Program once all admission criteria and prerequisites are met.

Note: A person who has been convicted of a crime other than a minor traffic violation or has been hospitalized or treated for mental illness and/or chemical dependency may not be permitted to take the NCLEX-RN (National Council Licensure Examination for Registered Nurses). Any questions in regard to this should be directed to office of the Board of Nurse Examiners for the State of Texas in Austin.

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

Progression Policies:

1. Students will abide by the current ADN admission and curriculum requirements at the time they are admitted or readmitted to the associate degree nursing program.
2. Once a student has enrolled in the ADN program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five years of the initial acceptance.
3. No grade below C in science and nursing courses will be acceptable for progression.
4. In order to receive a grade of C, a minimum grade of 75% must be attained in each nursing course having a clinical component. An unsatisfactory (U) grade in clinical will result in a course grade of D.
5. A student who receives a D/F in a nursing course or drops a nursing course, must, if eligible, reenroll in that course before enrolling in a subsequent nursing course.

6. A student must achieve an overall GPA of 2.0 on all courses in the nursing curriculum (excluding orientation and developmental courses) in order to progress to the next nursing course.
7. A student will be terminated from the ADN program if they have received more than one D or F in nursing and/or nursing curriculum science courses.
8. A student who has accumulated five days of absences in nursing classes, within a 16-week course, may be dropped. Of these absences, no more than two may be in clinical. A student who has accumulated three days of absences in nursing classes while enrolled in a six or eight week course may be dropped. Of these absences, no more than one may be in clinical.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
Fall Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
NURS 1800	Introduction to Nursing	4	13	8
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		10	19	16
Spring Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
NURS 1900	Medical/Surgical Nursing I	4	16	9
PSYC 2314	Life-Span Growth & Development	<u>3</u>	<u>0</u>	<u>3</u>
		10	19	16
Summer Semester 1				
ENGL 1301	Composition and Rhetoric I	3	0	3
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
or				
NURS 1410	Psychiatric Nursing	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4
Summer Semester 2				
NURS 1410	Psychiatric Nursing	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4
or				
ENGL 1301	Composition and Rhetoric I	3	0	3
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
SECOND YEAR				
Fall Semester				
BIOL 2420	Microbiology	3	2	4
NURS 2900	Medical/Surgical Nursing II	4	16	9
ENGL 1302	Composition and Rhetoric II	<u>3</u>	<u>0</u>	<u>3</u>
		10	18	16
Spring Semester				
NURS 2400	Maternity Nursing (8 weeks)	4	13	4
NURS 2410	Child Health Nursing (8 weeks)	4	13	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		8	18	14

Total Credits Required for an Associate Nursing Degree 72

NURSING TRANSITION (LVN to RN)

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

Length: One-Year Program

Purpose: The transition program is designed to provide an abridged pathway from Licensed Vocational Nurse (LVN) to Registered Nurse (RN).

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

Program Requirements: Applicants to nursing transition must meet the ADN admission requirements and progression policies. All applicants will be required to pass a dosage calculation test. The transition curriculum follows the basic curriculum requirements for the generic ADN program. Upon completion of the required pre-requisite courses, the LVN student will enroll in a 4-credit transition course. All remaining courses will be taken with generic ADN students. Applicants must have a minimum of six months recent LVN experience in an acute care setting.

Associate in Applied Science Degree Program

Prerequisite Courses

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
*BIOL 2401	Anatomy and Physiology I	3	3	4
*BIOL 2402	Anatomy and Physiology II	3	3	4
*PSYC 2301	General Psychology	3	0	3
**PSYC 2314	Life-Span Growth & Development	3	0	3
*ENGL 1301	Composition and Rhetoric	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level Elective	<u>3</u>	<u>0</u>	<u>3</u>
		18	9	21

Summer Session I

NURS 1400	Nursing Transition	4	12	4
	Credit for Experience	<u>0</u>	<u>0</u>	<u>13</u>
		4	12	17

Summer Semester II

NURS 1410	Psychiatric Nursing	4	12	4
		4	12	4

Fall Semester

BIOL 2420	Microbiology	3	2	4
NURS 2900	Medical/Surgical Nursing II	4	16	9
ENGL 1302	Composition and Rhetoric II	<u>3</u>	<u>0</u>	<u>3</u>
		10	18	16

Spring Semester

NURS 2400	Maternity Nursing (8 weeks)	4	13	4
NURS 2410	Child Health Nursing (8 weeks)	4	13	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		12	18	14

*Must be completed prior to enrollment in NURS 1400

Total Credits Required for an Associate Nursing Degree 72

OFFICE ADMINISTRATION MEDICAL SECRETARY

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: This two-year curriculum in office administration provides instruction in areas required for competence as a secretary in a medical office. The medical secretarial student will serve an internship during the third and/or fourth semesters of the program in order to gain work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1311	Shorthand I	3	2	3
or				
OFAD 1310	Abbreviated Writing			
OFAD 1321	Typewriting I	2	3	3
OFAD 1360	Office Accounting	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1335	College Mathematics	3	0	3
PHED	Physical Activity	0	3	1
		14	9	16
Second Semester				
OFAD 1322	Typewriting II	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 2311	Internship	1	20	3
OFAD 2341	Word Processing I	2	3	3
ENGL 1302	Composition and Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
		10	32	16
Third Semester				
OFAD 1300	Records Management	2	3	3
OFAD 1330	Business Communication	3	0	3
OFAD 2323	Typewriting III	2	3	3
OFAD 2342	Word Processing II	2	3	3
GOVT 2301	American National and State Governments I	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
		15	9	18
Fourth Semester				
OFAD 1341	Medical Office Procedures	3	2	3
OFAD 1370	Medical Terminology	4	1	3
OFAD 2343	Word Processing III	2	3	3
BUSI 2301	Business Law I	3	0	3
Elective	College Level	3	0	3
		15	6	15

Total Credits Required for
Office Administration Degree 65

RESPIRATORY CARE

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

Length: 22 months

Purpose: The purpose of respiratory care program is to provide an approved, educational curriculum that will prepare competent individuals for careers in respiratory care. The registry graduate will be skilled in all aspects of respiratory care with emphasis on assessment and management of the critical care patient. In addition, students will be involved in the management and education of respiratory care departments and personnel. The twenty-two month program leads to an Associate in Applied Science Degree and qualifies individuals to apply to the advanced Registered Respiratory Therapist Board Examination.

