ALVIN

COMMUNITY COLLEGE

1948 - 1998

50

YEARS OF

EDUCATIONAL EXCELLENCE

Alvin Community College

1998 - 1999 Catalog

Anniversary Edition

Alvin Community College Catalog

Volume 49, No. 1
August 1998

Alvin Community College is Accredited by:

Commission on Colleges of the
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone Number: (404) 679-4501
To award associate degrees and certificates.

Also Approved and Accredited by:

Texas Higher Education Coordinating Board,
Texas College and University System

Member:

American Association of Community and Junior Colleges
Association of Community College Trustees
Gulf Coast Intercollegiate Conference
National Institute for Staff and Organizational Development
National Junior College Athletic Association
Region XIV Athletic Conference
Texas Community College Teachers Association
Texas Association of Community Colleges

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 1998 fall semester.

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Alvin Community College

OFFICE OF THE PRESIDENT

3110 Mustang Road □ Alvin, Texas 77511-4898
(281) 331-6111 □ FAX (281) 331-2064

A. Rodney Allbright
President

April 21, 1998

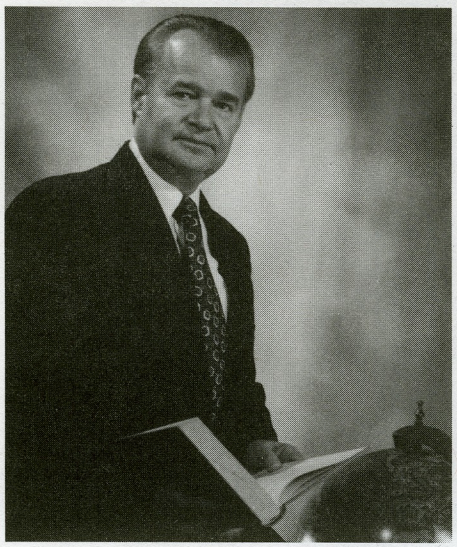
To the Students and Residents of the Alvin Community College District:

The creation of Alvin Junior College in 1948 was a significant expression of a commitment to education in our community. We all recognize that people make a difference, and the people of the College district in 1948 acted and continue to act in 1998 with strong conviction and deep commitment to make a difference in affording college opportunities to the students of our area.

As we celebrate the 50th anniversary of Alvin Community College, we recognize that district residents have placed a high value on learning and a continued commitment to the development of college students to their greatest potential. Alvin Community College is fortunate to have an outstanding collegiate climate established by district residents; faculty excellence in their work with college students, and committed students who are seeking success in academic pursuits.

The junior college movement in Texas and the nation really grew in the 1960's. To have recognized and appreciated a need for higher education in 1948 speaks volumes about the educational commitment of the Alvin Junior College District residents. That commitment continues today as students pursue their college careers, often in programs never even thought about in the 1940's.

Alvin Community College remains committed to the forward-thinking residents of 1948 and today's committed citizens who continue their support for Alvin Community College in 1998. We hope you all join us in a year-long celebration of Alvin Community College's golden anniversary.



Sincerely,

A. Rodney Allbright
President

STATE OF TEXAS
OFFICE OF THE GOVERNOR

GEORGE W. BUSH
GOVERNOR

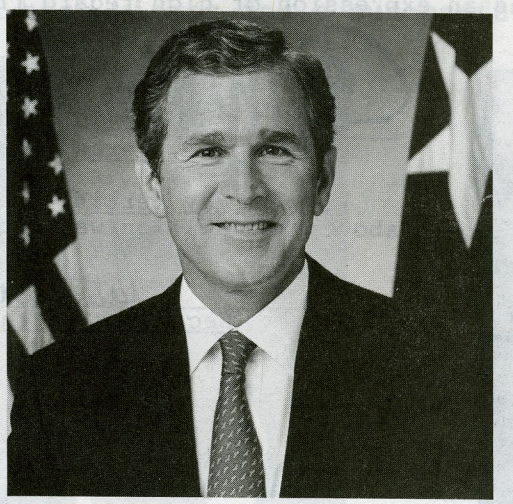
March 26, 1998

Greetings:

Congratulations to the board of trustees, faculty, administrators, staff, students and alumni as Alvin Community College celebrates its 50th anniversary. Since the public election on November 2, 1948, that approved its creation, the college has educated thousands of students and enriched the lives of the people of Brazoria County and the Lone Star State.

I believe every Texan should have the opportunity to go to college and receive an education. Community colleges like yours provide access to higher education for thousands of students across the state who otherwise might not be able to attend college. I commend you for your service to your students and to our state.

Laura joins me in sending best wishes as you celebrate your golden anniversary.



Sincerely,

GEORGE W. BUSH

The Senate of The State of Texas

SENATE PROCLAMATION NO. 721

WHEREAS, The Senate of the State of Texas takes pride in congratulating Alvin Community College on the occasion of its 50th anniversary, which is being celebrated throughout the 1998-1999 school year; and

WHEREAS, The dedication and the vision of the trustees and administration of Alvin Community College have enabled thousands of students to receive high-quality instruction and guidance; and

WHEREAS, Since its founding in 1948, the college has grown from a semester enrollment of 134 to approximately 4,000 students; facilities have been added over the years to accommodate the growth, and the newest additions include the Nolan Ryan Center, a state-of-the-art women's softball field, and a two-mile jogging track; this fall, the college will open the new Pearland College Center; and

WHEREAS, Through its continuing education programs, Alvin Community College has become a major partner with area business and industry in workforce development and employee training; the college's customized training programs are designed to meet the unique needs of participating companies; and

WHEREAS, The college is fortunate to have exceptionally fine faculty members and an administration that places emphasis on preparing students to succeed in a highly competitive and complex world; and

WHEREAS, To help prepare students for the future, the college recently adopted a major technology plan designed to train students for the Information Age; programs recently added to the curriculum include the emergency medical technology program, an honors program, and a process technology degree; and

WHEREAS, The success of this community college is due to the efforts of numerous resourceful and public-spirited individuals, and all who have participated in the founding and growth of this institution deserve to be proud of their accomplishments; now, therefore, be it

PROCLAIMED, That the Senate of the State of Texas hereby express appreciation to Alvin Community College for providing an outstanding educational environment and for its innumerable contributions to the State of Texas; and, be it further

PROCLAIMED, That a copy of this Proclamation be prepared for Alvin Community College as an expression of high regard from the Texas Senate.

Brown

Member, Texas Senate

I hereby certify that the above Proclamation was adopted.

Secretary of the Senate

The State of Texas

RESOLUTION

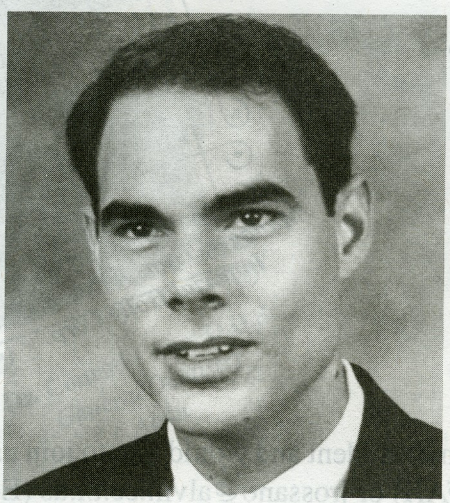
WHEREAS, The year 1998 marks Alvin Community College's 50th year of operation, and it is indeed a pleasure to pay tribute to this remarkable institution and to recognize the many individuals who have contributed to its growth and good fortune; and

WHEREAS, Created in 1948 by a group of visionary citizens, the school was originally located on the Alvin High School campus and was known as Alvin Junior College; its early success found the school at the forefront of the burgeoning community college movement, and the school quickly became a vital part of this close-knit community; and

WHEREAS, From an initial enrollment of 134 students, Alvin Community College has grown to serve some 4,000 students each semester; throughout its rich history, the school has maintained its high standards, while meeting the diverse needs of the community; and

WHEREAS, Despite the many changes that have taken place throughout Alvin Community College's first half century, the underlying goal of providing quality educational opportunities for people of all ages has remained the same, and the achievement of this objective has enabled countless individuals to realize their dreams and aspirations; now, therefore, be it

RESOLVED, That the board of directors, faculty, staff, and students of Alvin Community College be congratulated on the occasion of that institution's 50th anniversary and that they be extended best wishes for a successful and memorable celebration.



Dennis Bonnen
State Representative
District 25

WHERE ARE THEY NOW?

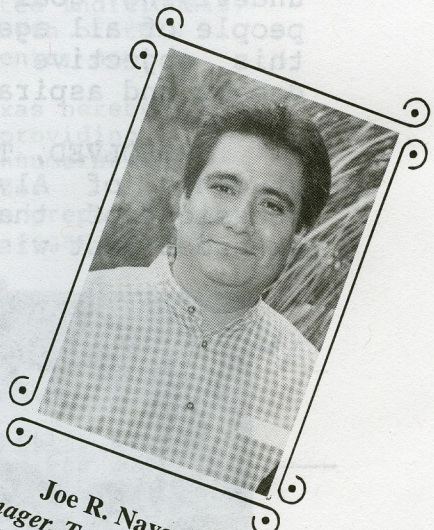
Former Student Highlights

Dawn Johnson
Medical Student
University of North Carolina

Paul Herndon
Chief Financial Officer
Texas Childrens Pediatric Associates

John Willy
County Judge
Brazoria County

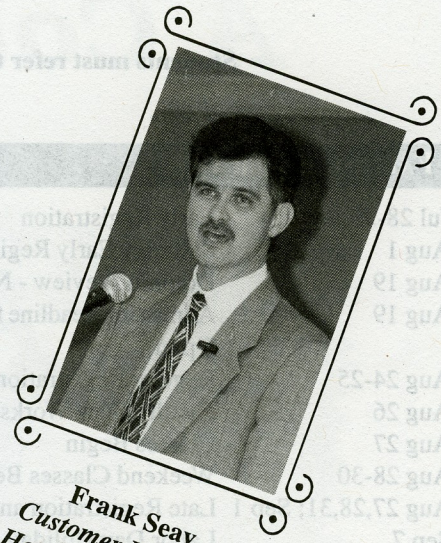
Alexia Griffin Green, R.N., Ph.D.
Chair, Department of Nursing
Lamar University



Joe R. Navarro
Manager, Transportation-Rail
Imperial Holly Corp.

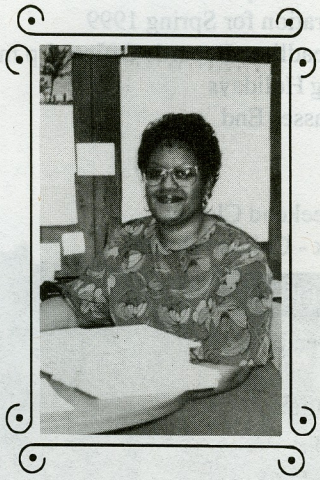
Pictured above are a few of our former students. If you are a former student and would like to join us in celebrating ACC's 50th anniversary please contact us at (281) 331-2064 (FAX) or jrossano@alvin.cc.tx.us (E-mail)

Jackie Peltier Horn, Ph.D.
Associate Professor of Biology
Houston Baptist University

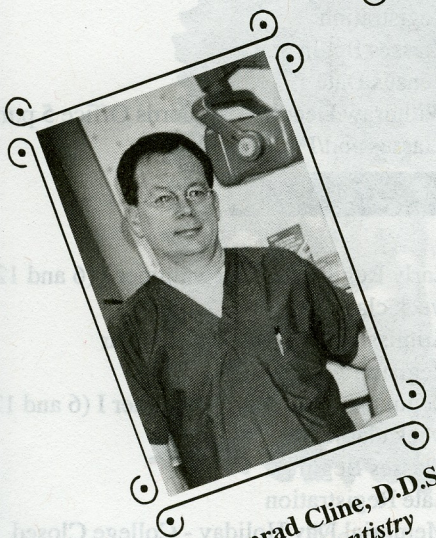


Frank Seay
Customer Engineer
Hewlett-Packard Co.

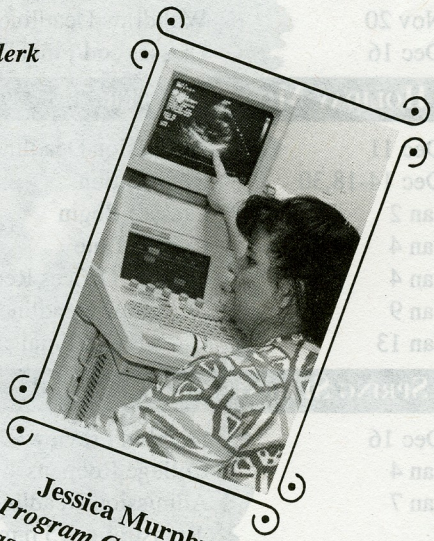
Joe Moreno
News Editor
KPRC-TV



Brenda Rice
Municipal Court Clerk
City of Manvel



Dr. Conrad Cline, D.D.S.
General Dentistry
Alvin



Jessica Murphy
Program Coordinator
Cardiovascular Technology Program
Alvin Community College

Academic Calendar

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

Fall Semester 1998

Jul 28-29	Early Registration
Aug 1	Saturday Early Registration
Aug 19	Dolphin Preview - New student orientation
Aug 19	Admission deadline for Regular Registration, 5 p.m.
Aug 24-25	Regular Registration
Aug 26	Faculty/Staff Workshop - 8 a.m.-3 p.m.
Aug 27	Classes Begin
Aug 28-30	Weekend Classes Begin
Aug 27,28,31; Sep 1	Late Registration and Schedule Changes
Sep 7	Labor Day Holiday - College closed
Sep 14	Census Date
Oct 5	Graduation Deadline; Last day to apply for fall graduation, 5 p.m.
Nov 10-11, 14	Early Registration for Spring 1999
Nov 20	Withdraw Deadline; Records Office, 5 p.m.
Nov 25-29	Thanksgiving Holidays
Dec 4-6	Weekend Classes End
Dec 10	Classes End
Dec 10-11, 14-15	Final Exams
Dec 11-13	Finals for Weekend Classes
Dec 19-Jan 3	Winter Break - College closed

8-Week Fall Mini Semester

Oct 15	Admission Deadline
Oct 19-23	Registration
Oct 26	Late Registration
Oct 26	Classes Begin
Nov 2	Census Date
Nov 20	Withdraw Deadline; Records Office, 5 p.m.
Dec 16	Classes end/Final Exams

Holiday Mini Semester

Dec 11	Admission Deadline
Dec 14-18,30	Registration
Jan 2	Classes Begin
Jan 4	Census Date
Jan 4	College Offices Reopen
Jan 9	Withdraw Deadline; Records Office, 5 p.m.
Jan 13	Classes end/Final exams

Spring Semester 1999

Dec 16	Dolphin Preview - New student orientation
Jan 4	College Reopens
Jan 7	Admission Deadline for Regular Registration, 5 p.m.
Jan 11-12	Regular Registration
Jan 13	Faculty/Staff Workshop - 8 a.m.-3 p.m.
Jan 14	Classes Begin
Jan 14-15, 18-19	Late Registration and Schedule Changes
Jan 15-17	Weekend Classes Begin
Jan 29	Census Date
Feb 19-20	TCCTA Convention, Houston. No classes after 1 p.m. Thursday and no day classes on Friday. (Weekend Classes on Friday evening, Saturday and Sunday will meet.)
Mar 2	Graduation deadline. Last day to apply for graduation and to order graduation regalia.
Mar 15-21	Spring Break - College closed
Apr 2-5	Spring Holidays
Apr 6-7	Early Registration for Summer I (6 and 12 week classes)
Apr 16	Withdraw Deadline; Records Office, 5 p.m.
Apr 30-May 2	Weekend Classes End
May 4	Classes End
May 5-7, 10	Final Exams
May 7-9	Final Exams - Weekend Classes only
May 13	Commencement

6-Week Spring Mini Semester

Mar 5	Admission Deadline
Mar 8-12	Registration
Mar 22	Late Registration
Mar 22	Classes Begin
Mar 25	Census Date
Apr 16	Last Drop Date; Records Office 5 p.m.
May 5	Classes end/Final exams

Early Summer Mini Semester

May 7	Admission Deadline
May 10-11	Registration
May 12	Classes Begin
May 13	Census Date
May 19	Withdraw Deadline; Records Office 5 p.m.
May 24	Classes end/Final exams

Summer 1999

First Session

Apr 6-7	Early Registration for Summer I (6 and 12 week classes).
May 20	Admission Deadline for Regular Registration, 5 p.m.
May 24	Regular Registration - Summer I (6 and 12 week classes)
May 25	Classes Begin
May 25-26	Late Registration
May 31	Memorial Day Holiday - College Closed
Jun 1	Census Date - 6-week Classes
Jun 9	Census Date - 12-week classes

Jun 17	Withdraw Deadline (6-weeek classes); Records Office, 5 p.m.
Jun 22	Graduation Deadline - Last day to apply for August graduation.
Jun 30	Classes End - 6-Weeks Classes only
Jul 1	Final Exams - 6-Weeks Classes only

Second Session

Jul 1	Admission Deadline for Regular Registration
Jul 6	Regular Registration
Jul 7	Classes Begin
Jul 7	Late Registration/Schedule Changes
Jul 27-28, 31	Early Registration for Fall 1999
Jul 29	Withdraw Deadline (Summer 12-week and Summer II classes) - Records Office, 5 p.m.
Aug 10	Classes End - 12-week classes
Aug 11-12, 16-17	Final Exams - 12-week classes
Aug 11	Classes End - 6-week classes
Aug 12	Final Exams - 6-week classes

Theatre productions presented by the Department of Speech and Drama are enjoyed by students and community year-round.