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

Students in the registry option may apply for a Certificate of Completion (for the certification option) in the fall semester of their second year provided they have completed the requirements for the certification program. RESC 2200 and RESC 2214 must be completed in place of RESC 1310 in order to apply for the Certificate of Completion. This certificate will allow the student to attempt the National Entry Level Exam for Respiratory Care which is administered the following March.

The registry program is fully accredited by the Joint Review Committee for Respiratory Care Education and the American Medical Association.

Admission Requirements:

- To be considered for admission to the respiratory care program, the applicant must:
 - be a high school or GED graduate
 - make application to ACC and fulfill the admission requirements, including TASP
 - make application to the respiratory care program
 - score 19 or higher on ACT composite
 - interview with the Director of Respiratory Care
 - complete a physical examination which includes a chest x-ray, TB skin test, and immunizations upon acceptance to the program.
 - not currently be on suspension or academic probation from ACC or another college or university.
- Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
- Transfer students must complete the following:
 - meet the above admission criteria
 - have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
 - provide the ACC Records Office with an official transcript from each institution attended
 - provide the Respiratory Care Department with a copy of transcript from each institution attended
 - provide the Respiratory Care Department with a description and/or syllabus of each course being considered for transfer
 - not currently be on suspension or academic probation from another college
 - credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.
- A respiratory care student will abide by the curriculum requirements of the Respiratory Care Department at the time he/she is accepted into the program. Curriculum requirements of the program take precedence over the requirements of the catalog under which the student entered ACC.
- A new class begins each fall semester. Qualified applicants will be admitted according to space availability.

Alternate Enrollment:

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

Progression Policies:

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

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
Fall Semester				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Cardiopulmonary Anatomy and Physiology	3	0	3
RESC 1320	Pharmacology	3	0	3
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1500	Introduction to Respiratory Care	3	10	5
		14	12	17
Spring Semester				
RESC 1211	Clinical Practical I	0	16	2
RESC 1410	Clinical Medicine and Pulmonary Disorders	3	2	4
RESC 1412	Respiratory Care Procedures II	3	2	4
BIOL 2401	Anatomy and Physiology I	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
		12	23	17
Summer Session--12 Weeks				
RESC 2200	Clinical Management and Education	2	3	2
RESC 2112	Mechanical Ventilator Laboratory	0	2	1
		2	5	3

Summer Session--1st Six Weeks

PSYC 2301	General Psychology	3	0	3
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Summer Session--2nd Six Weeks

Elective	College Level	3	0	3
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SECOND YEAR

Fall Semester

RESC 2214	Clinical Practical III	0	16	2
RESC 2310	Advanced Pathophysiology	3	0	3
RESC 2320	Advanced Intensive Care Procedures	3	0	3
BIOL 2402	Anatomy and Physiology II	3	3	4
PHED	Physical Activity	0	3	1
		8	22	13

Spring Semester

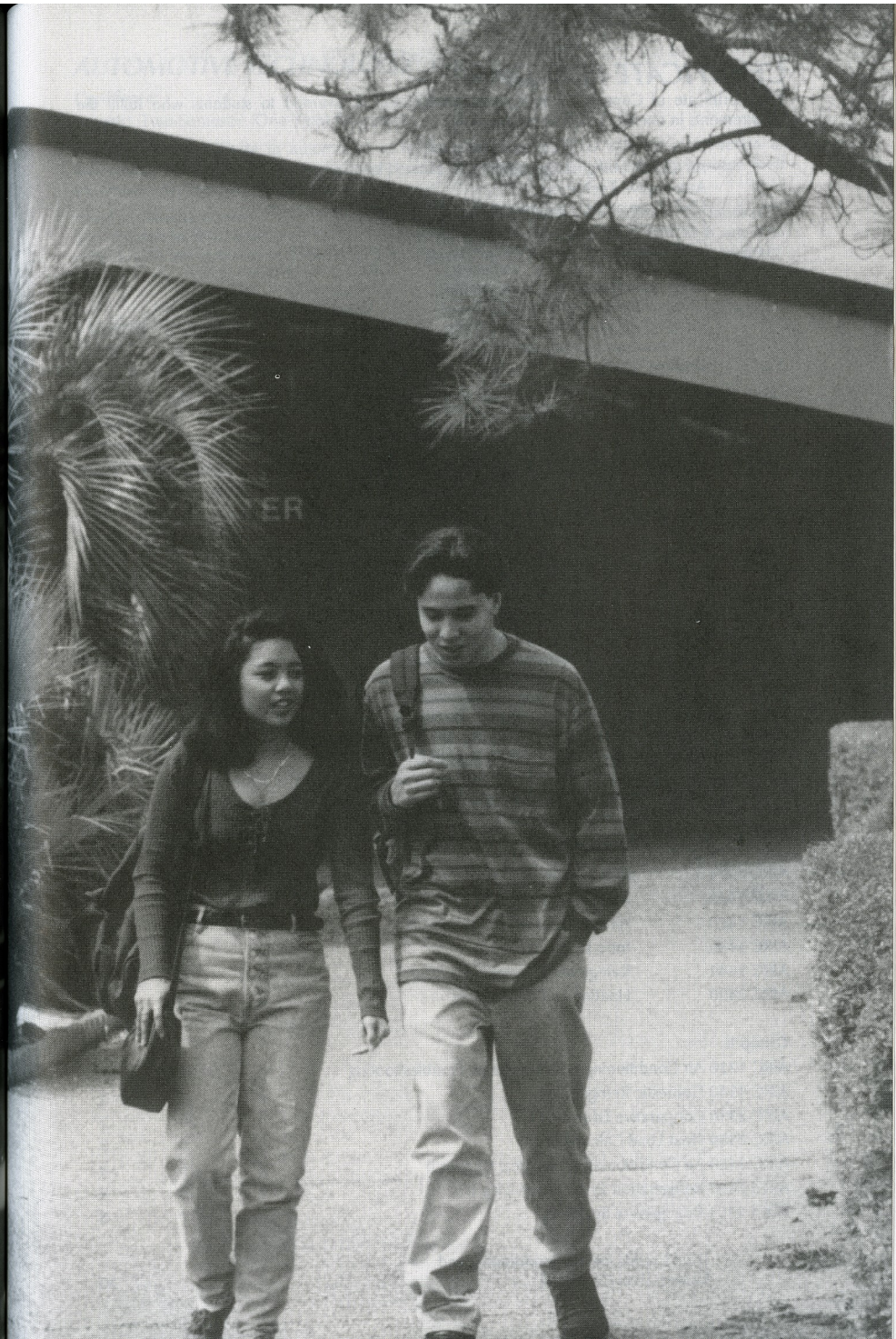
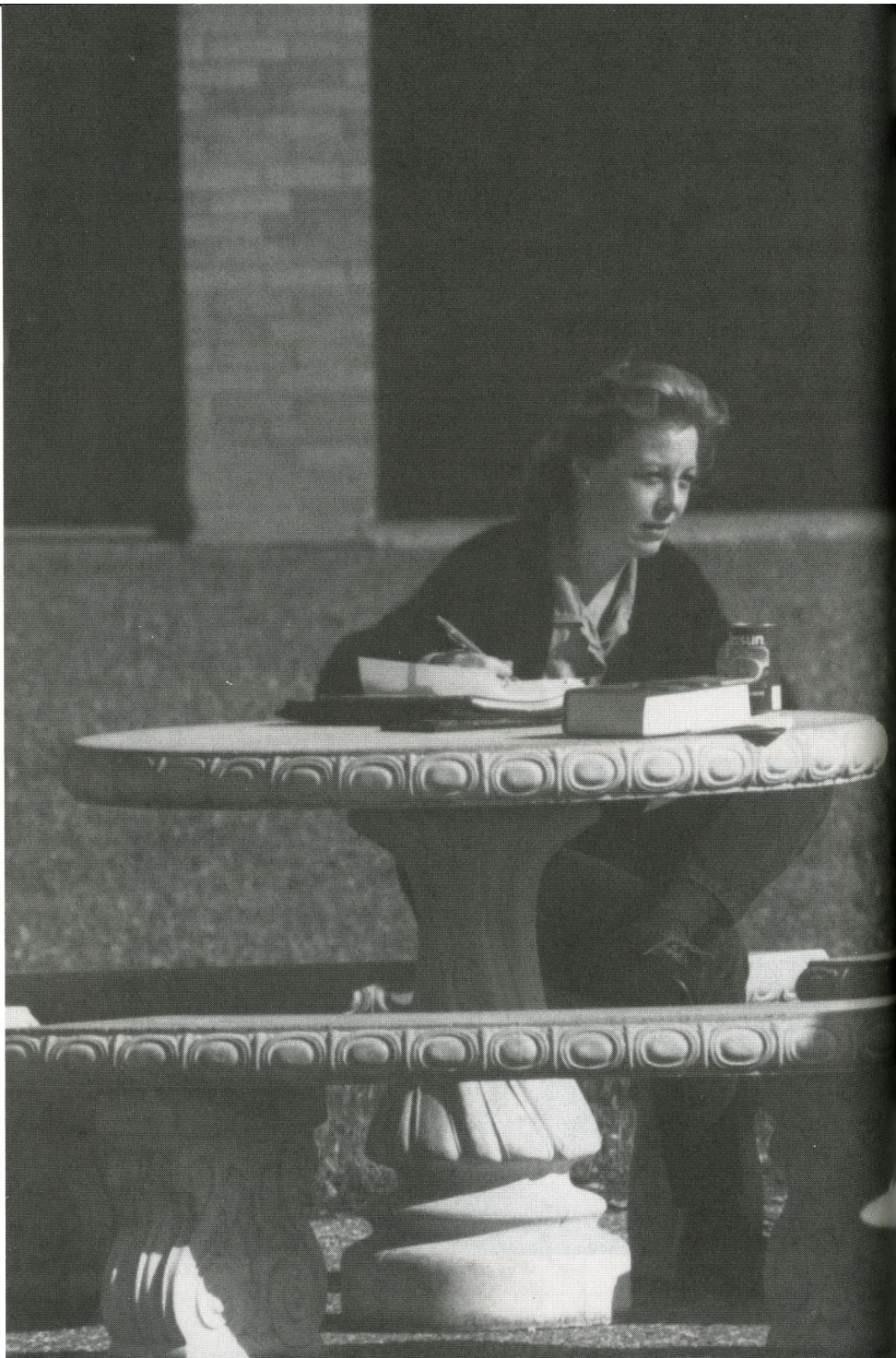
RESC 2100	Seminar in Respiratory Care II	2	0	1
RESC 2213	Clinical Practical IV	0	13	2
RESC 2309	Pediatrics	3	0	3
BIOL 2420	Microbiology	3	3	4
SPCH 1318	Interpersonal Communication	3	0	3
PHED	Physical Activity	0	3	1
		11	19	14

Summer Session--1st Six Weeks

RESC 2230	Specialty Rotations	0	9	2
		0	9	2

Total Credits Required for a Respiratory Care Degree..... 72





CERTIFICATE PROGRAMS

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

Air Conditioning/Refrigeration	Electronics
Automotive Technology	Fashion Merchandising
Child Care and Development	Legal Stenography
Communications-Radio Broadcasting	Management Development
Communications-Television	Mental Health
Computer Science-Data Processing	Office Administration
Criminal Justice-Correctional Admin.	Secretarial
Criminal Justice-Correctional Science	Word Processing
Criminal Justice-Texas Peace Officer	Respiratory Care Technician
Academic Certificate	Vocational Nursing
Drafting	

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

AIR CONDITIONING AND REFRIGERATION

Certificate:

Length: Two-Semester (One-Year) Program

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

Program Requirements: In addition to the general requirements for admission to the College, entry in the air conditioning and refrigeration program requires a personal interview with the Air Conditioning and Refrigeration Department Chairperson. A student who receives a certificate in air conditioning and refrigeration may enroll in the associate degree program as long as they meet all prerequisites and requirements set forth by that program. A certificate student must take the required six courses from Group I and any three courses from Group II. Course selection is determined by consultation with the Department Chairperson.