A College Campus for Pearland

PEARLAND COLLEGE CENTER

Alvin Community College

OPENING FALL 1998

Classes offered:

Technical Education

Business Education

Continuing Education

Credit Classes

For more information call (281) 412-2600
or visit our Web Site at
http://www.alvin.cc.tx.us

2319 North Grand • Pearland • TX • 77581

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 technical, college transfer, and adult programs, for all those who can benefit from them, as well as quality 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 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 sixteen 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, Nolan Ryan Center, 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 Development Laboratory School is also located in the building. The lower floor houses the offices of the Dean of 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 crime lab. 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, the foreign language lab, faculty offices, and the offices of the Dean of Instruction, Student and Community Services, and the University Parallel Division Chairs.

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-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory.

The Nolan Ryan Center for Continuing Education is the newest addition to the campus. The 12,000 square foot Center was built by the Nolan Ryan Foundation and donated to the College in 1996. The building contains the office of the Dean of Pearland College Center and Continuing Education Programs, the Continuing Education Office, and the Business Resource Center. It also contains a classroom for the College's Business Resource Center and a community room that seats 200 people. The remaining portion of the building will house the Nolan Ryan baseball exhibit.

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.

In the fall of 1998, Alvin Community College will open the new Pearland College Center.

Accreditation

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

Public Notice & 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, national origin, or veteran status.

Rights of Individuals with Disabilities: Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans With Disabilities Act (P.L. 101-336), and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with a variety of academic services and resources. ACC supports efforts in making the campus more accessible and encourages students with disabilities to participate in all activities. Students seeking assistance should contact the Counseling Center. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Associate Dean of Student & Instructional Services.

Access to Programs: Admission to College programs is based on requirements outlined in this catalog.

Alvin Community College will take steps to assure that lack of English language skills will not restrict admission to and participation in its programs.

For information about your rights and grievance procedures, contact the Associate Dean of Student and Instructional Services, (281) 388-4623, or the Director of Personnel, (281) 388-4764, at 3110 Mustang Road, Alvin, Texas 77511-4898.

La admisión a los programas del colegio se efectúa a base de los requisitos descritos en este catálogo. Alvin Community College tomará medidas para asegurar que el desconocimento del idioma inglés no sea obstáculo a la admisión a todos los programas. Para información sobre los derechos o los procedimientos para presentar quejas, comuníquese con el Decano de Estudiantes al número (281) 388-4623 o con la Directora de Personal al número (281) 388-4764, dirección 3110 Mustang Road, Alvin, Texas 77511-4898.

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. See "Release of Student Information" section in this catalog.

Religious Holy Days: In compliance with Texas Education Code, Section 51.911, 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.

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.

For information about your rights or about grievance procedures, contact the Associate Dean of Student and Instructional Services, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, (281) 388-4623.

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. For the purpose of administering the College, class schedules published in the fall, spring, and summer are considered implementation of College policy and an extension of this catalog.

Need Financial Help To Stay in School?

Alvin Community College offers Financial Aid to those who need it and who qualify.

*** Grants**
*** Scholarships**
*** College Work Study**

Visit the Financial Aid Office for information and applications
Call us at (281) 388-4630

Alvin Community College Phone Listing

(281) 331-6111 (For numbers not listed)

*Area Code is (281) for all telephone numbers

Administrative Offices

President 388-4612
Administrative Coordinator 388-4614
Dean of Administrative Services 388-4606
Dean of Instruction, Student & Community Services . 388-4659
Dean of Technical Programs 388-4730
Dean of Pearland College Center and
and Continuing Education 388-4682
Associate Dean of Student & Instructional Services .. 388-4623
Division Chair of English & Fine Arts 388-4665
Division Chair of Social Sciences 388-4668
Division Chair of Math & Sciences 388-4663
Division Chair of Industrial Technologies &
Public Service Programs 388-4865
Division Chair of Allied Health & Human Services ... 388-4695
Division Chair of Business Technologies 388-4826
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 & Development 388-4857
Director of Sports and Human Performance 388-4706

Departmental and Staff Offices

Accounting/Business Programs 388-4784
Admissions Information 388-4636
Aerospace Technology 388-4831
Agriculture 388-4846
Air Conditioning/Refrigeration/Heating 388-4826
Art 388-4792
Biology 388-4846
Business Office/Cashier 388-4712
Cafeteria 388-4791
Campus Police 388-4800
Chemistry 388-4780
Child Development Laboratory School 388-4748
Communications 388-4675
Computer Center 388-4651
Computer Science 388-4826
Continuing Education Office 388-4681
Court Reporting 388-4817
Counseling Center 388-4636
Criminal Justice 388-4751
Drafting 388-4865
Drama 388-4724
Electronics 388-4803
Emergency Medical Technology 388-4688
English 388-4665
Financial Aid Office 388-4630
Fitness Center 388-4706
Foreign Language 388-4879
Geology 388-4805
Horticulture 388-4846
KACC Radio-TV 388-4772
Legal Assistant 388-4786
Library 388-4645
Management Development 388-4698
Mathematics 388-4663
Media Center 388-4732
Mental Health 388-4793
Music 388-4792
Nursing 388-4688
Off-Campus Housing Information 388-4636
Office Administration 388-4810
Pearland College Center 412-2600
Physical Plant Operations 388-4743
Physics 388-4805
Process Technology 388-4730
Public Relations Office 388-4614
Reading 388-4841
Record's Office
Admission & Enrollment Application Status 388-4619
FAX 388-4926
Graduation/Transfer Evaluation 388-4621
Transcript Service 388-4615
Veteran's Certification Services 388-4615
Respiratory Care 388-4695
Retail Management & Marketing 388-4808
Social Sciences 388-4668
Speech 388-4724
Sports & Human Performance 388-4706
Student Activities Office 388-4698
Student Employment/Financial Aid Office 388-4630
Technical Programs 388-4730
Testing/Counseling Center 388-4636
Theatre Box Office 388-4727
Vocational Nursing 388-4693
Welding 388-4826
Services for Students with Disabilities
Voice 388-4636
TDD 388-4913

Academic Policies & Regulations

ADMISSION

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

Alvin Community College is an open admission institution. However, admission to the College does not guarantee admission to specific programs. Some departments require that the student obtain departmental approval before registering 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.

Records and forms required for admission must be received in the Records Office by the deadline (see Academic Calendar).

Classification	Records and Forms Needed
High school graduate: Graduates from accredited high schools	Admission Application, Admission Advising Form, high school transcript with graduation date, and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores.*
High school equivalency: Students who have passed the General Educational Development (GED) Test	Admission Application, Admission Advising Form, GED Test scores, and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores.*
College transfer: Students from another college or university	Admission Application, Admission Advising Form, transcripts from previous colleges and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores.* Bring copies of transcripts/test scores to advising session. Students on probation or suspension must get approval from the Associate Dean of Student and Instructional Services, (281) 388-4623.
Returning student: Former ACC students who have not attended for one or more semesters	1. All returning students must provide current transcripts from colleges attended since last attending ACC and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores.* Students on academic probation or suspension at another institution must obtain approval from the Associate Dean of Student and Instructional Services, (281) 388-4623. 2. Students who last attended ACC ***before Fall 1993*** must be readmitted. Documents required: Admission Application, Admission Advising Form, transcripts from all previous colleges, and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores.*
Early admission: High school students who have completed their junior year and have parental and high school approval	Admission Application, Admission Advising Form, Early Admission Application, high school transcript verifying completion of junior year, and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores* reflecting college-level skills in writing, reading, and mathematics.
International student: Students born in another country who are not U.S. citizens or resident aliens	Approval from the Counselor for International Students is required. For additional requirements, see section on *International Student Regulations* or call (281) 388-4636.
Individual approval: Persons not in above classifications including graduates of home schools and non-accredited private schools	Interview to determine eligibility, Admission Application, Admission Advising Form, Individual Approval Form, and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores* reflecting the ability to benefit from instruction.

*A student's personal copy of TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores may be used for admission and advising. However, an official copy must be on file before the student can register. Test scores are used for placement in courses; they are not used to deny admission to college. For more information, see *Testing* and *TASP* sections.

Official Records

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ACC Records Office or when presented in a sealed envelope issued by the institution. 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 unless otherwise noted. Students applying for Federal Title IV funds must have academic transcripts in the Records Office before funds will be awarded.

Tuition Rebate for Baccalaureate Degree

Senate Bill 1907 provides $1,000 tuition rebates to undergraduate students who complete their first baccalaureate degree while attempting no more than three credits beyond what is required for the degree. The rebates apply only to students who enroll for the first time in an institution of higher education in Fall 1997 or later. Contact the Counseling Center for complete details.

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, United States Government, World History Studies, World Geography, Economics
Foreign Language	3	Levels I-III proficiency in the same language
Health	½	½ credit minimum
Fine Arts	1	1 credit minimum
Physical Education	1½	1½ credits
Speech	½	Speech Communication, Public Speaking, Debate, Oral Interpretation
Technology	1 min.	Computer Science Business Computer Applications Business Computer Programming Computer Applications Microcomputer Applications Business Information Processing Computer Mathematics Industrial Technology Computer Applications
Electives	2	
TOTAL	24½	

Tuition Rebate for Early High School Graduation

Students who graduate in three years from a Texas public high school and are Texas residents may be entitled to a $1,000 tuition credit for college level courses. The $1000 can be used in multiple semesters until the full amount is used. Contact your high school counselor for information on how to apply.

Admission to Specific Curriculums

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

Child Development and Early Childhood
Court Reporting
Emergency Medical Technology
Musical Theater
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 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.

Honors Program

The Alvin Community College Honors Program offers highly motivated, academically exceptional students the challenge of enriching their intellectual experience and exploring subject areas in great depth. The program, open to full-time and part-time students, offers individualized attention, increased responsibility, and a high level of intellectual stimulation. Students who qualify for the program may choose from the following enriched courses:

BIOL	1408-1409
ENGL	1301-1302
GEOL	1403-1404
GOVT	2301-2302
HIST	1301-1302
MATH	2413-2414
PHYS	1401-1402
PSYC	2301

To be considered for admission to the Honors Program, a student must meet at least two of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 10% of high school class
- GPA of 3.5 or higher on a minimum of 12 semester hours excluding developmental courses
- Recommendation(s) from previous ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To achieve Honors Program Graduate status, a student must have at least a 3.0 grade point average on all college-level courses, must complete a minimum of 12 semester hours of honors courses, and must earn a grade of **B** or higher in all honors courses. Contact the Counseling Center for more information.

Academic Advising

Students entering ACC for the first time (including transfer students) and returning ACC students who last attended before Fall 1993 must be advised before they will be admitted. Students should complete testing before their advising session, or **bring TASP, ACCUPLACER, ASSET, COMPASS, or MAPS scores or proof of TASP exemption to the session** (see *Testing* section). Transfer students should also bring copies of transcripts or grade reports from other institutions they have attended. Admission advising is done by the Counseling Center staff.

Testing

Although testing is not an admission requirement, it is a requirement for registration. All students who have not provided official documentation for an exemption from TASP (see TASP Exemptions below) must have official TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores prior to registering for classes. Test scores are used to place students in appropriate courses; they are not used to deny admission to college.

TASP

(Texas Academic Skills Program)

The Texas Academic Skills Program is a program of testing, advisement, and developmental education mandated by the Texas Legislature. The goal of the program is to assure that students attending Texas public colleges and universities have the prerequisite skills of writing, reading and mathematics to perform at the college level. The TASP requirement must be met before students may receive an associate degree or Level 2 certificate or take upper-division courses.

TASP-Obligated Students

Students who are not exempt (see TASP Exemptions below) must pay for, take, and provide official scores for one of these tests prior to registering for classes: TASP, ACCUPLACER, ASSET, COMPASS, or MAPS. This regulation applies to all first-time college students, continuing students, and transfer students.

TASP Exemptions

Students must provide appropriate official documentation to the Records Office before exemptions can be awarded and before students can register. An exemption from the TASP requirements may be granted to students in the following categories:

- Students who earned at least 3 semester hours of college-level credit before Fall 1989 at an accredited institution as evidenced on an official transcript.
- Students who perform at or above the levels set by the Coordinating

Board on the ACT, SAT, and TAAS (see below). All subscores must be obtained in one sitting. Acceptable documentation includes scores listed on official transcripts and score reports sent directly to the college from the testing agencies.

ACT: Composite score of 23 or higher with a minimum of 19 on both the English and the mathematics tests. Scores can be no more than 5 years old; "residual" ACT scores are not acceptable.

SAT: For tests taken from April 1995 to the present, a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and mathematics tests. For tests prior to April 1995, a combined verbal and mathematics score of 970 with a minimum of 420 on the verbal test and 470 on the mathematics test. Scores can be no more than 5 years old.

TAAS: A minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test, and 89 on the reading test. Scores can be no more than 3 years old.

- Students who have a baccalaureate or higher degree from an accredited institution as evidenced on an official transcript.
- Transfer students entering temporarily from private/independent or out-of-state institutions of higher education. Students must have attended the private or out-of-state institution the semester immediately preceding enrollment in the Texas public institution. Proof of enrollment, such as report cards, transcripts, and fee statements, must include dates.
- Students with a certificate or associate degree from an accredited private or out-of-state institution of higher education who attend Texas public institutions temporarily (one semester only). The exemption may not be used if the student is working toward a certificate or degree. A diploma or transcript showing evidence of graduation must be presented.
- Students 55 years of age or older who are not seeking a certificate or degree and enroll in only one course each term.
- Students who are citizens of countries other than the United States and who are not seeking degrees or Level 2 certificates.

TASP-Waivers

Although all students are required to have TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores before registering, students with one or more of the following certificates as their declared major may receive a waiver from enrollment in development classes.

Child Development and Early Childhood
Child Development and Early Childhood Administration
Correctional Administration
Correctional Science
Court Reporting Scopist
Crime Scene Technician
Drafting Technology
Electronic Technology
Emergencey Medical Technology
General Data Processing
Management Development
Mental Health
Office Assistant
Process Technology
Radio Broadcasting
Retail Management and Marketing
Television Broadcasting
Texas Peace Officer
Vocational Nursing
Word Processing

TASP and Students with Dyslexia

The Texas Higher Education Coordinating Board has prescribed special guidelines for students diagnosed with dyslexia or a related disorder by a qualified professional. Contact ADA Services in the Counseling Center for information.

TASP and Students Who Are Deaf

Students who meet the state definition of a "deaf person" and who provide appropriate documentation from a licensed audiologist will take the Stanford Achievement Test in lieu of the TASP or one of the approved alternate exams.

Passing Scores

The state minimum passing standard for TASP is a score of 230 in reading and in mathematics and a score of 220 in writing. Prior to September 1995, the state minimum passing standard was a score of 220 in each skill area (reading, mathematics, and writing).

Passing scores for ACCUPLACER, ASSET, COMPASS, and MAPS tests may be obtained from the Counseling Center.

Students may also complete their TASP obligation for any of the three subject areas (reading, writing, and mathematics) when the following sequence is completed:

1. The student must take the TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test.
2. The student must pass the developmental course sequence for the subject area not passed.
3. The student must take the TASP test for the subject area not passed.
4. If the student does not pass the subject area, then the student may enroll in a state-approved, college-level course for the subject area.
5. If the student makes a B or better in the course, then the student is considered as having passed the TASP subject area.

Students who fail one or more sections must enroll in the appropriate developmental course for at least one of the failed sections until all sections are passed or the above sequence has been completed. While enrolled in developmental courses, students must attend classes and participate in instruction. Failure to attend and participate could result in being dropped from all classes.

Test Fee Waivers
Alvin Community College may receive a limited number of TASP Test Fee Waivers from the state. These fee waivers permit qualified financial aid recipients to take the test without paying a fee. Contact the ACC Financial Aid Office (Room A127 or (281) 388-4630) to see if waivers are available and if you qualify.

Residence

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

When students are admitted, they are informed of their residence classification based on information on their application and supporting documents. Tuition and fees at registration are based on this classification. If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Records Office and provide 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 the 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 as a Resident, a student must prove Texas residence for the 12 months immediately prior to the census date for the given semester, by providing one or more of these documents no later than 12 noon on the census date:

- 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 as In-District, Texas residents (see above) must prove they physically reside within the geographic boundaries of the ACC District by providing one or more of these documents no later than 12 noon on the census date for the given semester:

- Ad valorem tax receipt showing ACC District tax status (available at the Brazoria County Substation on Hwy. 35, north of Alvin)
- 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)

College District property owners and their dependents who do not physically reside in the district are eligible for a waiver of out-of-district fees. To qualify for a waiver, students must prove eligibility by noon on the census date for the given semester by providing an ad valorem tax receipt showing ACC District tax status (available at Brazoria County Substation). If the student is a dependent, the student must provide the parent's IRS 1040 for the previous year and an affidavit of dependency for the current year.

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.

Individuals 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.

Responsibility for Course Selection

The College provides students with information and academic advice to assist them in making academic decisions. The Counseling Center, program director, and department head are responsible for providing current and accurate information and advice concerning the academic and technical 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 toward the degree or certificate. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

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

Placement Regulations

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

Course pre- and corequisites are identified in the *Description of Courses* section of this catalog and in class schedules.