Certificate Program

Group I

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AIRC 1320	Air Conditioning Fundamentals I	3	0	3
AIRC 1330	Air Conditioning & Elec Circuits I	3	0	3
AIRC 1420	Air Conditioning Fundamentals II	3	3	4
AIRC 1440	Intro to Refrigeration	3	3	4
AIRC 1441	Refrigeration Systems Servicing I	3	3	4
AIRC 2450	Heating and Ventilations	3	3	4

Group II

AIRC 1220	Air Conditioning & Refrigeration Troubleshooting	1	3	2
AIRC 1340	Domestic Refrigeration	3	1	3
AIRC 2310	Cooperative Education I	1	20	3
AIRC 2350	Heat Load Calculations	3	0	3
AIRC 2430	Air Conditioning & Electrical Circuits II	2	6	4
AIRC 2440	Refrigeration Systems Servicing II	2	6	4
SOCI 1301	Principles of Sociology	3	0	3

Total Credits for Air Conditioning and Refrigeration Certificate 30

AUTOMOTIVE TECHNOLOGY

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Group I 7 courses/28 credits

Group II 3 courses/9 credits

Group I

Minimum course credits from Group I = 28

AUTO 1410 Basic Automotive (4 credits)

AUTO 1415 Internal Combustion Engine (4 credits)

AUTO 1420 Automotive Electricity & Ignition System (4 credits)

AUTO 1425 Carburetion & Fuel System (4 credits)

AUTO 2430 Automotive Transmission (4 credits)

AUTO 2435 Automotive & Truck Chassis (4 credits)

AUTO 2460 Automotive Air Conditioning (4 credits)

AUTO 2210 Repair Shop Organization & Management (2 credits)

Group II

Minimum course credits from Group II = 9

AUTO 2440 Automotive Diagnosis (4 credits)

AUTO 2300 Internship (3 credits)

DRFT 1315 Fundamentals of Drafting (3 credits)

MGMT 1320 Small Business Organization & Management (3 credits)

WELD 1400 Welding Processes (4 credits)

Total Credits Required for
Automotive Technology Certificate 37

CHILD CARE AND DEVELOPMENT

Certificate:

Length: Thirty-Two Semester Hours

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

Program Requirements: A certificate student takes 24 credit hours from Group I, six credit hours from Group II, and two semesters of physical activity. Course selection is determined by consultation with the Department Chairperson, after he/she is familiar with the student's background, abilities, and goals.

Certificate Program

Group I	24 credits
Group II	6 credits
Physical Act.	2 credits
or	
Elective	3 credits

Group I

Minimum course credits from Group I = 24

- CHID 1200 Child Care Recreation (2 credits)
- CHID 1300 Pre-School and Day Care Programs (3 credits)
- CHID 1310 Creative Activities for Young Children (3 credits)
- CHID 1320 Literature and Language Arts for Young Children (3 credits)
- CHID 1330 Infant and Toddler Care (3 credits)
- CHID 1340 Math and Science for Young Children (3 credits)
- CHID 2301 Child Care & Development Internship I (3 credits)
- CHID 2302 Child Care & Development Internship II (3 credits)
- CHID 2310 Child Nutrition and Health Care (3 credits)
- CHID 2320 Child Growth & Development: Preschool to Middle Childhood (3 credits)
- CHID 2410 Administration of Preschool Programs (4 credits)
- CHID 2420 Seminar and Field Work (4 credits)

Group II

Minimum course credits from Group II = 6

- PHED 1306 First Aid (3 credits)
- SPCH 1318 Interpersonal Communication (3 credits)
- ENGL 1301,1302 Composition and Rhetoric (3 credits each)
- SOCI 1301 Principles of Sociology (3 credits)
- PSYC 2308 Child Growth & Development (3 credits)

Physical Activity- Minimum of 2 credits

or

Elective - Minimum of 3 credits

Total Credits Required for
Child Care & Development Certificate 32

RADIO/TELEVISION COMMUNICATIONS

Certificate:

Length: Two-Semester (One-Year) Program

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

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

OPTION 1 - Radio Broadcasting Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 2327	Principles of Advertising	3	0	3
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 2320	Internship in Electronic Media-Radio	<u>1</u>	<u>20</u>	<u>3</u>
		12	23	15

Second Semester

COMM 1302	Basic Recording Techniques	1	2	3
COMM 2303	Radio Production	1	4	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2321	Internship in Electronic Media-Radio	<u>1</u>	<u>20</u>	<u>3</u>
COMM 2328	Public Relations	<u>3</u>	<u>0</u>	<u>3</u>
		9	26	15

Total Credits Required for
Communications -- Broadcasting Certificate 30

OPTION 2 - Television Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 2332	Radio/TV News Workshop)	2	3	3
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2311	Writing for Mass Communications	3	0	3
COMM 1336	TV Production I	3	0	3
COMM 2327	Principles of Advertising	<u>3</u>	<u>0</u>	<u>3</u>
		14	3	15
Second Semester				
COMM 2331	Radio/TV Announcing	3	0	3
COMM 1337	TV Production Workshop	3	0	3
COMM 2325	Internship-TV	1	20	3
COMM 2328	Public Relations	3	0	3
DRAM 2366	Development of the Motion Picture	<u>2</u>	<u>2</u>	<u>3</u>
		12	22	15

Total Credits Required for
Communications -- Television Certificate 30

COMPUTER SCIENCE TECHNOLOGY GENERAL COMPUTER DATA PROCESSING

Certificate:

Length: Two-Semester (One-Year) Program

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

Program Requirements: The curriculum includes technical courses in computer science. Each student is urged to consult with the Counseling Center or faculty advisor. Upon satisfactory completion of the two semesters curriculum, with an overall 2.0 grade point average for all computer science courses attempted, the student will be awarded the Certificate in Computer Science (General Computer Data Processing).