International Student Regulations

International students are citizens of a country other than the United States who have an F-1 or M-1 visa for educational purposes and who intend to return to their home country upon completion of their educational program. International students must carry a minimum of twelve (12) semester hours to meet the requirements of the United States Department of Justice and the Immigration and Naturalization Service.

Before any admission action can be taken, international students must complete and file the following with the Counselor for International Students three months prior to the beginning of the semester in which they plan to enroll:

1. A completed application form.
2. 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 translations. (See *Credit from Foreign Institutions*, opposite column)
3. A score of at least 500 on the Test of English As A Foreign Language (TOEFL), administered by Educational Testing Service, Princeton, NJ, or adequate competency in English instruction courses.
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country.
5. A health form or physician's statement verifying student's immunization record.
6. For students transferring from another US college or university, an educational background letter from the International Student Office at that institution.

Once admitted, students must obtain personal health insurance for the duration of their studies, enroll in and attend International Student Orientation each semester during their first year, and deposit a $500 security fee with the ACC Business Office, refundable when the student graduates or transfers.

International students interested in receiving admission information should send an international money order for $25 to the Office of International Student Affairs, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, or call (281) 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.

Courses are freely transferrable to Alvin Community College from regionally accredited institutions of post secondary education when content and credit hours are equivalent. Courses earned at Texas public institutions transfer to ACC in block when the core curriculum is completed at a single public institution. Individual core courses transfer to ACC on a one-for-one basis, e.g. math for math, science for science, etc., until ACC's core requirement is met. College-level coursework for which there is no ACC equivalent may be transferred as elective credit. Coursework from nonregionally accredited institutions may be considered under the nontraditional/experiential standards. Transferred grades must meet departmental certificate/degree criteria.

Transfer course work is posted to the Student Information Sheet (SIS) using ACC course identification to assist transfer students with course selection.

Proper course selection and the nonduplication of course work remain the responsibility of the student.

Credit from Foreign Institutions

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service. ACC will **only** accept an evaluation from the following evaluators:

World Evaluation Services
Educational Credential Evaluators
International Research Foundation–
Credential Evaluation Service.

Inquiries regarding these services should be directed to the International Student Affairs Office at (281) 388-4636.

Tech-Prep Education

State approved Tech-Prep programs link high schools, the college, business, and industry to meet the needs of local and regional employers and students. Tech Prep Programs provide career ladder technical preparation (Tech-Prep) resulting in an Associate of Applied Science Degree. A key element in the Tech-Prep program is acceptance of high school course work meeting college-level standards toward the AAS Degree. Students must apply for Tech-Prep credit; forms are available in the Records Office.

Alvin Community College will accept toward an AAS degree successfully completed high school courses identified as equivalent

to college courses and taught as part of state approved Tech-Prep programs. To receive consideration for college credit, Tech-Prep high school students are encouraged to complete the admission process and provide official high school transcripts during their last semester prior to graduation. ACC will provide the following:

- A Tech-Prep degree audit listing requirements for the AAS Degree and the high school credit to be recognized toward degree completion
- An admission status letter outlining any unmet admission requirements

Credit for college equivalent, high school Tech-Prep courses will appear on the Alvin Community College transcript, along with the high school grade earned, at the end of the first semester in which the student completes courses at Alvin Community College.

Nontraditional 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 nontraditional learning from these sources:

Examinations

Consult the Counseling Center, Records Office, or department chairperson for information on approved tests.

- Alvin Community College - Departmental Exams
- American College Testing - Proficiency Examination Program
- Certified Professional Secretary Examination
- College Board: College Level Examination Program - Subject
- College Board Advanced Placement
- Defense Activity for Nontraditional Education Support - Subject
- Registered Professional Reporter Examination

Other

- Educational Credit for Training Programs-ACE Recommendations
- Military Schools and Training-ACE Recommendations
- 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.

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

Evaluation Procedure for Nontraditional Education

Course Work and Nationally Recognized Examinations

Nontraditional education will be evaluated if all applicable criteria are met:

- The student applies at the Records Office, preferably during the first semester of attendance. This ensures maximum credit toward the certificate or degree; students who delay may not receive credit for work already completed. The student must list all sources of nontraditional education to be considered, insure that all official transcripts and test scores are on file in the Records Office, and pay a nonrefundable fee (see class schedule).
- Nontraditional education will be accepted as equivalent to ACC courses if the nontraditional education matches courses offered under the ACC catalog in effect at the time of acceptance. To be accepted, nontraditional education must be equal to ACC courses in content and credit hours.
- Departmental approval of equivalency to ACC courses offered is obtained for credit awarded.

No more than 21 semester credit hours of nontraditional education may be accepted toward a student's certificate or associate degree. Credit granted for nontraditional education is posted to the student's transcript on completion of the evaluation. Nontraditional credit is noted as NT/EX (nontraditional educational experience) and is assigned a grade of S.

Departmental Examinations

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 nonrefundable fee (see class schedule).
- have not attempted the course previously at ACC by either enrollment or examination, and
- receive approval of examination results by the department chair, division chair, and 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/community 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."

Core Curriculum Requirements for Associate of Arts and Associate of Science

Core Component	Course Options	Sem. Hours
Composition/Written Communication	ENGL 1301, ENGL 1302	6
Cross Cultural Studies	Select one from the following courses: ANTH 2346, FREN 2311, FREN 2312, GEOG 1301, GEOG 1303, GERM 2311, GERM 2312, HIST 2311, HIST 2312, HIST 2341, PHIL 1301, SOCI 2319, SPAN 2311, SPAN 2312, SPAN 2321	3
History	Select two from the following courses: HIST 1301, HIST 1302, HIST 2301	6
Literature	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2332, ENGL 2333, MUSI 1308[1], MUSI 1309[1]	3
Mathematics	Select one from the following courses: MATH 1314, MATH 1316, MATH 1324, MATH 1335, MATH 1348, MATH 2413, MATH 2414	3
Physical and Life Sciences	Select two from the following courses: BIOL 1408[2], BIOL 1409[2], BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426	8
Political Science	GOVT 2301, GOVT 2302	6
Visual/Performing Arts	Select one from the following courses: ARTS 1301, ARTS 1303, ARTS 1304, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, HUMA 1302, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310	3
Oral Communication	Select one from the following courses: SPCH 1315, SPCH 1318, DRAM 2366[3]	3
Social/Behavioral Sciences	Select any anthropology, economics, geography, sociology or psychology course.	3
	Total Core Credits	**44**

[1]Music Majors only.
[2] See ACC and University of Houston-University Park 2+2 Plan.
[3] Music and Drama Majors only.

In compliance with state mandates and recommendations, and in an effort to provide sound educational service to our students, ACC will require that all students seeking an Associate of Arts or Associate of Science degree complete the core curriculum of 44 semester hours. Emphasis will be placed on the development of adequate skills in reading, writing, speaking, and critical thinking within the core curriculum. The core is also designed to enhance the student's perspectives related to multi-cultural awareness and to help students establish broad and multiple perspectives on the individual in relationship to the larger society.

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 Coordinating 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 degree requirements. The two physical activity courses may have the same number if the courses are taken during different semesters. ***Students are strongly advised to research the transferability of repeated courses before enrollment.*** Three-semester-hour PHED classes do not meet the physical activity requirement.

REGISTRATION

All students must be admitted and comply with TASP requirements before they may register for classes. Registration occurs several times throughout the year for terms of varying length. Registration dates are listed in the Academic Calendar of this catalog. In addition, dates and other pertinent information are published each semester in the class schedule.

Students who register after classes begin (during designated dates only) are held responsible for material presented during their absence and must consult with the instructor.

Schedule Changes

Students who need to change their schedule (classes and/or times) must do so in writing according to procedures and dates published in the Class Schedule. Schedule changes are not official until the student delivers the revised schedule and fee statement to the Business Office.

Registration Requirments for Transfer Students

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

Class Schedules

Class schedules are considered implementation of College policy and an extension of the catalog. The schedule contains courses being offered during the given semester and are 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 necessary adjustments to the schedule as circumstances warrant.

Audit 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 audit a course, 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 immediately. Charges and refunds 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, students who register in a course for audit may not change their registration status to credit.

Senior Citizens Audit Registration

Residents of the ACC District who are 65 years or older are permitted to audit without payment of tuition and 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 Registration* section above.

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, students 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

Refunds are available approximately six weeks after the close of registration. A student's eligibility for a refund is based on these regulations:

- The student must officially withdraw in writing (see *Withdrawing from Classes* 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 tuition and fees are paid with financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds for Title IV grants are made according to the refund schedule available in the Financial Aid Office.

Refund–Withdrawing from Courses

Students who withdraw from any or all courses on the dates listed below will receive the refund indicated.

Fall and Spring Semesters:

Prior to 1st class day	100% refund less $15 registration fee
1st through 15th class day	70% 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 5th class day	70% refund
6th through 7th class day	25% refund
After 7th class day	No refund

Refund–Schedule Changes

If students change their schedules and the net result is an increase in tuition and fees, they must pay the difference. If the net result is a decrease in tuition and fees, the refund is based on the refund schedule shown above. If the net result is no change in tuition and

fees, there is no charge. Schedule/fee statements must be signed and turned it to the Business Office.

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 can successfully complete during each semester within compliance of college regulations. Hours taken concurrently at another college are included when determining a student's academic load.

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 credit-hour requirements for their 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 academic load for a fall or spring semester is 18 semester hours. However, 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. For a 12-week summer session the maximum load is 14 hours; for a six-week summer session, 7 semester hours. The maximum load for the combined summer terms (both six-week terms and the twelve-week term) is 14 semester hours.

Minimum Load: No minimum load is required.

Admission to Classes & Attendance Policy

Students may not attend classes without completing registration, including payment of all tuition and fees. To avoid disruption of classroom instruction, children of enrolled students may not attend classes or related activities. Further, cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction should not be brought to class. (See Section 8.11 of the ACC Procedures Manual.) In emergencies, students may be contacted through the Campus Police Office, (281) 388-4800.

Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. (Also see sections on *Schedule Changes* and *Withdrawing from Classes.*)

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.

Students who are enrolled in developmental courses because of TASP requirements must attend classes and participate in instructional activities. Failure to attend and participate could result in being dropped from all classes. Students unable to attend should contact their instructors as soon as possible concerning the absence.

Instructors may administratively withdraw students who exceed course absence standards.

Inclement Weather & 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.

Withdrawing from Classes

Students who have registered and paid for courses are considered enrolled until they officially withdraw by submitting a Withdrawal Form to the Records Office. The form must be received by the deadline (see Academic Calendar). Ceasing to attend class does not terminate enrollment. Therefore, a student who ceases to attend class without officially withdrawing from that class will receive a failing grade.

Students wishing to withdraw should consult the procedures detailed in the 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 to the Records Office or faxed to (281) 388-4929 is acceptable. The official withdrawal date is 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).

Grades for Withdrawals

Because withdrawing 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.

Administrative Withdrawal

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.

Students who have excessive absences as defined in the Student Information Plan may be administratively withdrawn by the instructor. The withdrawal form must be received in the Records Office by the deadline.

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

AU Audit – Grade points not assigned
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.

I Incomplete – Grade points not assigned
An 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.

IP In Progress – Grade points not assigned
An IP is a temporary notation that appears on the Student Information Sheet (SIS). It indicates semester hours in progress.

R Re-enroll – Grade points not assigned
The R grade is used only with court reporting courses (machine shorthand, CTRP 1250, CTRP 2341 only) and developmental courses (including noncourse-based instruction) when the student is making satisfactory progress toward course objectives and needs additional time and instruction to master the material.

S Satisfactory – Grade points not assigned
The S is used only for noncourse-based developmental instruction and nontraditional education.

U Unsatisfactory – Grade points not assigned
The U is used only for noncourse-based developmental instruction.

W Withdrawn – Grade points not assigned
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 total semester grade points earned by the total semester hours in all courses attempted at Alvin Community College for the semester.

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
- Student Information Sheets and degree/certificate audits provided to each student as part of registration
- Transcripts provided by the Records Office

Grade Change
Grade change requests begin with the course instructor and must be approved by the instructor and the immediate supervisor. Grade change forms are available in the Records Office.

A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the department chair or program director. Further appeals will be directed through the appropriate division chair, the Dean of Technical Programs and/or 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.

Grade changes requested more than one semester after grade assignment should be submitted in writing to the Associate Dean of Student and Instructional Services for review. All appropriate documents substantiating circumstances must be included.

Academic Honors

Presidential Scholar
To be designated a Presidential Scholar, a student must have:

- completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-parallel courses,
- earned a 3.9 grade point average on **college-level** courses taken at ACC with no grade below a B, and
- completed at least 12 semester hours at ACC during the previous calendar year.

Presidential scholars are selected during the spring term.

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 earned 12 or more resident, college-level, semester hours during the semester with a minimum 3.5 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer, and developmental courses.

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 earned 7-11 resident, college-level, semester hours during the semester with a minimum 3.5 grade-point average with no F or U grades. Resident college-level courses exclude credit-by-exam, nontraditional, transfer, and developmental courses.

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 the curriculum:

Court Reporting
Nursing
Nursing - Transition
Respiratory Care
Respiratory Care - Certificate
Vocational Nursing

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

Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on a minimum of 6 semester hours. The probation stands until the cumulative GPA is raised to 2.0 or higher. Students with a cumulative GPA and last-semester GPA of less than 2.0 are required to meet with a counselor prior to registration to verify the conditions necessary for continued enrollment at the College. The maximum course load may be limited to improve the 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.

Release of Student Information

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

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.

Students are 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, and emergency contact. Any communication mailed to the name and address on file is considered delivered. The Records Office will place a student's records on hold if the Post Office returns the student's mail because of an incorrect address.

Challenge to Accuracy of Records

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

Records on Hold

A student's records are placed on hold for an incorrect address or an outstanding obligation, such as required records, library fine, traffic violation, and financial aid or business 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.

Transcript Requests

Students may request official transcripts by completing the Request For Transcript Service form or by letter or fax, (281) 388-4929. 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. Phone requests are accepted when the transcript is to be mailed to another college or university - (281) 388-4615. All requests must provide a complete address to which the transcript is to be sent.

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.

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 division chair 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.

Questions concerning other grievances (sexual harassment, disability/access, and discrimination) should be directed to the Associate Dean of Student and Instructional Services.

Developmental Courses

The College offers developmental courses in basic math, reading, and English, as well as a developmental psychology course that focuses on study skills. Students who need full-time status may register for up to 12 semester hours of developmental courses. TASP-obligated students whose test scores are below the college level must enroll and participate in the appropriate developmental course. For more information, contact the Counseling Center.

Developmental Courses:

English 0309, English 0310
Math 0309, Math 0310, Math 0312
Reading 0309, Reading 0310,
Reading 0312
Orientation 0100
Psychology 0309

Developmental courses receive local credit; however, they may not be used to fulfill the requirements for a degree or certificate and do not transfer. Grades earned in developmental courses will not be used to meet any honors. Financial aid receipients who need developmental courses must also be enrolled in a college level course.

Graduation

Graduation Policy

The College does not automatically award a degree or certificate when a student has completed the requirements. To receive a degree or certificate, a student must apply for graduation in the Records Office and pay the graduation fees in the Business Office. Deadlines and fees for graduation application are published in the academic calendar of the class schedules. If a graduation applicant does not fulfill all degree requirements in the designated semester, the applicant 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.
3. complete 24 college-level semester hours in residence at Alvin Community College for an associate degree; complete 12 semester hours in residence for a certificate. In either program at least half the hours in residence must be in the student's major. Semester hours granted for nontraditional education, including credit-by-examination, do not apply toward hours in residence required for graduation.
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 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. have on file a plan for each degree or certificate sought.
8. file an application for graduation with the Records Office by the deadline.
9. 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.

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, summer 1 and summer 2) 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 chair, division chair and dean. Application for substitution may be initiated through the Counseling Center, department chair, and Records Office.

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 college grade-point average includes all credit hours completed (excluding developmental courses) and all grades for repeated courses.

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

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).

Educational Guarantee

University Parallel Programs – Transfer Credit
Alvin Community College hereby guarantees to students who have graduated with the Associate of Arts or Associate of Science degree in May 1993 and thereafter that the course credits earned as part of these degree programs will transfer to those Texas colleges or universities which cooperate in the development of ACC's Transfer Guide provided the following conditions have been met:

1. Transferability means acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in the Transfer Guide dated 1991-92 or later.
2. Limitation on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College General Academic Course Guide Manual approved numbers are included in this guarantee.
4. To be eligible for the guarantee, the student must file a written transfer plan with the Counseling Center.

The transfer plan must include:

- courses to be taken for transfer,
- the name of the institution to which the student plans to transfer,
- the bachelor's degree and major the student plans to pursue,
- the date the decision was made, and
- an Associate of Arts or Associate of Science degree plan.

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a "Transfer Dispute Resolution" process can be initiated.

Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour, not to exceed twelve semester hours, which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books, or other course related expenses. This guarantee is designed specifically for those ACC students who have made firm decisions about their major and the institution to which they plan to transfer. In order to secure such a guarantee, students must begin the process in the ACC Counseling Center. This guarantee does not apply when degree requirements set by some universities vary significantly from ACC's degree programs.