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Intro to Computer Science	3	3	4
CSCI 1410	Computer Programming - BASIC	3	3	4
or				
CSCI 1420	FORTRAN			
CSCI 1440	Computer Programming -COBOL	3	3	4
*CSCI	Elective	3	3	4
		<u>12</u>	<u>12</u>	<u>16</u>
Second Semester				
CSCI 1430	Computer Programming - RPG	3	3	4
CSCI 1405	Microcomputer Applications I	3	3	4
CSCI 2440	Advanced COBOL	3	3	4
*CSCI	Elective	3	3	4
		<u>12</u>	<u>12</u>	<u>16</u>

*CSCI Electives

CSCI 1420	Computer Programming - FORTRAN
CSCI 2400	Special Topics
CSCI 2430	Advanced RPG
CSCI 2300	System Analysis
CSCI 2450	Assembly Programming
CSCI 2405	Microcomputer Application(s) II
CSCI 2460	Computer Programming - PASCAL
CSCI 2480	Data Base Systems

Total Credits Required for
Computer Science Technology Certificate 32

CRIMINAL JUSTICE CORRECTIONAL ADMINISTRATION

Certificate:

Length: Thirty-Three Semester Hours

Purpose: The certificate program is designed for individuals who are working in the correctional field in management-type positions. Interested non-inservice persons should obtain permission from the Criminal Justice Department Chairperson.

Program Requirements: Approximately one-half of the certificate program includes required courses in correctional science and management development. The remaining courses are selected from related areas.

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

Certificate Program

Group I	21 credits
Group II	12 credits

Group I

Required Courses

- CRIJ 1301 Introduction to Criminal Justice (3 credits)
- CRIJ 1306 The Courts and Criminal Procedure (3 credits)
- CRIJ 2301 Community Resources in Corrections (3 credits)
- CRIJ 2313 Correctional Systems and Practices (3 credits)
- MGMT 1310 Principles of Management (3 credits)
- MGMT 2300 Personnel Management (3 credits)
- MGMT 2310 Problems in Management (3 credits)

Group II

Elective Courses - 12 credits

- ACCT 2301 Principles of Accounting I (3 credits)
- ACCT 2302 Principles of Accounting II (3 credits)
- SOCI 1301 Principles of Sociology (3 credits)
- SPCH 1318 Interpersonal Communication (3 credits)

Total Credits Required for
Correctional Administration Certificate 33

CRIMINAL JUSTICE CORRECTIONAL SCIENCE

Certificate:

Length: Thirty Semester Hours

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

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

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

Certificate Program

Group I 21 credits
Group II 9 credits

Group I

Minimum course credits from Group I = 21

- CRIJ 1301 Introduction to Criminal Justice (3 credits)
- CRIJ 1306 The Courts and Criminal Procedure (3 credits)
- CRIJ 1307 Crime in America (3 credits)
- CRIJ 1310 Fundamentals of Criminal Law (3 credits)
- CRIJ 1321 Probation and Parole (3 credits)
- CRIJ 2301 Community Resources in Corrections (3 credits)
- CRIJ 2302 Cooperative Education for Correctional Science I (3 credits)
- CRIJ 2304 Cooperative Education for Correctional Science II (3 credits)
- CRIJ 2313 Correctional Systems and Practices (3 credits)

Group II

Minimum course credits from Group II = 9

- ENGL 1301,1302 Composition and Rhetoric (3 credits each)
- PSYC 2301 General Psychology (3 credits)
- SOCI 1301 Principles of Sociology (3 credits)
- GOVT 2301,2302 American National & State Governments (3 credits each)
- HIST 1301,1302 U.S. History (3 credits each)

Total Credits Required
for Correctional Science Certificate. 30

LAW ENFORCEMENT & POLICE ADMINISTRATION

Certificate: (Texas Peace Officers Program)

Length: Thirty Semester Hours

Purpose: The certificate program offers Law Enforcement/Criminal Justice students the opportunity to complete all Texas Commission on Law Enforcement Officer Standards and Education basic training requirements as part of their regular Associate or baccalaureate program course of study.

Program Requirements: The Texas Peace Office Academic Certificate program consists of a sequence of ten courses. The first seven are those stipulated by the Texas College and University System Coordinating Board as a Criminal Justice transfer curriculum. The remaining three are also Coordinating Board approved. After successful completion of the Certificate Program, a student is eligible to take the TCLEOSE Basic Peace Officer Licensing Exam.

Certificate Program

- CRIJ 1301 Introduction to Criminal Justice (3 credits)
- CRIJ 1306 The Courts and Criminal Procedure (3 credits)
- CRIJ 1307 Crime in America (3 credits)
- CRIJ 1310 Fundamentals of Criminal Law (3 credits)
- CRIJ 2314 Criminal Investigation (3 credits)
- CRIJ 2323 Legal Aspects of Law Enforcement (3 credits)
- CRIJ 2328 Police Systems and Practices (3 credits)
- CRIJ 2333 Texas Peace Officer Law (3 credits)
- CRIJ 2334 Texas Peace Officer Procedures (3 credits)
- CRIJ 2335 Texas Peace Officer Skills (3 credits)

Total Credits Required
for Texas Peace Officer Academic Certificate 30

DRAFTING TECHNOLOGY

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
DRFT 1411	Architectural Drafting I	2	6	4
MATH 1335	College Mathematics	3	0	3
DRFT 1330	Introduction to Computer Aided Drafting	3	3	3
		13	16	17
Second Semester				
DRFT 2421	Computer Aided Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
Elective	Drafting Elective	2	6	4
DRFT 2311	Cooperative Education	1	20	
or				
Elective	College Level	3	0	3
		7-9	18/38	15