Technical Programs – Competent Job Skills
Alvin Community College hereby guarantees that recipients of an Associate of Applied Science degree or certificate of completion will have the job skills for entry-level employment in the occupational field for which the student has been trained. If such a degree or certificate recipient is judged by the employer to be lacking in technical job skills (identified as exit competencies for the specific program by ACC), the recipient will be provided up to nine (9) tuition-free credit hours of additional skill training. The following special conditions apply to this guarantee:

1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter in a technical or occupational program listed in ACC's catalog.
2. The student must complete the program within four (4) years prior to the date of graduation and earn, as a minimum, 75% of the credits at ACC.
3. The student must be employed full time within six (6) months of graduation in an occupation directly related to the specific program completed at ACC.
4. The employer must certify in writing that the student lacks the entry-level skills as identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the Dean of Technical Programs and other appropriate personnel.

6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The student and/or employee is responsible for the cost of books, insurance, uniforms, fees and other course related expenses.
9. The guarantee does not imply that ACC graduates will pass any licensing or qualifying examination for a particular career.
10. A student's sole remedy against ACC and its employees for skill deficiencies shall be limited to nine tuition-free credit hours under conditions described above.

Degrees & Certificates

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-Instrumental Concentration
- Music-Voice Concentration
- Musical Theater
- Sports and Human Performance

The Associate In Arts (AA) Degree– General Studies
This degree is awarded for a sixty-four 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:
- Aerospace Technology-Computer Programming
- Child Development and Early Childhood
- Communications-Radio Broadcasting
- Communications-Television
- Computer Science Technology
- Computer Repair Technology
- Court Reporting
- Criminal Justice-Correctional Science
- Criminal Justice-Law Enforcement & Police Administration
- Drafting Technology
- Electronic Technology
- Emergency Medical Technology
- Legal Assistant
- Management Development
- Mental Health
- Nursing
- Office Administration-Office Professional
- Office Administration-Legal Office Professional
- Office Administration-Medical Office Professional
- Respiratory Care
- Retail Management and Marketing

The Associate In Applied Science (AAS) Degree with Advanced Skills Certificate:
- Aerospace Technology-Computer Programming
- Correctional Science
- Drafting
- Law Enforcement and Police Administration

The Certificates:
- Child Development and Early Childhood
- Child Development and Early Childhood Administration
- Communications-Radio Broadcasting
- Communications-Television
- Computer Science-Data Processing
- Court Reporting
- Court Reporting Scopist
- Criminal Justice-Correctional Administration
- Criminal Justice-Correctional Science
- Criminal Justice-Crime Scene Technician
- Criminal Justice-Texas Peace Officer
- Drafting Technology
- Electronic Technology
- Emergency Medical Technology
- Instrumentation Technology
- Legal Assistant
- Management Development
- Mental Health
- Office Administration-Office Assistant
- Office Administration-Word Processing
- Process Technology
- Respiratory Care Technician
- Retail Management & Marketing
- Vocational Nursing

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.

Corequisite: 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.

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

Prerequisite: A course which must be taken before taking another course or a test which must be passed before taking a course.

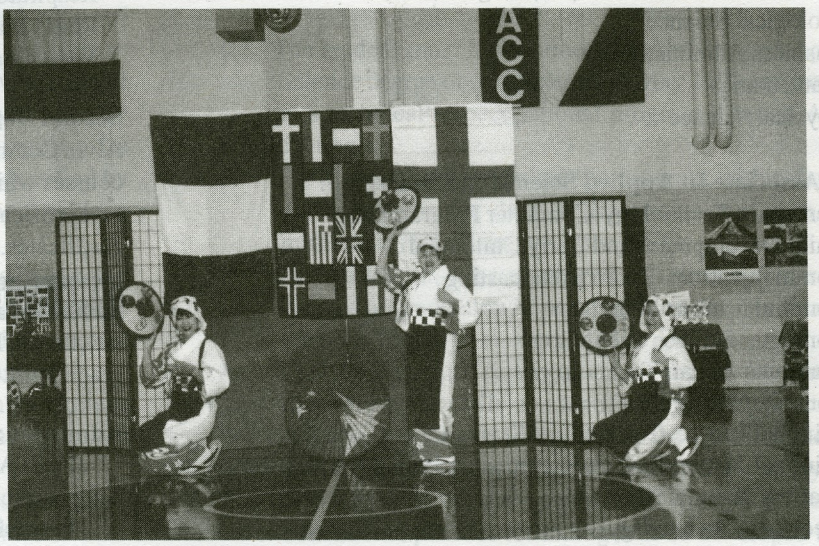
Registration: Process of enrolling for classes, constituting the selection of courses by days and hours and the payment of fees.

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.

Unit of Credit: Course work is posted in semester credit hours. Generally, one lecture hour or three laboratory hours constitute one semester hour of credit.



ACC's International Student Association sponsors a variety of events including an International Festival.

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.

Career & Transfer Center

The Career and Transfer Center, 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 resources is an annually updated microfiche collection of catalogs from most U.S. colleges and universities, as well as computer data bases of career and transfer information. The Center is open to students, employees, and the community.

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 & Achievement Program (LEAP)

Services are provided for students who have differences in learning styles. Support is provided to individuals through informal testing, assistance in developing new learning 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 0100: College Adjustment

ORIE 0100 is a one-semester-hour developmental course designed to teach students many of the skills needed to succeed in college. Topics covered in ORIE 0100 include: time management, study skills, test taking, stress reduction, assertiveness training, career exploration, and decision making. Students who want to take ORIE 0100 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 Disabilities

Alvin Community College complies with the ADA and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities. Students requesting accommodations because of a disability should notify the Counseling Center at least 60 days prior to the beginning of the semester.

Services include pre-enrollment counseling and scheduling assistance, special equipment, notetaking assistance, testing accommodations, sign language interpreters, and referral services. A Handbook for Students with Disabilities is available from the Counseling Center..

Information and assistance may be obtained from the Counselor for Students with Disabilities located in the Counseling Center, (281) 388-4636 or TDD number (281) 388-4913.

Texas Rehabilitation Commission Texas Commission for the Blind

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Texas Rehabilitation Commission (TRC) and the Texas Commission for the Blind (TCB) provide tuition assistance, diagnostic testing, and counseling for eligible individuals. Prospective TRC and TCB students should contact the nearest TRC or TCB office at least six weeks prior to college registration to discuss eligibility and vocational objectives. Call first to set up an appointment. For phone numbers, call Counseling Center, (281) 388-4636.

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.

Students who apply for financial aid must:

- complete all requirements for admission to the College, including providing academic transcripts from previous colleges attended;
- choose a major (degree or certificate);
- complete the college's application for financial aid and provide financial aid transcripts from previous colleges attended; and
- complete an application for Federal student aid.

Students must apply for financial aid in person and submit a new 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. Deadlines are published in class schedules. 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 if 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 apply to the Financial Aid Office early in order to satisfy deadlines.

Financial Aid Programs

Federal Pell Grant: 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. Students will receive a Student Aid Report (SAR) which must be submitted to the Financial Aid Office for consideration for Pell and other types of aid.

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 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: The Hazlewood Act is an act of Texas legislation. It provides exemption of payment for tuition and certain fees for Texas veterans at state-supported colleges and universities who present proof of the following:

1. residency in Texas at the time of entry into the military,
2. receipt of an honorable or under honorable conditions discharge,
3. service time of 180 days of active duty (excluding training time), and
4. residency in Texas for a minimum of 12 months prior to college registration.

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted semester credit hours of eligibility using the Hazlewood benefit.

Eligibility is determined from an original or certified copy of the veteran's DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran's Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill.

Application for Hazlewood benefits is made through the Records Office, Veterans Coordinator. Hazlewood applicants must begin financial aid processing 6 weeks prior to registration to establish financial aid status. Veterans who have bachelor's degrees need only to verify their degree. Hazlewood students must obtain signatures on the Tuition Exemption Form, available in the Records Office, from the Veterans Coordinator and the Director of Financial Aid by the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

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, (281) 388-4627.

Scholarships

Athletic Grants-in-Aid

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

Music Grants-in-Aid

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

Departmental Academic Scholarships

These competitive scholarships are provided to qualified students in:

Art
Business

Child Development and Early Childhood
Communications
Court Reporting
Drafting
Electronics
English
Foreign Languages
Law Enforcement
Legal Assistant
Math
Management Development
Mental Health
Music
Nursing-ADN
Nursing-LVN
Office Administration
Respiratory Care
Retail Management and Marketing
Social Science
Science

Interested students 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
Aerospace Tech/Rockwell Space Operations
Alvin Noon Lions Club Scholarship
Associate Degree Nursing Faculty Scholarship
Francis Joseph (Joe) Phillips Memorial Scholarship
M. B. Ward Scholarship (for Alvin High School Students)
Pan American College Forum Neal Nelson Memorial Scholarship
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 Club)

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 Veterans Benefits Coordinator in the ACC Records Office for applications and further information. Early application is advised. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; the veteran must request certification each semester.

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 semester on probation 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. This action suspends VA educational benefits.

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.

Reinstatement of VA Educational Benefits: Reinstatement of benefits will rely upon achievement of a cumulative GPA of 2.0 and agreement for reinstatement by the Houston Regional Office of Veteran's Administration.

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 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. Learning Lab hours are published in the Class Schedule.

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 Development Laboratory School

Students, staff, and faculty may enroll their children in the campus child development laboratory school operated by the Child Development and Early Childhood Department. The center is licensed for children ages 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. For summer hours and membership information call (281) 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 College 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 College 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. These extra-curricular activities are open to every ACC student, and the College encourages its students to participate. Activities include movies, speakers, dances, intramural sports and games, workshops, concerts, programs, and student organizations. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights, International Festival, Spring Dinner Show, and Spring Fling. The Student Activities Office maintains a calendar of campus events, which are announced in the bi-monthly campus newsletter, FYI.

Student Organizations

Alvin Community College offers a variety of student organizations classified as curriculum-related, service, social, and religious, as well as a very active Student Government Association. The SGA represents the students' interests, assists with campus programming, and serves as an official channel of communication between students and the college administration. The SGA also recommends students for various college committees. Information on student organizations is available from the Student Activities Office located in the Student Center.

Athletics

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball, women's volleyball and women's fast-pitch softball. Soccer is offered as a club sport. Students have the opportunity to participate in intramural and extramural sports, as well as 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 and organizations, student services, the grievance procedure, and college regulations. It is available in the Student Activities Office in the Student Center.

Tuition and Fees

Tuition and fees are based on residence status and number of hours taken. They are subject to change without notice by action of the ACC District Board of Trustees or the State of Texas.

Tuition and fees are charged for each registration: Fall, Spring, Summer 1, and Summer 2. Registration does not become official until tuition and fees are paid.

For more information about tuition adjustment, see page 25.

Fall and Spring Semesters

Cred Hrs.	Res. In	Res Out	Non Res	O/Dis Fee	Bldg. Use Fee	Stu Serv	Tech Fee	Reg Fee	Res In	Res Out	Non Res
1	$90	$90	$300	$10	$5	$16	$20	$15	$146	$156	$366
2	90	90	300	20	10	16	20	15	151	171	381
3	90	90	300	30	15	16	20	15	156	186	396
4	90	90	300	40	20	16	20	15	161	201	411
5	90	90	300	50	25	16	20	15	166	216	426
6	90	90	300	60	30	16	20	15	171	231	441
7	105	105	350	70	35	16	20	15	191	261	506
8	120	120	400	80	40	16	20	15	211	291	571
9	135	135	450	90	45	16	20	15	231	321	636
10	150	150	500	100	50	16	20	15	251	351	701
11	165	165	550	110	55	16	20	15	271	381	766
12	180	180	600	120	60	16	20	15	291	411	831
13	195	195	650	130	65	16	20	15	311	441	896
14	210	210	700	140	70	16	20	15	331	471	961
15	225	225	750	150	75	16	20	15	351	501	1,026
16	240	240	800	150	80	16	20	15	371	521	1,081
17	255	255	850	150	85	16	20	15	391	541	1,136
18	270	270	900	150	90	16	20	15	411	561	1,191
19	285	285	950	150	95	16	20	15	431	581	1,246
20	300	300	1,000	150	100	16	20	15	451	601	1,301

RES-IN:	Resident, In District
RES-OUT:	Resident, Out of District
NON-RES:	Non-resident (Out-of-state or International Student)
O/DIS FEE:	Out-of-District Fee. $10 per credit hour, not to exceed $150. Applies to Res-Out and Non-Res.
TECH FEE:	The Technology Fee supports student access to state-of-the-art computer and instructional technologies.

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

Tuition and Fees Schedule

Summer Semesters

Cred Hrs.	Res. In	Res Out	Non Res	O/Dis Fee	Bldg. Use Fee	Stu Serv	Tech Fee	Reg Fee	Res In	Res Out	Non Res
1	$90	$90	$300	$10	$5	$5	$20	$15	$135	$145	$355
2	90	90	300	20	10	5	20	15	140	160	370
3	90	90	300	30	15	5	20	15	145	175	385
4	90	90	300	40	20	5	20	15	150	190	400
5	90	90	300	50	25	5	20	15	155	205	415
6	90	90	300	60	30	5	20	15	160	220	430
7	105	105	350	70	35	5	20	15	180	250	495
8	120	120	400	80	40	5	20	15	200	280	560
9	135	135	450	90	45	5	20	15	220	310	625
10	150	150	500	100	50	5	20	15	240	340	690
11	165	165	550	110	55	5	20	15	260	370	755
12	180	180	600	120	60	5	20	15	280	400	820
13	195	195	650	130	65	5	20	15	300	430	885
14	210	210	700	140	70	5	20	15	320	460	950

RES-IN:	Resident, In District
RES-OUT:	Resident, Out of District
NON-RES:	Non-resident (Out-of-state or International Student)
O/DIS FEE:	Out-of-District Fee. $10 per credit hour, not to exceed $150. Applies to Res-Out and Non-Res.
TECH FEE:	The Technology Fee supports student access to state-of-the-art computer and instructional technologies.

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

COURSE-RELATED FEES

Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as private music lessons, scuba diving, bowling, etc. where the cost of instruction includes payments to outside vendors. Some courses may also include insurance fees. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the Class Schedule.

Curriculum Offerings

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 Degree

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	Select from core curriculum	3	0	3
SPCH 1315	Public Speaking	3	0	3
Foreign Language or select from core curriculum	Cross Cultural Studies	3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	3-5	16-17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
Select from core curriculum:		3	3	3
MATH	Any College Level Mathematics	3	0	3
Foreign Language **or** Elective		3	3	3
PHED	Physical Activity	0	3	1
		15	3-5	16-17

Third Semester				
ENGL 2332	Survey of Literature I **or**	3	0	3
ENGL 2322	Survey of English Literature I			
Science	Select from core curriculum:	3	2-3	4
GOVT 2301	American National & State Govt. I	3	0	3
Select from core curriculum:				
Visual/Performing Arts		3	0	3
Elective		3	0	3
		15	2-3	16
Fourth Semester				
ENGL 2333	Survey of Literature II **or**	3	0	3
ENGL 2323	Survey of English Literature II			
Science	Select from core curriculum	3	2-3	4
GOVT 2302	American National & State Govt. II	3	0	3
Select from core curriculum:	Social/Behavioral Sciences	3	0	3
Electives		3	0	3
		15	2-3	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 a General Liberal Arts Degree 64-66

Art students exhibit their works in the ACC Art Gallery.

Art Degree Program

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
Summer I Semester				
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National & State Govt. II	3	0	3
		6	0	6
Summer II Semester				
ENGL 2333	Survey of Literature II	3	0	3
GOVT 2302	American National & State Govt. II	3	0	3
		6	0	6

Third Semester				
ARTS 2316	Painting I	0	6	3
ARTS	Elective	0	6	3
SOCI 1301	Principles of Sociology **or**	3	0	3
PSYC 2301	General Psychology			
Science	Select from Core	3	2	4
Math 1314	College Algebra	3	0	3
		9	14	16
Fourth Semester				
ARTS 2326	Sculpture I	0	6	3
Science	Select from Core	3	2	4
SPCH 1318	Interpersonal Communication	3	0	3
ARTS	Elective	0	6	3
ANTH 2346	Introduction to Anthropology	3	0	3
		9	14	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 an Arts Degree 76

Drama Degree Program

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
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
Science	Select from Core Listing	3	2-3	4
		13	13-15	18
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
Science	Select from Core Listing	3	2-3	4
		13	16-17	18
Third Semester				
ENGL 2332	Survey of Literature I **or**	3	0	3
ENGL 2322	Survey of English Literature I			
GOVT 2301	American National & State Govt. 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
Cross-Cultural	Select from Core Listing	3	0-2	3-4
		16	14-16	19-20

Fourth Semester				
ENGL 2333	Survey of Literature II **or**	3	0	3
ENGL 2323	Survey of English Literature II			
GOVT 2302	American National & State Govt. 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
MATH 1314	College Algebra	3	0	3
Social/ Behavioral Science	Select from Core Listing	3	0	3
		18	9	19

*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 74

Music - Instrumental Concentration Degree Program

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Before Freshman Year				
**HIST 1301	The U.S. to 1877	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
		9	0	9
First Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1211	Music Theory	3	0	2
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	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
		11	16	15
Second Semester				
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1212	Music Theory	3	0	2
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	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology **or**	3	0	3
PSYC 2301	General Psychology			
		11	16	15
Summer Session				
GOVT 2301	American National & State Govt. I	3	0	3
SPCH 1315	Public Speaking **or**	3	0	3
SPCH 1318	Interpersonal Communication			
GOVT 2302	American National & State Govt. II	3	0	3
		9	0	9

ACC's Music Department has a Jazz Band, Concert Band, and a Community Band.