Total Credits Required for
Drafting Technology Certificate 32

ELECTRONIC TECHNOLOGY

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

- Group I 20 credits
- Group II 12 credits
- Physical Act. 2 credits
- or
- Elective 3 credits

Group I

Minimum course credits from Group I = 20

ELTE 1410	Introduction to Electronic Technology (4 credits)
ELTE 1430	D.C. Theory and Circuit Analysis (4 credits)
ELTE 1440	A.C. Theory and Circuit Analysis (4 credits)
ELTE 2421	Electronic Devices and Circuits (4 credits)
ELTE 2422	Linear Integrated Circuits (4 credits)
ELTE 2423	Digital Integrated Circuits (4 credits)

Group II

Minimum course credits from Group II =12

CSCI 1420	Computer Programming--Fortran (4 credits)
CSCI 1470	Computer Programming--C (4 credits)
SOCI 1301	Principles of Sociology (3 credits)
ENGL 1301,1302	Composition and Rhetoric (3 credits each)
HIST 1301,1302	U.S. History (3 credits each)
GOVT 2301,2302	American National and State Governments (3 credits each)
MATH 1314	College Algebra (3 credits)
MATH 1316	Plane Trigonometry (3 credits)
PSYC 2301	General Psychology (3 credits)

Physical Activity - Minimum of 2 credits
or

Elective - Minimum of 3 credits

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

FASHION MERCHANDISING

Certificate:

Length: Two-Semester (One-Year) Program

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
FASM 1300	Introduction to Fashion	3	0	3
FASM 1301	Salesmanship	3	0	3
FASM 1311	Internship	1	20	3
FASM 1320	Fashion Buying & Merchandising	3	0	3
FASM 2361	Visual Merchandising & Sales Promotion	3	0	3
FASM 2371	Image & Self Presentation	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

Second Semester

FASM 1312	Internship	1	20	3
FASM 1330	Merchandise Planning Procedures	3	0	3
FASH 2375	Principles of Retailing	3	0	3
MGMT 2300	Personnel Management	3	0	3
MGMT 2320	Organizational Strategy	3	0	3
*BUSI 1302	Business Psychology	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

*Student may substitute CSCI 1400 for Business Psychology.

Total Credits Required for Fashion
Merchandising Certificate 36

LEGAL STENOGRAPHY

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 2323	Typing III	2	3	3
CTRP 1400	Machine Shorthand Theory and Transcription	2	8	4
CTRP 1320	Law and Legal Terminology	4	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CTRP 1311	Grammar and Punctuation I	3	2	3
PHED	Physical Activity	0	3	1
		<u>14</u>	<u>17</u>	<u>17</u>
Second Semester				
CTRP 1411	Machine Shorthand I and Transcription (60-80-100)	2	8	4
OFAD 2341	Word Processing I	2	3	
or				
CTRP 2320	Reporting Technology	3	2	3
CTRP 1330	Medical Terminology	4	1	3
CTRP 1312	Grammar and Punctuation II	3	2	3
PHED	Physical Activity	0	3	1
		<u>11-12</u>	<u>16-17</u>	<u>14</u>

Total Credits Required for
Legal Stenography Certificate 31

MANAGEMENT DEVELOPMENT

Certificate:

Length: Two-Semester (One-Year) Program

Purpose: The one-year certificate in management development prepares the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station. Upon program completion, the graduate is eligible to make application and take the National Certified Professional Manager Exam.

Program Requirement: A certificate student takes 15 hours of management in the first semester. In the second semester the certificate student takes another internship, six hours of related specified business courses, 3 hours of speech, and 3 hours of electives (fashion merchandising or office administration).

Certificate Program

First Semester

MGMT 2320 Organizational Strategy (3 credits)

MGMT 1301 Internship (3 credits)

MGMT 1320 Small Business Management (3 credits)

or

MGMT 2315 Supervision and Management of Hazardous Materials (3 credits)

MGMT 1310 Principles of Management (3 credits)

MGMT 2300 Personnel Management (3 credits)

Second Semester

BUSI 1302 Business Psychology (3 credits)

MGMT 1311 Internship (3 credits)

BUSI 1301 Introduction to Business (3 credits)

SPCH 1315 Public Speaking (3 credits)

Select one course from the following:

CSCI 1400 Introduction to Computer Science (4 credits)

FASM 1300 Introduction to Fashion (3 credits)

OFAD 1330 Business Communication (3 credits)

OFAD 1360 Office Accounting (3 credits)

Total Credits Required for Management Development Certificate 30 or 31

MENTAL HEALTH

Certificate:

Length: Two-Semester (One-Year) Program (1,056 Clock Hours)

Purpose: The one-year program prepares the student to meet the educational requirements for certification by the Texas Association of Alcoholism and Drug Abuse Counselor.

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 1321	Clinical Internship I	1	20	3
		13	20	15
Second Semester				
MENH 2320	Behavior Modification	3	0	3
MENH 2313	Laws & Standards Affecting Mental Health	3	0	3
MENH 2315	Family Systems	3	0	3
MENH 2312	Children of Alcoholics	3	0	3
MENH 1322	Clinical Internship II	1	20	3
		13	20	15

Total Credits Required for Mental Health

Certificate 30

OFFICE ADMINISTRATION

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Secretarial

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1300	Records Management	2	3	3
OFAD 1310	Abbreviated Writing			
or				
OFAD 1311	Shorthand I	3	2	3
OFAD 1321	Typewriting I	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 2341	Word Processing I	2	3	3
		11	14	15

Second Semester

OFAD 1322	Typewriting II	2	3	3
OFAD 1330	Business Communications	3	0	3
OFAD 1340	Office Procedures	3	2	3
OFAD 1360	Office Accounting	3	1	3
OFAD 2342	Word Processing II	<u>2</u>	<u>3</u>	<u>3</u>
		13	9	15