Third Semester				
MATH 1314	College Algebra	3	0	3
Science	Select from Core	3	3	4
MUSI 2211	Music Theory	3	0	2
MUSI 2216	Ear Training and Sight-Singing	0	3	4
*MUSI 2181	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
		11	16	15
Fourth Semester				
SOCI 2319	American Minorities **or**	3	0	3
ANTH 2346	Introduction to Anthropology			
Science	Select from Core	3	3	4
MUSI 2212	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2182	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
		11	16	15

*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 78

Music - Voice Concentration Degree Program

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Before Freshman Year				
**HIST 1301	The U.S. to 1877	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
		9	0	9
First Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1211	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
MUSI 1181	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP	App. Music: Voice	1	4	2
PHED	Physical Activity	0	3	1
		11	16	15
Second Semester				
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1212	Music Theory	3	0	2
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	App. Music: Voice	1	4	2
DRAM 2336	Theatre Speech	3	0	3
MUSI 1159	Musical Theatre	1	4	1
		12	13	15

Summer Session				
GOVT 2301	American National & State Govt. I	3	0	3
SOCI 1301	Principles of Sociology **or**	3	0	3
PSYC 2301	General Psychology			
GOVT 2302	American National & State Govt. II	3	0	3
		9	0	9
Third Semester				
SOCI 2319	American Minorities **or**	3	0	3
ANTH 2346	Introduction to Anthropology			
MUSI 2211	Music Theory	3	0	2
MUSI 2216	Ear Training and Sight-Singing	0	3	4
*MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2281	App. Music: Voice	1	4	2
Science	Select from Core	3	3	4
PHED	Physical Activity	0	3	1
		11	19	16
Fourth Semester				
MATH 1314	College Algebra	3	0	3
Science	Select from Core	3	3	4
MUSI 2212	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2182	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2282	App. Music: Voice	1	4	2
		11	16	15

*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 79

Sports & Human Performance Degree Program

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
BIOL 1408	General Biology I	3	3	4
PHED 1302	Intro. to Sports & Human Performance	3	0	3
COSC 1401	Introduction to Computers	3	3	4
PHED	Physical Activity	0	3	1
		15	6	18
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
PHED 1346	Drug Use and Abuse	3	0	3
PHED	Physical Activity	0	3	1
BIOL 1409	General Biology II	3	3	4
		15	3	17

ACC fields teams in co-ed soccer as well as intercollegiate baseball, volleyball, and softball.

Third Semester				
Humanities **or**		3	0	3
Visual & Performing Arts				
Select from Core				
BIOL 2401	Anatomy & Physiology I	3	3	4
GOVT 2301	American National & State Govt. I	3	0	3
PHED 1306	First Aid	3	0	3
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Fourth Semester				
Humanities **or**		3	0	3
Visual & Performing Arts				
Select from Core				
BIOL 2402	Anatomy & Physiology II	3	3	4
GOVT 2302	American National & State Govt. II	3	0	3
PHED 1321 **or**	Coaching Athletics-Volleyball	3	0	3
PHED 1322	Coaching Athletics-Baseball/Softball			
PHED	Physical Activity	0	3	1
SPCH 1315	Public Speaking	3	0	3
		15	6	17

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

Total Minimum Credits Required
For a Sports & Human Performance Degree 69

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 and English 1302	6
**History 1301 and 1302	6
Government 2301 and Government 2302	6
Speech 1315	3
Physical Activity	2
Physical and Life Science (select from core)	8
Mathematics (select from core)	3
Visual/Performing Arts (select from core)	3
Literature (select from core)	3
Cross Cultural Studies (select from core)	3
Social/Behavioral Sciences (select from core)	3
Multidisciplinary Electives	18
	64

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

Total credits required for the Associate
in Arts - General Studies Degree 64

Associate in Science Degree Program

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

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 Degree Program

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 1408	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH	Select from Core	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18
Second Semester				
BIOL 1409	General Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
Cross Cultural Studies	Select from Core	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18
Third Semester				
BIOL 2306 **or** BIOL 2401	Environmental Conservation Anatomy and Physiology I	3	0-3	3-4
CHEM 2423	Organic Chemistry	3	4	4
ENGL 2332 **or** ENGL 2322	Survey of Literature I Survey of English Literature I	3	0	3
GOVT 2301	American National & State Govt. I	3	0	3
Visual/Perform. Arts	Select from Core	3	0	3
		15	4-7	16-17

Fourth Semester				
BIOL 2420	Microbiology **or**	3	3	4
BIOL 2402	Anatomy and Physiology II			
CHEM 2425	Organic Chemistry	3	4	4
Social/Behav. Sciences	Select from Core	3	0	3
GOVT 2302	American National & State Govt. II	3	0	3
SPCH 1315	Public Speaking	3	0	3
		15	7	17

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

Total Minimum Credits Required for a Biological Science Degree 69-70

Business Administration Degree Program

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 1411, BIOL 1408, or GEOL 1403	3	3	4
Cross Cultural Studies	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
**MATH 1324	Finite Math **or**	3	0	3
MATH 1325	Business Calculus	3	0	3
***HIST 1302	The U.S. Since 1877	3	0	3
Science	PHYS 1402, CHEM 1412, BIOL 1409 or GEOL 1404	3	3	4
Visual/Perform. Arts	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
Literature	ENGL 2322, ENGL 2326 or ENGL 2332	3	0	3
ACCT 2301	Financial Accounting	3	1	3
GOVT 2301	American National & State Govt. I	3	0	3
ECON 2301	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	3	0	3
		15	1	15
Fourth Semester				
SPCH 1315	Public Speaking	3	0	3
ACCT 2302	Managerial Accounting	3	1	3
GOVT 2302	American National & State Govt. II	3	0	3
ECON 2302	Principles of Economics II	3	0	3
CSCI 1400	Intro. to Computer Science	3	3	4
		15	4	16

**Accounting majors should take MATH 1325 to assure admission into upper level accounting programs.

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

Total Minimum Credits Required
for a Business Administration Degree 65

Mathematics Degree Program

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	Physical & Life Sciences Select from Core	3	2-4	4
		15	5-7	17
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	Physical & Life Sciences Select from Core	3	2-4	4
Elective	Cross Cultural Studies Select from Core	3	0	3
		15	5-7	17
Third Semester				
ENGL 2332 / ENGL 2322	Survey of Literature I **or** Survey of English Literature I	3	0	3
GOVT 2301	American National & State Govt. I	3	0	3
MATH 2413	Differential and Integral Calculus	4	0	4
SPCH 1315	Public Speaking	3	0	3
Elective	Visual/Performing Arts Select from Core	3	0	3
		16	0	16
Fourth Semester				
ENGL 2333 / ENGL 2323	Survey of Literature II **or** Survey of English Literature II	3	0	3
GOVT 2302	American National & State Govt. II	3	0	3
MATH 2414	Differential and Integral Calculus	4	0	4
Elective	Social/Behavioral Sciences Select from Core	3	0	3
Elective	College Level	3	0	3
		16	0	16

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

Total Minimum Credits Required
for a Mathematics Degree 66

Physical Science Degree Program

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1411	General Chemistry & Analysis I	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
Cross Cultural	Select from Core	3	0-2	3
		15	7-9	17
Second Semester				
CHEM 1412	General Chemistry & Analysis II	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**	3	0	3
MATH 1348	Analytic Geometry			
Visual/Perform. Arts	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		15	7	17
Third Semester				
***Science	Recommended for Majors	6	6-7	8
ENGL 2332	Survey of Literature I **or**	3	0	3
ENGL 2322	Survey of English Literature I			
GOVT 2301	American National & State Govt. I	3	0	3
MATH 2413	Differential and Integral Calculus II	4	0	4
		16	6-7	18
Fourth Semester				
*Science	Second half of science courses taken third semester	6	6-7	8
GOVT 2302	American National & State Govt. II	3	0	3
MATH 2414	Differential and Integral Calculus II	4	0	4
Social/Behav. Science	Select from Core	3	0	3
		16	6-7	18

*Select two of the following: Chem 2423, PHYS 2425, GEOL 1403, BIOL 1408, PHYS 1401

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

***Chemistry majors should take CHEM 2425 and either PHYS 2425 or BIOL 1408. Geology majors should take GEOL 1403 and PHYS 1401. Physics majors should take PHYS 2525 and either BIOL 1408 or GEOL 1403.

Total Minimum Credits Required for a Physical Science Degree 70

Associate in Applied Science Degree Program

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:

Aerospace Technology-Computer Prog.
Child Development & Early Childhood
Computer Science Technology
Computer Repair Technology
Correctional Science
Court Reporting
Drafting Technology
Electronic Technology
Emergency Medical Technology
Law Enforcement & Administration
Legal Assistant
Legal Office Professional
Management Development
Medical Office Professional
Mental Health
Nursing ADN
Office Professional
Process Technology
Radio Broadcasting
Respiratory Care
Retail Management & Marketing
Television Broadcasting

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

CERTIFICATE PROGRAMS

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

Accounting Clerk
Air Conditioning & Refrigeration
Child Development & Early Childhood
Child Development
& Early Childhood Administration
Communications-Radio Broadcasting
Communications-Television
Computer Science-Data Processing
Computer Science-Networking
Court Reporting
Court Reporting Scopist
Criminal Justice-Correctional Admin.
Criminal Justice-Correctional Science
Criminal Justice-Crime Scene Technician
Criminal Justice-Police Administration
Criminal Justice-Texas Peace Officer
Drafting
Electronics
Emergency Medical Technology
Instrumentation Technology
Legal Stenography
Legal Assistant
Management Development
Mental Health
Office Assistant
Process Technology
Respiratory Care Technology
Retail Management & Marketing
Vocational Nursing
Word Processing

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

Aerospace Technology Computer Programming 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 two specific fields available at this time: Data Management Systems and Electrical Systems.

The first year of study is completed at any one of the three participating colleges: Alvin Community College, Lee College, and San Jacinto College. Students choosing to study the Data Management Systems option will continue their studies at Alvin Community College.

This two-year degree program prepares the graduate for a technical support position in the Space Industry. Job openings may be in any of several different areas around NASA and the Johnson Space Center. These areas include, but are not limited to: Space Station; Space Shuttle; Astronaut Training; Mission Operations; and Engineering Support.

Program Requirements: In addition to the general requirements for admission to A.C.C., entry into the aerospace technology program requires college level proficiency in reading, writing, algebra, and plane trigonometry.

PLEASE NOTE: There are citizenship requirements for successful completion of the program and subsequent employment in the Space Industry. Check with the Department Chair for the latest restrictions.

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 and Rhetoric I	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
		15	6	17
Second Semester				
CSCI 1432	Data Communication & Networking	3	3	4
*CSCI 1461	Pascal Programming	3	3	4
ENGL 2311	Technical Communication	3	0	3
MATH 2413	Differential and Integral Calculus I	4	0	4
PHED	Physical Activity	0	3	1
		13	9	16
Summer Semester				
AERO 2311	Cooperative Education	1	20	3
Third Semester				
CSCI 2461	Advanced Pascal Programming	3	3	4
CSCI 1470	C Programming	3	3	4
CSCI 2480	Data Base System	3	3	4
SPCH 1318	Interpersonal Communication	3	0	3
		12	9	15
Fourth Semester				
AERO 2410	Aerospace Operations	3	3	4
CSCI 2300	System Analysis	3	0	3
CSCI 1486	ADA Programming	3	3	4
CSCI 2470	Advanced C Programming	3	3	4
		12	9	15

Total Credits Required for Data Management System Degree 66

*Students who finish high school program are given college credit for these courses.

ADVANCED SKILLS CERTIFICATE - TECH PREP

CSCI 2400	Special Topics	3	3	4
CSCI 2474	C++ Programming	3	3	4

Total Credits Required for A.A.S.
Advanced Skills Certificate - Aerospace Technology Degree 74

Air Conditioning and Refrigeration Certificate Program

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.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
GROUP I				
CSCI 1432	Data Communication & Networking	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 and 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

ACC's Early Care and Education department operates a model campus day care center.

Child Development & Early Childhood Degree Program

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

Length: Four-Semester (Two-Year) Program

Purpose: The curriculum in child development and early childhood 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 development and early childhood.

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

Program Requirements: Approximately one-half of the curriculum includes courses in child development and early childhood 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 development and early childhood 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 Child Development and Early Childhood should consult the department chairperson regarding articulation with university programs.

Associate in Applied Science Degree Program-TECH PREP

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
CDEC 1294	Early Childhood: Games & Recreation	1	2	2
CDEC 1311	Introduction to Early Childhood Education **or**	3	0	3
*CDEC 1313	Curriculum Resources for Early Childhood Prog.			
CDEC 1317	Child Development Associate Training I	2	3	3
*CDEC 1358	Creative Arts for Early Childhood	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		11	11	15
Second Semester				
CDEC 1354	Child Growth and Development	3	0	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
*CDEC 1384	Cooperative Ed. in Child Development I **or**	1	20	3
CDEC 2322	Child Development Assoc. Training II	1	10	3
CSCI 1400	Intro. to Computer Science	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		12	19/29	17
SECOND YEAR				
First Semester				
BIOL 2306	Environmental Conservation	3	0	3
CDEC 1303	Family and the Community	3	0	3
CDEC 1319	Child Guidance	3	1	3
CDEC 1359	Children with Special Needs	3	0	3
***CDEC 2324	Child Development Associate Training III **or**	1	10	3
***CDEC 2384	Cooperative Ed. in Child Development II	1	20	3
		13	11/21	15
Second Semester				
CDEC 1318	Nutrition, Health and Safety	3	0	3
CDEC 1357	Math and Science for Early Childhood	2	3	3
CDEC 2321	The Infant and Toddler:	3	0	3
SOCI 2319	American Minorities	3	0	3
ARTS 1301	Art Appreciation	3	0	3
		14	3	15

**Students who finish high school program are given college credit for these courses.*

***CDEC 2324 or CDEC 2384 may be used as Capstone course.

Total Credits Required for Associate in Applied Science Degree 62

Option 1
Enhanced Skills Certificate/Administration

CDEC 2426	Administration of Programs for Children I	3	2	4
CDEC 2428	Administration of Programs for Children II	3	2	4

Total Credits Required for Enhanced Skills Certificate-Administration 8

Option 2
Enhanced Skills Certificate/Children with Special Needs

CDEC 1370	Children with Special Needs Internship	1	6	3
CDEC 1470	Observation and Assessment Skills	3	2	4

Total Credits Required for Enhanced Skills Certificate-Children with Special Needs 7

Child Development & Early Childhood - 35 Hour Certificate

Degree: Certificate

Length: 35 Semester Hours

Purpose: The Certificate in Child Development and Early Childhood is designed for mature persons working in the early childhood field. A certificate represents the completion of 35 hours of approved course work.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CDEC 1294	Early Childhood: Games & Recreation	1	2	2
CDEC 1311	Introduction to Early Childhood Education **or**	3	0	3
CDEC 1313	Curriculum Resources for Early Childhood Programs			
CDEC 1317	Child Development Associate Training I	2	3	3
CDEC 1358	Creative Arts for Early Childhood	2	3	3
CDEC 1359	Children with Special Needs	3	0	3
CDEC 2322	Child Development Associate Training II **or**	1	10	3
CDEC 1384	Cooperative Ed. in Child Development I	1	20	3
		12	18/28	17
Second Semester				
CDEC 1318	Nutrition, Health and Safety	3	0	3
CDEC 1354	Child Growth and Development **or**	3	0	3
CDEC 2321	The Infant and Toddler			
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 1357	Math & Science for Early Childhood	2	3	3
*CDEC 2324	Child Development Associate Training III **or**	1	10	3
*CDEC 2384	Cooperative Ed. in Child Development II	1	20	3
Elective	College Elective	3	0	3
		14	16/26	18

Total Credits Required for Certificate 35

*Capstone course requirement: CDEC 2324 or CDEC 2384.

Child Development & Early Childhood - 26 Hour Certificate

Degree: Certificate

Length: 26 Semester Hours

Purpose: The Certificate in Child Development and Early Childhood is designed for mature persons working in the early childhood field. A certificate represents the completion of 26 hours of approved course work.

First Semester				
CDEC 1313	Curriculum Resources for Early Childhood	3	0	3
CDEC 1317	Child Development Training I	2	3	3
CDEC 2322	Child Development Training II **or**	1	10	3
CDEC 1384	Cooperative Ed. in Child Development I	1	20	3
CDEC 2426	Administration of Program for Children I	3	2	4
		9	15/25	13
Second Semester				
CDEC 1318	Nutrition, Health and Safety	3	0	3
*CDEC 2324	Child Development Training III **or**	1	10	3
*CDEC 2384	Cooperative Ed. in Child Development II	1	20	3
CDEC 2428	Administration of Program for Children II	3	2	4
Elective	College Elective	3	0	3
		10	12/22	13
	Total Credits Required for Certificate in Child Development & Early Childhood Administration			26

*Capstone Course Required: CDEC 2324 or CDEC 2384.

Communications - Radio/TV Broadcasting Degree Program

Degree: Associate in Applied Science Degree (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.

Communications students train on leading edge equipment in radio/TV broadcasting.