Total Credits Required for Secretarial Certificate..... 30

Word Processing Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1321	Typing I	2	3	3
OFAD 1300	Records Management	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 1360	Office Accounting	3	1	3
OFAD 2341	Word Processing I	<u>2</u>	<u>3</u>	<u>3</u>
		11	13	15
Second Semester				
OFAD 1322	Typewriting II	2	3	3
OFAD 1340	Office Procedures	3	2	3
OFAD 2342	Word Processing II	2	3	3
OFAD 1330	Business Communications	3	0	3
OFAD 2343	Word Processing III	<u>2</u>	<u>3</u>	<u>3</u>
		12	11	15

Total Credits Required for Word Processing Certificate..... 30

RESPIRATORY CARE PROGRAM

Certificate:

Length: 12 Months

Purpose: The Respiratory Care Department offers an approved educational program which will prepare competent individuals for an allied health speciality in the clinical care and management of respiratory disorders. The certificate graduate will be adept in the administration of medical gases, medications, aerosol therapy, bronchopulmonary drainage, cardiopulmonary resuscitation, pediatric respiratory care, and ventilator management, as well as pulmonary function testing and arterial blood gas sampling and interpretation.

The twelve-month program leads to a certificate and qualifies the graduate to apply for the National Entry Level Examination which leads to a Certified Respiratory Care Technician (CRTT).

This program is fully accredited by the Joint Review Committee for Respiratory Care Education and the American Medical Association.

For admission requirements and progression policies, see Respiratory Care Program, Degree in Applied Science.

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester (Fall)				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Cardiopulmonary Anatomy & Physiology	3	0	3
RESC 1320	Pharmacology	3	0	3
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1500	Introduction to Respiratory Care	<u>3</u>	<u>10</u>	<u>5</u>
		14	12	17
Second Semester (Spring)				
RESC 1211	Clinical Practical I	0	16	2
RESC 1410	Clinical Medicine and Pulmonary Disorders	3	2	4
RESC 1412	Respiratory Care Procedures II	3	2	4
BIOL 2401	Anatomy and Physiology I	3	3	4
ENGL 1301	Composition & Rhetoric I	<u>3</u>	<u>0</u>	<u>3</u>
		12	23	17
Third Semester (Twelve-Week Session)				
RESC 1310	Clinical Practical II	0	24	3
RESC 1311	Seminar in Respiratory Care I	<u>3</u>	<u>0</u>	<u>3</u>
		3	24	6

Total Credits Required for Respiratory Care Certificate 40

VOCATIONAL NURSING PROGRAM

Certificate:

Length: Twelve months; three semesters, 48 credit hours.

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

The program is accredited by the Texas State Board of Vocational Nurse Examiners and the Coordinating Board, Texas College and University System. Graduates of the twelve-month program are eligible to write the National Counsel Licensure Exam for Practical Nurses (NCLEX-PN). Those passing the examination will be licensed to practice as a Licensed Vocational Nurse (LVN) in the State of Texas.

Admission Requirements: A new class begins each Summer 1 Session. Enrollment is limited to 24 qualified applicants. To be considered for admission to the program, the applicant must:

1. be a high school graduate or hold a certificate of equivalency (GED);
2. submit applications and official transcripts to ACC Records Office;
3. submit an application with ACT scores to the Vocational Nursing Department. A minimum composite score of 18 is required for acceptance.
4. attend an informational meeting with the Vocational Nursing Department Chairperson prior to registration;
5. upon registration, provide a physical examination, which includes blood studies, urinalysis, serology, pulmonary screening, and immunization update.

Classes begin with Summer Session I.

Program Requirements:

1. Fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with seconds, testing fees, and malpractice insurance. Health insurance and transportation are the responsibility of the student.
2. A passing grade of 75 must be attained in each subject. Averages below 75 will constitute grounds for student withdrawal from the program.
3. A maximum of four absences per semester is allowed.
4. The Vocational Nursing Department may request at any time the withdrawal or dismissal of a student whose health, attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue.
5. Transfer students will be accepted only as space permits. Only those courses completed with a "C" average or higher and are within 5 years of enrollment will apply to this certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing Program in order to be considered a graduate.
6. A student who withdraws and wishes to re-enroll must reapply within one year from the date of withdrawal. Current admission criteria will apply to re-entering students. Enrollment will be subject to available space. Students will be allowed to re-enter or transfer into the program one time only.

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester - Summer 12 Week				
VOCN 1800	Fundamentals of Vocational Nursing	9	6	8
VOCN 1400	Anatomy & Physiology	6	0	4
		<u>15</u>	<u>6</u>	<u>12</u>
Second Semester - Fall Semester (16 Weeks)				
VOCN 1210	Math for Drug Administration	2	0	2
VOCN 1410	Pharmacology for Vocational Nursing	4	0	4
VOCN 1901	Maternal-Child Nursing	6	24	12
		<u>12</u>	<u>24</u>	<u>18</u>
Third Semester - Spring Semester (16 Weeks)				
VOCN 1200	Issues in Nursing	2	0	2
VOCN 1421	Mental Health-Mental Illness	4	0	4
VOCN 1911	Advanced Medical-Surgical Nursing	6	24	12
		<u>12</u>	<u>24</u>	<u>18</u>
Total Credits Required for Vocational Nursing Certificate				48



Description of Courses
Course Numbers in Brackets Are Under Old Course Numbering System Prior To The 1990-91 Catalog

Accounting

Norman Bradshaw, Department Chairperson
Lee Baker, Tom Branton

ACCT 2301 [ACCT221]. Principles of Accounting I. (3 credits). This course concentrates on accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. (3 lecture and 1 laboratory hours per week). **Corequisite:** READ 0309. [CB5203015125]

ACCT 2302 [ACCT222]. Principles of Accounting II. (3 credits). This course provides a study of partnerships, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 laboratory hours per week). **Prerequisite:** ACCT 2301. [CB5203015125]