OPTION I - RADIO BROADCASTING

Associate in Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Year				
First Semester				
COMM 1307	Intro. To Mass Communications	3	0	3
*COMM 2311	Writing for Mass Media	3	0	3
COMM 2333	Radio News Workshop	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3

CSCI 1400	Introduction to Computer Science	3	0	3
PHED	Physical Activity	0	3	1
		14	9	17
Second Semester				
COMM 1311	Basic Recording Techniques	2	2	3
COMM 2313	Basic Radio Production	2	3	3
COMM 2331	Radio and TV Announcing	3	0	3
*COMM 2340	Cooperative Ed in Electronic Media - Radio	1	20	3
SOCI 1301	Principles of Sociology	3	0	3
		11	25	15
Second Year				
First Semester				
COMM 1312	Intermediate Recording Techniques **or**	3	0	3
COMM 1313	Advanced Recording Techniques			
COMM 2314	Advanced Radio Production	2	3	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2341	Cooperative Ed in Electronic Media-Radio	1	20	3
HIST 1301	The United States to 1877	0	0	1
		11	28	16
Second Semester				
COMM 2322	Broadcast Management	2	3	3
COMM 2328	Public Relations	3	0	3
MATH 1314	College Algebra	3	0	3
SPCH 1315	Public Speaking	3	0	3
Elective	College Level	3	0	3
		14	3	15

Total Minimum Credits Required for a Communications Degree 63

Advanced Skills				
COMM 2337	Television Production II	2	3	3
COMM 2441	Broadcast Engineering	3	3	4

AAS Advanced Skills Certificate Communications Degree 70

*Students who finish high school program are given college credit for these courses.

OPTION II - TELEVISION BROADCASTING

Associate in Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Year				
First Semester				
COMM 1307	Intro. To Mass Communications	3	0	3
*COMM 1336	TV Production I	2	3	3
*COMM 2311	Writing for Mass Media	3	0	3
PHED	Physical Activity	0	3	1
CSCI 1400	Introduction to Computer Science	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
		14	9	17
Second Semester				
COMM 1337	TV Production Workshop	2	3	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2334	TV News Workshop	2	3	3
COMM 2344	Cooperative Ed in Electronic Media-TV	1	20	3

SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		11	29	16
Second Year				
First Semester				
COMM 2327	Principles of Advertising	3	0	3
COMM 2345	Cooperative Ed in Electronic Media-TV	1	20	3
COMM 2366	Development of the Motion Picture	2	3	3
HIST 1301	The U.S. to 1877	3	0	3
Elective	College Level	3	0	3
		12	23	15
Second Semester				
COMM 2322	Broadcast Management	2	3	3
COMM 2328	Public Relations	3	0	3
MATH 1314	College Algebra	3	0	3
SPCH 1315	Public Speaking	3	0	3
Elective	Communications Course	3	0	3
		14	3	15

Total Minimum Credits Required for a Communications Degree 63

Advanced Skills				
COMM 2337	Television Production II	2	3	3
COMM 2441	Broadcast Engineering	3	3	4

AAS Advanced Skills Certificate Communications Degree 70

*Students who finish high school program are given college credit for these courses.

COMMUNICATIONS - RADIO/TV BROADCASTING CERTIFICATE PROGRAM

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/TV BROADCASTING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
COMM 1307	Intro. To Mass Communications	3	0	3
COMM 2313	Basic Radio Production	2	3	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 2333	Radio News Workshop	2	3	3
COMM 2340	Cooperative Ed in Electronic Media-Radio	1	20	3
		11	26	15
Second Semester				
COMM 1311	Basic Recording Techniques	2	2	3
COMM 2314	Advanced Radio Production	2	3	3
COMM 2328	Public Relations **or**	3	0	3
COMM 2327	Principles of Advertising			

COMM 2331	Radio and TV Announcing	3	0	3
COMM 2341	Intern. In Electronic Media-Radio	1	20	3
		11	25	15

Total Credits Required for Communications-Broadcasting Certificate 30

OPTION 2 - RADIO/TV BROADCASTING TELEVISION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
COMM 1307	Intro. To Mass Communications	3	0	3
COMM 1336	TV Production I	2	3	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2334	TV News Workshop	2	3	3
		13	6	15
Second Semester				
COMM 1337	TV Production Workshop	3	0	3
COMM 2345	Cooperative Ed in Electronic Media-TV	1	20	3
COMM 2328	Public Relations	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2366	Development of the Motion Picture	2	3	3
		11	26	15

Total Credits Required for Communications - Television Certificate 30

Computer Science Technology - Computer Programming Degree

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

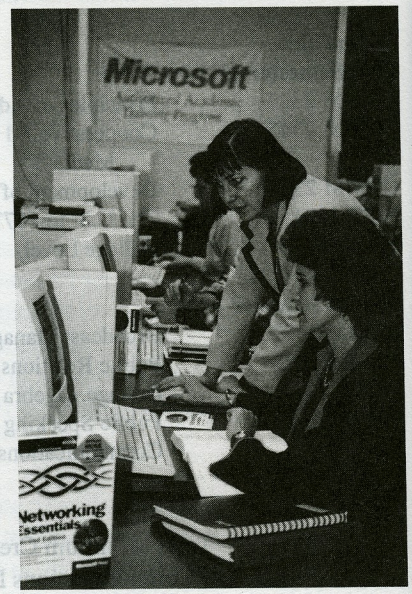
Length: Four-Semester (Two-Year) Program

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: This 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 overall 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 Credit
First Semester				
COSC 1401	Introduction to Computers **or**	3	0-3	3-4
CSCI 1400	Intro. to Computer Science **or**			
COSC 1309	Program Design and Logic			



ACC is one of the few Microsoft Authorized Training Partners in the area.

Computer Science Language:				
COSC 1418	PASCAL **or**	3	3	4
CSCI 1417	FORTRAN **or**			
BCIS 1432	COBOL **or**			
BCIS 1416	BASIC			
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
HIST 1301	The U.S. to 1877	3	0	3
		15	3-6	16-17
Second Semester				
CSCI 1306	Exploring the Internet **or**	2-3	2-3	3-4
CSCI 1432	Data Communications & Networking			
Computer Science Language:				
BCIS 2416	Visual Basic Programming **or**	3	3	4
CSCI 1470	C Programming **or**			
COSC 1420	C++ Programming			
MATH 1316	Plane Trigonometry **or**	3	0	3
MATH 1324	Finite Mathematics			
ENGL 1302	Composition and Rhetoric II **or**	3	0	3
ENGL 2311	Technical Communication			
HIST 1302	The U.S. Since 1877 **or**	3	0	3
HIST 2301	Texas History			
		14-15	5-6	16-17
Third Semester				
Elective	Computer Science	3	0-3	3-4
ACCT 2301	Financial Accounting	3	1	3
GOVT 2301	American National & State Govt. I	3	0	3
SPCH 1315	Public Speaking	3	0	3
MGMT 1310	Principles of Management	3	0	3
PHED	Physical Activity	3	0	3
		0	3	1
		15	4-7	16-17
Fourth Semester				
CSCI 2336	CO-OP (capstone)	1	20	3
ACCT 2302	Managerial Accounting	3	1	3
GOVT 2302	American National & State Govt. II	3	0	3
MATH 1325	Business Calculus **or**	3	0	3
MATH 1342	Statistics			
PHED	Physical Activity	0	3	1
		10	24	13

Total Credits Required for
a Computer Science Degree 61

*Pending Coordinating Board Approval

Electives for Associate in Applied Science Degree

BCIS 2390	Business System Analysis
BCIS 2416	Visual Basic Programming
BCIS 2432	Adv. COBOL Programming
COSC 1419	Assembly Programming
COSC 1420	C++ Programming
COSC 1430	Special Topics
COSC 2315	Data Structures
COSC 2415	Database System
COSC 2418	Adv. Pascal Programming
COSC 2420	Adv. C++ Programming
COSC 2473	Micromputer Applications
CSCI 1486	Ada Programming
CSCI 2406	Internet Programming
CSCI 2418	Adv. Visual Basic Programming
CSCI 2432	Adv. Networking I
CSCI 2434	Adv. Networking II
CSCI 2470	Adv. C Programming
CSCI 2476	Visual C++ Programming
CSCI 2486	Adv. ADA Programming

Computer Science Technology
General Computer Data Processing Certificate Program

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).

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
COSC 1401	Introduction to Computers	3	3	4
COSC 1418 BCIS 1432 COSC 1417 CSCI 1470	PASCAL Programming **or** COBOL Programming **or** FORTRAN Programming **or** C Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
		15	6	17
Second Semester				
BCIS 2416 COSC 2418 CSCI 2470 CSCI 1420	Visual Basic Programming **or** Adv. Pascal Programming **or** Adv. C Programming **or** Adv. C++ Programming	3	3	4
Capstone*				
BCIS 2390 COSC 2315 CSCI 1432	Business System Analysis **or** Data Structures **or** Data Communications & Networking	3	0-3	3-4
MATH 1316	Plane Trigonometry	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		15	3-6	16-17

*Capstone exam is given in the second semester language course.

Total Credits Required for
General Computer Data Processing Certificate 33-34

Computer Networking Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
COSC 1401	Introduction to Computers	3	3	4
COSC 1418 CSCI 1470 COSC 1420	Pascal Programming **or** C Programming **or** C++ Programming	3	3	4
CSCI 1432	Data Communications & Networking	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
		12	9	15

Second Semester				
BCIS 2416	Visual Basic Programming	3	3	4
CSCI 1306	Exploring the Internet	2	2	3
CSCI 2432	Adv. Networking I	3	3	4
MATH 1335	College Mathematics **or**			
MATH 1314	College Algebra	3	0	3
		11	8	14
Third Semester				
CSCI 2434	Adv. Networking II	3	3	4
CSCI 2336	Cooperative Education **or**	1	0	4
Computer Science Elective		3	0-3	3-4
College Level Elective		3	0	3
		7-9	3-6	10-11

Total Minimum Credits Required for Computer Programming Certificate 39

Computer Science Electives

CSCI 2336	Cooperative Education
CSCI 2470	Adv. C Programming
CSCI 2418	Adv. Visual Basic Programming
COSC 1430	Special Topics
COSC 2420	Adv. C++ Programming
COSC 2415	Database System
COSC 2315	Data Structures
CSCI 2406	Internet Programming
BCIS 2432	Adv. COBOL Programming
BCIS 2390	Business System Analysis

*Pending Coordinating Approval

Computer Repair Technology Degree Program

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

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 computer systems and networks. Employment opportunities in the exploding computer industry are virtually unlimited. Generally, a computer system technologist will be involved in the installation, repair and maintenance, troubleshooting and upgrading of computer systems and networks. A computer system technologist will spend one year in building a strong foundation in electronics and computer programming related to computer systems and networking. The second year will focus on computer systems and networking. Principles and skills necessary to operate, troubleshoot, install and repair various types of computer systems and networks are stressed. At the completion of the degree, the student will be prepared for the A+ certification exams, both CORE and Microsoft Windows/DOS module. The student will also be prepared for two modules of the MCSE certification program, both networking essentials and Windows NT Server.

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 Credit
First Semester				
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4

CSCI 1400	Introduction to Computer Science **or**	3	3	4
CSCI 2411	Visual Basic Programming			
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		15	9	18
Second Semester				
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2470	Microprocessor Programming & Networking	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	9	18
Third Semester				
ELTE 2440	Computer Operating Systems	3	3	4
CSCI 1470	Computer Programming - C	3	3	4
CSCI 1432	Data Communications & Networking	3	3	4
ENGL 2311	Technical Communication	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		15	12	19
Fourth Semester				
ELTE 2460	Communications & Circuits	3	3	4
ELTE 2480	Computer Systems	3	3	4
CSCI 2432	Advanced Networking	3	3	4
Elective	College Level	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16

Total Credits Required for Computer Repair Degree 71

Court Reporting Degree Program

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

Length: Six 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 Description: 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 Court Reporters Association (NCRA). An accompanying objective is the attainment of the Court Reporting Scopist Certificate for those students who desire it.

Program 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. submit official copies of transcripts of all previous high school and college work to the ACC Records Office;
f. be able to type 45 words per minute with no more than 5 errors on a five-minute test before entering Machine Shorthand Theory.

Note: A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may be refused certification to the Supreme Court by the Texas Court Reporters Certification Board. Please contact the Texas Court Reporters Certification Board, Austin, Texas, for more information.

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 40 wpm 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) in two consecutive semesters respectively may be redirected to another program. 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 not be accepted for advancement in machine shorthand classes.

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: Keyboarding; Legal Terminology; Medical Terminology; Grammar & Punctuation I

4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

5. Advancement in the machine shorthand courses involves utilization and development of skills, which may be more difficult for some individuals; therefore, successful completion of these courses may require more than the two years outlined in the degree plan.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
Summer Semester				
CTRP 1250	Keyboarding for Court Reporters (12 wks)	2	1	2
CTRP 1400	Machine Shorthand Theory (12 weeks)	2	8	4
ENGL 1301	Composition & Rhetoric I (6 weeks) **or**	3	0	3
MUSI 1306	Music Appreciation (6 weeks)	3	0	3
PHED	Physical Activity	0	3	1
		7	12	10

Fall Semester				
**CTRP 1311	Grammar and Punctuation I	2	3	3
CTRP 1320	Law and Legal Terminology	3	3	3
CTRP 1411	Machine Shorthand I	2	8	4
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		10	14	14
Spring Semester				
**CTRP 1312	Grammar and Punctuation II	2	3	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1412	Machine Shorthand II	2	8	4
CTRP 2320	Reporting Technology	2	3	3
		9	14	13
Summer Semester				
CTRP 2330	Technical Dictation	2	3	3
CTRP 2335	Real-Time Dictation	2	3	3
CTRP2411	Machine Shorthand III	2	8	4
		6	14	10
Fall Semester				
CTRP 2311	Courtroom Procedures	2	3	3
CTRP 2350	Reporting and Office Procedures	2	3	3
CTRP 2412	Machine Shorthand IV	2	8	4
SPCH 1318	Interpersonal Communications	3	0	3
		9	14	13
Spring Semester				
CTRP 2313	Cooperative Education in Court Reporting	1	20	3
CTRP 2341	CSR & CP Prep	3	0	3
GOVT 2301	American National & State Govt. I **or**	3	0	3
HIST 1301	The U.S. to 1877			
MATH 1314	College Albegra **or**	3	0	3
MATH 1335	College Mathematics	10	20	12

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

1. The student shall pass three five-minute tests with a minimum of 95% accuracy at each of the following speeds: 200 words per minute jury charge, and 180 words per minute literary. The student shall pass four five-minute testimony tests with a minimum of 95% accuracy. These tests will include the following:
   - One 180 wpm five-minute literary test with no more than 10 errors-98.9%
   - 180 wpm five-minute testimony test with no more than 10 errors-98.9%
   - One 200 wpm five-minute jury charge test with no more than 10 errors-99%
   - One 200 wpm five-minute jury charge test with no more than 25 errors-97.8%
   - Two 225 wpm five-minute testimony tests with no more than 25 errors-97.8%
   - Two mock CSR exams. EACH exam consists of the following:
   - One 180 wpm five-minute literary test with no more than 45 errors-95%
   - One 200 wpm five-minute jury charge test with no more than 50 errors-95%
   - One 225 wpm five-minute testimony test with no more than 56 errors-95%
2. Each student shall pass at least two five-minute timed writings in keyboarding at a minimum of 60 gross wpm with a maximum of 5 errors. (CTRP 1250)
3. Each student shall complete an internship (CTRP 2313) of at least 20 verified hours per week for one semester with a practicing reporter. (320 hours, fall and spring semesters)

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 72

Court Reporting Certificate Program

Length: Five-Semester Program

Purpose: The certificate in Court Reporting 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 court reporting field, but do not wish to pursue an AAS degree plan.

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 Court Reporting Certificate will be awarded upon satisfactory completion of the four-semester program.

Note: The AAS program requirements also apply to the certificate program in Court Reporting.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
Summer Semester				
ENGL 1301	Composition & Rhetoric I (6 weeks)	3	0	3
CTRP 1400	Machine Shorthand Theory (12 weeks)	2	8	4
		5	8	7
Fall Semester				
CTRP 1250	Keyboarding for Court Reporters	2	1	2
CTRP 1311	Grammar and Punctuation I	2	3	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1411	Machine Shorthand I	2	8	4
		9	12	12
Spring Semester				
CTRP 1312	Grammar and Punctuation II	2	3	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1412	Machine Shorthand II	2	8	4
CTRP 2320	Reporting Technology	2	3	3
		9	14	13
Summer Semester				
CTRP 2311	Courtroom Procedures	2	3	3
CTRP 2335	Real-Time Dictation	2	3	3
CTRP2411	Machine Shorthand III	2	8	4
		6	14	10
Fall Semester				
CTRP 2313	Cooperative Ed. in Court Reporting	1	20	3
CTRP 2341	CSR and CP Preparation	3	0	3
CTRP 2350	Reporting and Office Procedures	2	3	3
CTRP 2412	Machine Shorthand IV	2	8	4
		9	28	13

Total Credits Required for Court Reporting Certificate 55

Court Reporting Scopist Certificate Program

Length: Three-Semester Program

Purpose: The certificate in Court Reporting Scopist 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 court reporting field, but do not desire to be come a court reporter, or who find they must secure employment within a shorter time. Those seeking the Court Reporting Scopist Certificate will attain the speed of 80 words per minute on machine shorthand tests.