ACCT 2311 [ACCT231]. Intermediate Accounting I. (3 credits). This course covers such areas as a review of accounting principles, current assets and investments, plant assets, and intangibles. (3 lecture hours per week). **Prerequisite:** ACCT 2302. [CB0000005821]

ACCT 2312 [ACCT232]. Intermediate Accounting II. (3 credits). Liabilities, paid-in capital, interpretation and analysis of financial statements, cash flow, reorganizations, and price level impact on financial statements are topics for study in this course. (3 lecture hours per week). **Prerequisite:** ACCT 2311. [CB0000005821]

ACCT 2320 [ACCT233]. Federal Income Tax Accounting. (3 credits). This course includes a study of the various income tax acts and emphasizes the relation of Federal Income Tax to individuals, to business management, and to social security and payroll tax. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000005821]

ACCT 2330 [ACCT234]. Managerial Accounting. (3 credits). This study in the use of accounting records for managerial purposes includes such topics as financial statement analysis, ratios, budgets, analytical techniques, and special management reports. (3 lecture hours per week). **Prerequisite:** ACCT 2301. [CB0000005821]

ACCT 2340 [ACCT240]. Accounting with the Mini-Micro Computer. (3 credits). In this comprehensive overview of the implementation, operation, and end product of mini-micro computers used in accounting for a business, students use mini-micro computers to perform a full range of accounting functions for a typical business. (3 lecture and 3 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005821]

ACCT 2351 [ACCT211]. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. The course includes a comprehensive treatment of internship-related activities, individualized objectives, and regularly scheduled activities and concentrates on the development of a philosophy towards work including personal life planning, value clarification, and self awareness. The student must have the approval of the department chairperson. (1 lecture and 20 lab hours per week). **Corequisite:** READ 0309. [CB0000005821]

ACCT 2352 [ACCT212]. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 lab hours per week). **Prerequisite:** ACCT 2351. [CB0000005821]

Aerospace Technology - Mechanical Systems Option

Jeff Menten, Department Chairperson

AERO 1310. Introduction to Aerospace. (3 credits). This course is designed to familiarize the student with many facets of the Aerospace Industry and Aerospace Technology Curriculum. Topics of discussion

include the organizational structure of NASA and its supporting contractors, career paths and options for students entering the field of aerospace technology, aerospace basics, and a structured approach to critical thinking and problem solving. (3 lecture hours per week). [CB0000008427]

AERO 1311. Technical Writing for Aerospace. (3 credits). This course is primarily designed to develop concise and accurate writing skills in students entering the field of Aerospace Technology. The major emphasis of the course is the proper development of formal technical reports and instructional manuals that describe a specific mechanism, system, process, or procedure in detail. Other topics of discussion include the development of formal and informal memorandums, business letters, proposals, and recommendations. (3 lecture hours per week). **Prerequisite:** ENGL 1301. [CB0000008427]

AERO 2310. Aerospace Internship. (3 credits). This course is designed to provide the student with valuable on-the-job training while working with a qualifying employer in the aerospace industry. The student is required to work a minimum of 20 hours per week in a position related to the student's curriculum option and must attend a one-hour seminar each week. (1 lecture and 20 laboratory hours per week). **Prerequisite:** Student must have completed the first year of the Aerospace Technology curriculum. [CB0000008427]

AERO 2340. Practical Thermodynamics. (3 credits). The purpose of this course is to provide the student with the fundamental concepts of thermodynamics, "heat in motion". Topics of discussion include the fundamental concepts, the first and second laws of thermodynamics, properties of liquids and gases, the ideal gas, mixtures of ideal gases, selected power cycles, the refrigeration cycle, and an introduction to heat transfer by conduction, convection, and radiation. Example problems are presented in both SI and English units of measure to further strengthen and broaden the student's understanding. (3 lecture hours per week). **Prerequisite:** MATH 2413. [CB0000008427]

AERO 2410. Aerospace Operations. (4 credits). This course is designed to familiarize the student with present day operations at NASA/JCS. Topics of discussion includes NASA organizations and charters; space shuttle operations including typical missions, mission planning and preparation, crew training, ground support systems, post flight activities; space station design, operation, and production schedule; other space exploration initiatives. This course includes a lab project designed to simulate an actual space mission from concept to end that will allow the student to experience the complexity of a real mission firsthand. (3 lecture and 3 laboratory hours per week). [CB0000008427]

AERO 2440. Fluid Flow and Heat Transfer. (4 credits). This course is designed to provide the student with the fundamental concepts of one-dimensional fluid flow and heat transfer in piping systems. Topics of discussion includes an introduction to fluid dynamics, applications of one-dimensional fluid flow, fluid flow in boundary layers, transfer of heat by conduction, transfer of heat by convection, transfer of heat by radiation, and various heat exchangers. (3 lecture and 3 laboratory hours per week). **Prerequisite:** MATH 2413. [CB0000008427]

AERO 2441. Blueprint Reading for Aerospace Industry. (4 credits) This course is primarily designed to familiarize the student with the structural, mechanical, and electrical symbols and drawings used in the aerospace industry. It also introduces the student to the language of engineering graphics. Topics of discussion include line schedules, scales, dimensions, tolerances, finishes, isometric and orthographic projections, sectional views, and the use of graphs and charts to solve engineering problems. (3 lecture and 3 laboratory hours per week). **Corequisite:** AERO 1310. [CB0000008427]

AERO 2442. Principles of Thermal Control. (4 credits). This course is designed to familiarize the student with the Thermal Control System (TCS) and Environmental Control and Life Support System (ECLSS) used on the Space Station Freedom. The student will apply the fundamental concepts of thermodynamics, fluid dynamics, and heat transfer to better understand these systems and to solve a variety of engineering problems and calculations. (3 lecture and 3 laboratory hours per week). **Prerequisite:** AERO 2440. [CB0000008427]

Agriculture

Steve Wheeler, Department Chairperson

AGRI 1307 [AGRI 120]. Fundamentals of Crop Production. (3 credits). This course presents a scientific approach to commonly grown field crops by exploring their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement, and seed technology. (3 lecture hours per week). [CB0204025121]