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 Court Reporting Scopist Certificate will be awarded upon satisfactory completion of the three-semester program.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
Summer Semester				
CTRP 1250	Keyboarding for Court Reporters	2	1	2
CTRP 1311	Grammar and Punctuation I	2	3	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1400	Machine Shorthand Theory (12 weeks)	2	8	4
		9	12	12
Spring Semester				
CTRP 1312	Grammar and Punctuation II	2	3	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1410	Machine Shorthand for Scopists	2	8	4
CTRP 2320	Reporting Technology	2	3	3
		9	14	13
Summer Semester				
CTRP 2314	Cooperative Education in Scoping	1	20	3

Total Credits Required for Court Reporting Scopist Certificate 28

Criminal Justice - Correctional Science Degree Program

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 Credit
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	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 1301	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2302	Cooperative Ed. for Correctional Science I	1	20	3
GOVT 2301	American National & State Govt. I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		13	20	15
Fourth Semester				
CRIJ 2304	Cooperative Ed. for Correctional Science II	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

ADVANCED SKILLS CERTIFICATE - TECH PREP

CRIJ 2390	Legal Aspects of Corrections	3	0	3
CRIJ 2388	Instructional Procedure, Jail and Detention	3	0	3
CRIJ 2495	Defensive Tactics and firearms for Correctional Officers	3	0	3
		9	0	9

Total Credits Required for A.A.S. Advanced Skills Certificate Correctional Science Degree 73

Criminal Justice - Law Enforcement and Police Administration Degree Program

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 Credit
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
*CRIJ 1306	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 & State Govt. I **or**	3	0	3
CRIJ 2309	Cooperative Ed. for Law Enforcement I	1	20	3
Elective	Select from Core	3	0	3
		13-15	0-20	15
Fourth Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2321	Juvenile Delinquency	3	0	3
CRIJ	Criminal Justice Elective	3	0	3
GOVT 2302	American National & State Govt. II **or**	3	0	3
CRIJ 2310	Cooperative Ed. for Law Enforcement	1	20	3
SPCH 1318	Interpersonal Communication	3	0	3
		13-15	0-20	15

*Students who finish high school program are given college credit for these courses.

Total Credits Required for Law Enforcement and Police Administration Degree 63

ADVANCED SKILLS CERTIFICATE - TECH PREP

CRIJ 1318	Patrol Administration	3	0	3
CRIJ 1322	Traffic Law Investigation	3	0	3
CRIJ 2324	Narcotics Investigation	3	0	3
		9	0	9

Total Credits Required for A.A.S. Advanced Skills Certificate Law Enforcement and Police Administration Degree 72

Criminal Justice - Correctional Administration Certificate Program

Length: Thirty 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 course 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

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 - Law Enforcement and Police Administration Two Semester (One-Year) Certificate Program

Length: Two Semester (One-Year) Program

Purpose: The certificate program is designed for individuals working in the correctional field.

Program Requirements: A certificate student takes thirty (30) hours of prescribed courses arranged into two semesters of course work. Upon successful completion of the approved course work, the student will be awarded a Correctional Science Certificate. Interested non-inservice persons should obtain permission from the Criminal Justice chairperson. 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.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	The Courts and Criminal Procedure	3	0	3
CRIJ 1307	Crime in America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	0	15
Second Semester				
CRIJ 1321	Probation and Parole	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
SPCH 1318	Interpersonal Communications	3	0	3
		15	0	15

Total Credits for Correctional Science Certificate 30

Criminal Justice - Crime Scene Technician

Length: Thirty-Seven Semester Hours

Purpose: This course provides the student with the goals and principals of physical evidence and defines the application of forensic sciences to the criminal investigation. It identified the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented, as are the methods utilized for requesting laboratory analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.

Program Requirements: A certificate student takes thirty-seven (37) hours of prescribed courses arranged into two semesters. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	The Courts and Criminal Procedure	3	0	3
CRIJ 1307	Crime in America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 1378	Criminalistics I	3	0	3
		18	0	18
Second Semester				
CRIJ 2440	Criminalistics II	3	3	4
CRIJ 2324	Narcotics Investigation	3	0	3
CRIJ 2442	Basic Forensic Photography	3	3	4
CRIJ 2444	Fingerprint Recording and Classification	3	3	4
CRIJ 2446	Criminalistics III	3	3	4
		15	12	19

Total Credits Required for Correctional Science Certificate 37

Criminal Justice - Law Enforcement and Police Administration Certificate (Texas Peace Officers Program)

Length: Thirty-Four 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 Officer 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.

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 2433	Texas Peace Officer Law (4 credits)
CRIJ 2434	Texas Peace Officer Procedure (4 credits)
CRIJ 2535	Texas Peace Officer Skills (5 credits)

Total Credits Required
for Texas Peace Officer Academic Certificate 34

Drafting Technology Degree Program

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

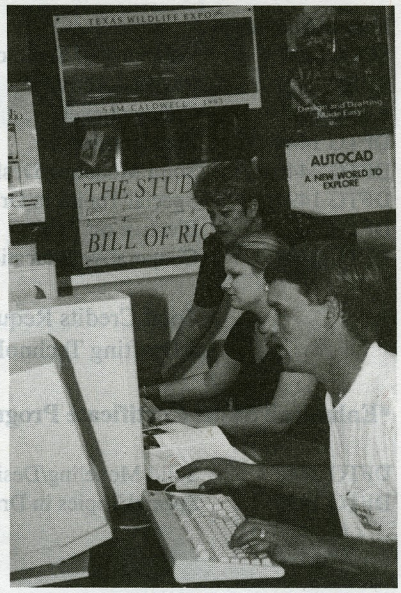
Length: Four-Semester (Two-Year) Program

Purpose: Drafting technicians work on a team with engineers, scientists, supervisors, and skilled craftsmen, converting theories and ideas into produces 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 YEAR				
First Semester				
DFTG 1323	Blueprint Reading for Specific Occupations	3	1	3



Drafting Technology students can earn a one-year certificate or a two-year degree while learning on the latest technology.

DFTG 1409	Basic Com puter Aided Drafting	2	6	4
DFTG 1405	Technical Drafting	2	6	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
		13	13	17
Second Semester				
DFTG 1417	Architectural Drafting-Residential	2	6	4
DFTG 1433	Mechanical Drafting	2	6	4
DFTG 1452	Intermediate Computer Aided Drafting I	2	6	4
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
		12	18	18
SECOND YEAR				
Third Semester				
DFTG 1356	Descriptive Geometry	2	4	3
DFTG 2410	Structural Drafting	2	6	4
DFTG 2432	Advanced Computer Aided Drafting	2	6	4
GOVT 2301	American National & State Govt. I	3	0	3
PHED	Physical Activity	0	3	1
		9	19	15
Fourth Semester				
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
DFTG 1444	Pipe Drafting **or**	2	6	4
DFTG 2440	Solid Modeling/Design **or**			
DFTG 1491	Special Topics in Drafting Advanced			
DFTG	Elective **or**	2	6	4
DFTG 2481	Cooperative Education-Drafting	1	20	0
		10-9	15-29	15

Total Credits Required for a Drafting Technology Degree 65

***Enhanced Skills Certificate Program - Tech Prep**

DFTG 2440	Solid Modeling/Design	2	6	4
DFTG 1491	Special Topics in Drafting	2	6	4
		4	12	8

Total Credits Required for an Enhanced Skill Certificate 73

Drafting Technology Certificate Program

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 blue prints.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DFTG 1323	Blueprint Reading for Specific Occupations	3	1	3
DFTG 1409	Basic Computer-Aided Drafting	2	6	4
DFTG 1405	Technical Drafting	2	6	4
DFTG 1417	Architectural Drafting-Residential	2	6	4
MATH 1335	College Mathematics	3	0	3
		13	13	18

Second Semester				
DFTG 1433	Mechanical Drafting	2	6	4
DFTG 1452	Intermediate Computer-Aided Drafting	2	6	4
Elective	College Level	3	0	3
DFTG	Elective **or**	2	6	4
DFTG 2481	Cooperative Education-Drafting	1	20	
		9-8	18-32	15

Total Credits Required for Drafting Technology Certificate 33

Electronic Technology Degree Program

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.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1400	Introduction to Computer Science **or**	3	3	4
CSCI 2411	Visual Basic Programming			
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
		15	9	18
Second Semester				
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2470	Microprocessor Programming & Architecture	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	9	18

Third Semester				
ELTE 2422	Linear Integrated Circuits	3	3	4
ELTE 2450	Advanced Electronic Circuits	3	3	4
ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
ENGL 2311	Technical Communication	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		15	12	19
Fourth Semester				
ELTE 2460	Communication Circuits & Systems	3	3	4
CSCI 1470	Computer Programming C	3	3	4
CSCI 1432	Data Communication & Networking	3	3	4
Elective	College Level	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16

Total Credits Required for
Electronic Technology Degree 71

Electronic Technology Certificate Program

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 the following curriculum to achieve the certificate in electronic technology.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
ELTE 1430	DC Theory and Circuit Analysis	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1400	Introduction to Computer Science **or**	3	3	4
CSCI 2411	Visual Basic Programming			
MATH 1314	College Algebra	3	0	3
		12	9	15
Second Semester				
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices and Circuits	3	3	4
CSCI 1470	Computer Programming C	3	3	4
ELTE 2470	Microprocessor Programming & Architecture	3	3	4
		12	12	16

Total Credits Required for
Electronic Technology Certificate 31

Electronic Technology Instrumentation Technology Certificate

Length: Fifty-four Semester Hours

Purpose: The Certificate in Instrumentation Technology provides an approved educational curriculum designed to prepare the student for entry into the field of instrumentation and automation technology. The students will study the eight major domains in the control industry identified by the International Society for Measurement and Control.

Program Requirements: In addition to general requirements for admission to ACC, entry into the instrumentation technology program requires proficiency in algebra, English and reading. Students who lack proficiency in these areas will be required to complete developmental courses in the above subjects prior to enrolling in ELTE courses.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
ELTE 1430	DC Theory and Circuit Analysis	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1400	Introduction to Computer Science **or**	3	3	4
CSCI 2411	Visual Basic Programming			
ELTE 2430	Electronic Instrumentation and Troubleshooting I	3	3	4
MATH 1314	College Algebra	3	0	3
		15	12	19
Second Semester				
ELTE 1440	AC Theory and Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices and Circuits	3	3	4
ELTE 2470	Microprocess Programming & Architecture	3	3	4
ELTE 2435	Electronic Instrumentation and Troubleshooting II	3	3	4
SPCH 1311	Fundamentals of Speech	3	0	3
		15	12	19
Third Semester				
ELTE 2422	Linear Integrated Circuits	3	3	4
ELTE 2450	Advanced Electronics Circuits	3	3	4
ELTE 2436	Electronic Instrumentation and Troubleshooting III	3	3	4
ELTE 2460	Communications and Circuits **or**			
CSCI 1432	Data Communications & Networking	3	3	4
		12	12	16

Total Credits Required for Certificate In Instrumentation Technology 54

Emergency Medical Technology Program

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

Length: Four Semesters

Purpose: The Emergency Medical Technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hospital and ambulance settings. The EMT program meets Texas Department of Health (TDH) requirements for certification eligibility, and successful students may take the TDH Emergency Medical Services Examination for Certification.

ACC has recently expanded its Emergency Medical Technology program to both continuing education and credit classes.

Students must meet departmental standards to take the TDH certification examinations. A fee is charged by the TDH for certification examinations. There may also be additional charges for field experiences.

The basic EMT program is designed for persons in the emergency health care field, such as ambulance personnel, safety engineers, industrial nurses, rescue squad workers, child care personnel, policemen and firemen, as well as anyone who supervises or is responsible for the safety and well-being of a number of people.

The Department of Emergency Medical Technology adheres to the curricula set forth by the U.S. Department of Transportation, the Texas Department of Health, the American Heart Association, and the National Basic Trauma Life Support Association.

Components of the curriculum include anatomical and physiological functions and dysfunctions, treatment modalities, rescue, management, Advanced Cardiac Life Support, Basic Trauma Life Support, and ethical-legal responsibilities.

Student Objectives

1. Demonstrate the knowledge base and skills necessary for pre-hospital emergency medical care and management.
2. Utilize the knowledge and skills principles to provide emergency medical care in the pre-hospital setting.
3. Utilize communication skills to establish and maintain effective interpersonal relationships in the aspects of emergency medical care.
4. Assume responsibility for continuing education to maintain professional education, professional competency and state certification requirements.
5. Assume legal, ethical, and professional accountability.
6. Participate as a member of the emergency medical services community in providing pre-hospital care, development, and education.
7. Successfully pass the Texas Department of Health registry examination for certification in the field of emergency medical services.

Program Requirements

A new class begins each fall. Qualified applicants will be admitted according to space available. To be considered for admission to the EMT Program, applicants must:

1. be admitted to ACC for the EMT program (thru the Counseling Center);
2. complete an application in the EMT office and provide copies of any current certifications;
3. be potentially eligible to write the Texas Department of Health certification exam upon successful completion of the program; Note: Applicants convicted of a felony and/or misdemeanor offense may or may not be eligible to write the state exam. (Class C misdemeanors not included.)
4. be 18 years-of-age or older;
5. pay the cost of the Texas Department of Health registry application fees and associated fees directly to the Texas Department of Health;
6. purchase appropriate clinical attire and equipment.
7. purchase student liability insurance annually (subject to rate applicable at time of registration);
8. Complete a physical examination which includes TB skin test and immunizations upon enrollment in the program.
9. Have current basic CPR certification for health professionals dated within one year prior to the course starting date; and
10. adhere to clinical sites and times as arranged by the College and its affiliates. (Sites and times are subject to change without notice.)

Student Accountability

1. Students are responsible for their transportation to and from the clinical facilities.
2. Students will abide by the EMT curriculum requirements in effect at the time they are accepted into the program.
3. No grade below a "C" in an EMT or academic course will be acceptable for progression.
4. Students must complete the program within five years after initial acceptance.

Emergency Medical Technology Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
EMMT 1213	EMT Basic Clinical	1	3	2
EMMT 1300	Medical Terminology	3	0	3
*EMMT 1513	EMT Basic Completion **or**	4	2	5
EMMT 1613	EMT Basic	5	3	6
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		14-15	11-12	18-19
Second Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
EMMT 1215	EMT Intermediate Clinical	1	4	2
EMMT 1216	EMT Intermediate Field Clinical	1	4	2
EMMT 1615	EMT Intermediate	5	3	6
MATH 1335	College Mathematics	3	0	3
		13	14	17
SECOND YEAR				
First Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
EMMT 2114	EMT Paramedic Clinical I	0	3	1
EMMT 2612	EMT Paramedic I	5	2	6
SPCH 1318	Interpersonal Communications	3	0	3
		11	8	14
Second Semester				
EMMT 2115	EMT Paramedic Clinical II	0	3	1
EMMT 2216	EMT Paramedic Field Clinical	0	8	2
EMMT 2613	EMT Paramedic II	5	2	6
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		8	16	13
	Total Hours			62-63
Enhanced Skills Certificate				
EMMT 2301	EMS Administration	3	0	3
EMMT 2402	Rescue Techniques	3	3	4

A.A.S. Enhanced Skills Certificate Emergency Medical Technology 69-70

*Students who have their current ECA will take Emergency Medical Technology

Emergency Medical Technology Certificate

Length: 36-37 Semester Credit Hours

Purpose: See Associate of Applied Science Degree for information regarding program description, requirements and student accountability.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
EMMT 1213	EMT Basic Clinical	1	3	2
EMMT 1215	EMT Intermediate Clinical	1	4	2
EMMT 1216	EMT Intermediate Field Clinical	1	4	2
EMMT 1300	Medical Terminology	3	0	3
EMMT 1513	EMT Basic Completion **or**	4	2	5
EMMT 1613	EMT Basic	5	3	6
EMMT 1615	EMT Intermediate	5	3	6
EMMT 2114	EMT Paramedic Clinical I	0	3	1
EMMT 2115	EMT Paramedic Clinical II	0	3	1
EMMT 2216	EMT Paramedic Field Clinical	0	8	2
EMMT 2612	EMT Paramedic I	5	2	6
EMMT 2613	EMT Paramedic II	5	2	6
		25-26	37	36-37

*Legal Assistant Degree Program

Degree: Associate in Applied Science

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 several 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 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 Credit
FIRST YEAR				
First Semester				
BUSI 2301	Business Law I	3	0	3
CSCI 1400	Introduction to Computers	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
LGLA 1311	Introduction to Law	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17

Second Semester				
LGLA 1380	Cooperative Education in Legal Assistant	1	20	3
LGLA 1355	Family Law	3	0	3
LGLA 1353	Wills, Trust and Probate Administration	3	0	3
MATH 1314	College Algebra	3	0	3
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		13	23	16
Second Year				
First Semester				
GOVT 2301	American National & State Govt. I	3	0	3
LGLA 1345	Civil Litigation	3	0	3
LGLA 2303	Torts and Personal Injury Law	3	0	3
LGLA 2313	Criminal Law and Procedure	3	0	3
LGLA 2381	Cooperative Education in Legal Assistant	1	20	3
		13	20	15
Second Semester				
ENGL 1302	Composition & Rethoric II	3	0	3
LGLA 2307	Law Office Management	3	0	3
LGLA 2309	Real Property Law **or**	3	0	3
LGLA	Legal Assistant Elective			
SPCH 1315	Public Speaking	3	0	3
OFAD 1443	Legal Office Procedures	3	2	4
		15	2	16

Total Credits Required for Legal Assistant Degree 64

*Pending Coordinating Board Approval

*Legal Assistant Certificate Program

First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
LGLA 1311	Introduction to Law	3	0	3
LGLA 1335	Family Law	3	0	3
LGLA 1345	Civil Litigation	3	0	3
		15	0	15
Second Semester				
LGLA 2303	Torts and Personal Injury Law	3	0	3
LGLA 2307	Law Office Management	3	0	3
LGLA 2313	Criminal Law & Procedure	3	0	3
OFAD 1443	Legal Office Procedures	3	2	4
Elective	College Level	3	0	3
		15	2	16
Third Semester				
LGLA 2314	Cooperative Education in Legal Assistant	1	20	3
LGLA Elective	Legal Assistant Elective	3	0	3
		4	20	6

Total Credit Required for Legal Assistant Certificate.....37

LGLA 2314 - Capstone Course

*Pending Coordinating Board Approval

Management Development Degree Program

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 five management courses, three semesters of cooperative education, general education courses, and a recommended list of electives.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra **or**	3	0	3
MATH 1335	College Mathematics			
MGMT 1303	Cooperative Education I	1	20	3
MGMT 1310	Principles of Management	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level	3	0	3
		13	23	16
Second Semester				
MGMT 1313	Cooperative Education II	1	20	3
MGMT 2380	Organizational Behavior	3	0	3
PSYC 2301	General Psychology or	3	0	3
BUSI 1302	Business Psychology	3	0	3
SPCH 1315	Public Speaking **or**	3	0	3
SPCH 1318	Interpersonal Communication			
PHED	Physical Activity	0	3	1
*Elective	College Level	3	0	3
		13	23	16
Third Semester				
MGMT 2330	Workplace Law and Regulations for the Manager **or**	3	0	3
MGMT 2308	Principles of Purchasing			
MGMT 2313	Cooperative Education III	1	20	3
SOCI 1301	Principles of Sociology **or**	3	0	3
ECON 2301	Principles of Economics I			
MGMT 2390	Special Topics in Organizational Behavior	3	0	3
* Elective	College Electives	3	0	3
		13	20	15
Fourth Semester				
DRFT 1330	Introduction to Computer Aided Drafting **or**	3	1-3	3-4
CSCI 1400	Introduction to Computer Science			
MGMT 2325	Critical Thinking and Problem Solving	3	0	3
MGMT 2300	Personnel Management	3	0	3
RETL 2376	Principles of Marketing	3	0	3
*Elective	College Level	3	0	3
		15	1-3	15-16

**Suggested electives are: MGMT 2308, MGMT 2330, MGMT 2310, MGMT 2321, MGMT 1320, MGMT 2315, MGMT 1330, MGMT 2320, MGMT 1300, RETL 2386, RETL 2375.*

Total Credits Required for
Management Development Degree 62-63

Management Development Certificate Program

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 cooperative education, nine hours of related specified business courses, and 3 hours of electives in retail management or office administration.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
MGMT 1310	Principles of Management	3	0	3
MGMT 1303	Cooperative Education I	1	20	3
MGMT 2330	Workplace Law & Regulations for the Manager **or**	3	0	3
MGMT 2308	Principles of Purchasing			
MGMT 2300	Personnel Management	3	0	3
MGMT 2380	Organizational Behavior	3	0	3
		13	20	15
Second Semester				
MGMT 1313	Cooperative Education II	1	20	3
RETL 2375	Principles of Retailing **or**	3	0	3
MGMT 1300	Supervision			
RETL 2376	Principles of Marketing	3	0	3
MGMT 2325	Critical Thinking and Problem Solving	3	0	3
MGMT 2390	Special Topics in Organizational Behavior	3	0	3
		13	20	15

Selected Courses for Elective:

RETL 1300	Introduction to Fashion (3 credits)
RETL 2386	International Retail Management (3 credits)
RETL 2375	Principles of Retailing (3 credits)
MGMT 1320	Small Business Management (3 credits)
BUSI 1301	Introduction to Business (3 credits)
MGMT 1300	Supervision (3 credits)

Total Credits Required for Management Development Certificate 30

Mental health Degree Program

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in 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 courses and field work required by the Texas Commission on Alcohol and Drug Abuse will be eligible to take the licensure exam for Licensed

Chemical Dependency Counselors. Students who complete courses and field work required by the Texas State Board of Social Worker examiners will be eligible to take the licensure examination for Associate Social Workers.

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 Credit
First Semester				
ENGL 1301	Composition and 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 1331	Cooperative Education I	1	20	3
PHED	Physical Activity	0	3	1
		13	23	16
Second Semester				
ENGL 1302	Composition and 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 1332	Cooperative Education II	1	20	3
MENH 1325	Principles of Interviewing	3	0	3
PHED	Physical Activity	0	3	1
		16	23	19
Third Semester				
BIOL 2401 BIOL 1408	Anatomy and Physiology **or** General Biology	3	3	4
PSYC 2308 PSYC 2314	Child Growth and Development **or** Life-Span Growth & Development	3	0	3
MENH 2300	Client Assessment and Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 2333	Cooperative Education III	1	20	3
		13	23	16
Fourth Semester				
MENH 2315	Family Systems	3	0	3
MENH 2340	Professional Issues in Human Services	3	0	3
MENH 2334	Special Problems	1	20	3
SOCI 1306	Social Problems	3	0	3
Elective	College Level	3	0	3
		13	20	15

Total Credits Required for an Associate Degree In Mental Health 66

Mental Health Certificate Program

Length: Two-Semester (One-Year) Program

Purpose: The one-year program prepares the student to meet the educational requirements for eligibility to test for Licensed Chemical Dependency Counselors.

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.

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

Total Credits Required for Mental Health Certificate 30

Nursing Degree Program

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). The National League for Nursing Accrediting Commission (NLNAC) is recognized as the accrediting body for nursing programs and serves as a resource for information. NLNAC can be contacted at 350 Hudson St., New York, NY 10014. (212) 989-9393.

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 graduate from an accredited high school or have a GED certificate or equivalent;
   b. make application to ACC and fulfill the admission requirements for 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 750;
   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 ADN policies; provided by the ADN Department;
   g. 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**or **W** 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.

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 a cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 1800 and NURS 1750 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 licenses 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.

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** or **W** in a nursing course must, if eligible, re-enroll 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 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.

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	0	3	1
		10	19	16
Spring Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
NURS 1750	Medical/Surgical Nursing I	4	16	7
PSYC 2314	Life-Span Growth & Development	3	0	3
		10	19	14
Summer Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
Elective	College Level	3	0	3
NURS 1310	Psychiatric Nursing	2	6	3
		8	6	9
Second Year				
Fall Semester				
BIOL 2420	Microbiology	3	3	4
NURS 2700	Medical/Surgical Nursing II	4	16	7
ENGL 1302	Composition and Rhetoric II	3	0	3
		10	19	14
Spring Semester				
NURS 2401	Maternity Nursing	2	7	4
NURS 2411	Child Health Nursing	2	7	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		8	19	14

Total Credits Required for an Associate Nursing Degree 67

Nursing Transition (LVN to RN) Program

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

Length: One-Year Program

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

Program Requirements: Applicants to nursing transition must meet the ADN admission requirements and progression policies. 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 should have a minimum of six months recent experience as an LVN in a hospital 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 I	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level Elective	3	0	3
		18	9	21
Summer Session I				
NURS 1400	Nursing Transition	2	6	4
Credit for Prior Learning		0	0	11
		2	6	15
Summer Session II				
NURS 1310	Psychiatric Nursing	2	6	3
		2	6	3
Fall Semester				
BIOL 2420	Microbiology	3	3	4
NURS 2700	Medical/Surgical Nursing II	4	16	7
ENGL 1302	Composition and Rhetoric II	3	0	3
		10	19	14
Spring Semester				
NURS 2401	Maternity Nursing	2	7	4
NURS 2411	Child Health Nursing	2	7	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		8	19	14

**Must be completed prior to enrollment in NURS 1400.*

Total Credits Required for
An Associate Nursing Degree 67

Vocational Nursing Certificate Program

Length: Twelve months; three semesters, 45 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 Session I. 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. Scores must be less than five (5) years old.
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, serology, pulmonary screening, and immunization update. Classes begin with Summer Session I.
6. Individuals who have been convicted of a felony are ineligible for the vocational nursing program.

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. If an individual has any felony convictions, they will not be licensed in the State of Texas.
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.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester - Summer 12 Week				
VOCN 1901	Fundamentals of Vocational Nursing	8	5	9
VOCN 1401	Anatomy and Physiology	4	0	4
		13	5	13
Second Semester - Fall Semester				
VOCN 1210	Math for Drug Administration	2	0	2
VOCN 1410	Pharmacology for Vocational Nursing	4	0	4
VOCN 1902	Maternal-Child Nursing	6	24	10
		12	24	16
Third Semester - Spring Semester				
VOCN 1200	Issues in Nursing	2	0	2
VOCN 1421	Mental Health-Mental Illness	4	0	4
VOCN 1912	Advanced Medical-Surgical Nursing	6	24	10
		12	24	16

Total Credits Required for Vocational Nursing Certificate 45

Office Administration - Office Professional Degree Program

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: The two-year curriculum in office administration provides instruction in areas required for competence as an executive secretary in a business office. The student will serve an internship during the third and/or fourth semesters of the program which provides practical work experience related to this field of study. 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 1331	Business Communications I	3	0	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
OFAD 1360	Office Accounting	3	1	3
OFAD 1452	Office Technology	3	2	4
		15	9	18
Second Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
OFAD 1401	Office Technology	2	3	3
OFAD 2442	Word Processing II	3	3	4
MGMT 2380	Organizational Behavior	3	0	3
OFAD 2444	Word Processing IV **or**	3	3	4
OFAD 2445	Word Processing V **or**	15	9	18
OFAD 2410	Special Topics			
Third Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 2315	Cooperative Education I	1	20	3
OFAD 1332	Business Communications II	3	0	3
SOCI 2319	American Minorities	3	0	3
OFAD 2443	Word Processing III	3	3	4
PHED	Physical Activity	0	3	1
		13	26	17
Fourth Semester				
MATH 1314	College Algebra	3	0	3
SPCH 1315	Public Speaking	3	0	3
OFAD 1440	Office Procedures	3	2	4
OFAD 2424	Document Processing III	3	3	4
PHED	Physical Activity	0	3	1
OFAD 2316	Cooperative Education II	1	20	3
		13	28	18
	Total Credits Required for Office Administration Degree			71

Office Administration - Legal Office Professional Program

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: This two-year curriculum in office administration provides instruction in areas required for competence as a secretary in a legal office. The legal secretarial student will serve an internship during the third and fourth semesters in order to gain work experience related to this field of study. 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				
ENGL 1301	Composition and Rhetoric I	3	0	3
OFAD 1331	Business Communications I	3	0	3
BUSI 2301	Business Law I	3	0	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
PHED	Physical Activity	0	3	1
		15	9	18
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 1373	Legal Terminology	3	0	3
OFAD 2424	Document Processing III	3	3	4
MATH 1314	College Algebra	3	0	3
OFAD 2442	Word Processing II	3	3	4
PHED	Physical Activity	0	3	1
		15	9	18
Third Semester				
OFAD 1443	Legal Office Procedures	3	2	4
OFAD 2443	Word Processing III	3	3	4
or				
OFAD 2444	Word Processing IV			
OFAD 2315	Cooperative Education I	1	20	3
OFAD 1360	Office Accounting	3	1	3
SPCH 1315	Public Speaking	3	0	3
		13	26	17
Fourth Semester				
OFAD 2324	Keyboarding II	3	1	3
OFAD 1476	Legal Terminology and Transcription	3	2	4
OFAD 1401	Records Management	3	3	4
OFAD 2316	Cooperative Education II	1	20	3
SOCI 2319	American Minorities	3	0	3
		13	26	17

Total Credits Required for Office Administration Degree 70

Office Administration - Medical Office Professional Program

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

Length: Six-Semester (Two-Year) Program

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

Program Requirements: 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 1360	Office Accounting	3	1	3
OFAD 1377	Medical Terminology	3	0	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
PHED	Physical Activity	0	3	1
		12	10	15
Second Semester				
OFAD 1331	Business Communication I	3	0	3
OFAD 1472	Medical Terminology and Coding	3	2	4
OFAD 1401	Records Management	3	3	4
OFAD 2442	Word Processing II	3	3	4
		12	8	15
Summer Semester				
ENGL 1301	Composition and Rhetoric I (6 wks.)	3	0	3
OFAD 1378	Medical Insurance	3	0	3
PHED	Physical Activity	0	3	1
		6	3	7
Third Semester				
PSYC 2314	Life Span-Growth and Development	3	0	3
OFAD 2424	Document Processing III	3	3	4
OFAD 1452	Office Technology	3	2	4
OFAD 2315	Cooperative Education I	1	20	3
		10	25	14
Fourth Semester				
MATH 1314	College Algebra	3	0	3
OFAD 1441	Medical Office Procedures	3	2	4
ENGL 1302	Composition and Rhetoric II	3	0	3
SPCH 1315	Public Speaking	3	0	3
		12	2	13
Summer Semester				
OFAD 2316	Cooperative Education II	1	20	3
OFAD 1473	Medical Transcription	3	2	4
		4	22	7

Total Credits Required for Office Administration Degree 71

Office Administration - Office Assistant Certificate Program

Length: Two-Semester (One-Year) Program

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1331	Business Communications I	3	0	3
OFAD 1452	Office Technology	3	2	4
OFAD 1360	Office Accounting	3	1	3
OFAD 1401	Records Management	3	3	4
OFAD 1423	Document Processing I	3	3	4
		15	9	18
Second Semester				
OFAD 1332	Business Communications II	3	0	3
OFAD 2443	Word Processing III	3	3	4
MGMT 2380	Organizational Behavior	3	0	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
		15	9	18

Total Credits Required for Secretarial Certificate 36

Office Administration - Word Processing Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MGMT 2380	Organizational Behavior	3	0	3
OFAD 1331	Business Communications I	3	0	3
OFAD 1452	Office Technology	3	2	4
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing	3	3	4
		15	8	18
Second Semester				
OFAD 1332	Business Communications II	3	0	3
OFAD 1401	Records Management	3	3	4
OFAD 2443	Word Processing III	3	3	4
OFAD 2444	Word Processing IV	3	3	4
		12	9	15

Total Credits Required for Word Processing Certificate 33

Office Administration - Accounting Clerk Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
OFAD 1452	Office Technology	3	2	4
OFAD 1360	Office Accounting	3	1	3
OFAD 1301	Keyboarding	3	1	3
		9	4	10
SECOND SEMESTER				
OFAD 2443	Word Processing III	3	3	4
OFAD 1365	Office Accounting II	3	1	3
OFAD 1368	Computerized Accounting	3	1	3
		9	5	10

Total Hours-Accounting Clerk Certificate 20

Process Technology Degree Program

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

Length: 24 months

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Intro. to Computer Science	3	3	4
MATH 1335	College Mathematics	3	0	3
PROT 1300	Intro. to Chemical Plant Operations	3	0	3
PROT 1305	Industrial Physics	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
PROT 1308	Industrial Chemistry	3	0	3
PROT 1310	Plant Process Operations I	3	0	3
PROT 1315	Process Instrumentation I	3	0	3
PROT 1320	Basic Plant Safety	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16

SECOND YEAR				
First Semester				
MGMT 2325	Critical Thinking & Problem Solving	3	0	3
PROT 2330	Plant Process Operations II	3	0	3
PROT 2335	Process Instrumentation II	3	0	3
PROT 2340	Quality, SPC & Economics	3	0	3
SPCH 1318	Interpersonal Communications	3	0	3
		15	0	15
Second Semester				
ENGL 2311	Technical Communications	3	0	3
PROT 2345	Plant Process Operations III	3	0	3
PROT 2350	Process Troubleshooting	3	0	3
Elective	College Level	3	0	3
PROT 2355	Industrial Processes	3	0	3
		15	0	15

Total Credits Required for A.A.S. Degree 63

Process Technology Certificate Program

Length: Three Semesters

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Intro. to Computer Science	3	3	4
MATH 1335	College Mathematics	3	0	3
PROT 1300	Intro. to Chemical Plant Operations	3	0	3
PROT 1305	Industrial Physics	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	3	16
Second Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
MGMT 2325	Critical Thinking & Problem Solving	3	0	3
PROT 1308	Industrial Chemistry	3	0	3
PROT 1310	Plant Process Operations I	3	0	3
Elective	College Level	3	0	3
		15	0	15
Third Semester				
ENGL 2311	Technical Communications	3	0	3
PROT 1315	Process Instrumentation I	3	0	3
PROT 1320	Basic Plant Safety	3	0	3
PROT 2330	Plant Process Operations II	3	0	3
		12	0	12

Total Credits Required for Certificate 43

Respiratory Care Degree Program

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

Length: 24 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-four month program leads to an Associate in Applied Science Degree and qualifies individuals to apply to the Advanced Practitioner 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 Advanced Practitioner 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. This certificate will allow the student to attempt the National Entry Level Exam for Respiratory Care which is administered the following March.

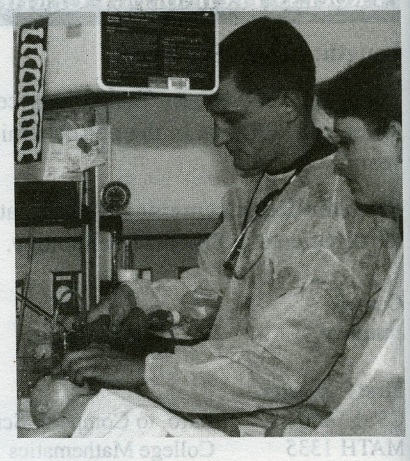
The registry program is fully accredited by the Committee on Accreditation for Respiratory Care (COARC) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Admission Requirements:

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

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

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



The Respiratory Care Department offers both a one-year certificate and an associate degree program.

e. provide the Respiratory Care Department with a description and/or syllabus of each course being considered for transfer
f. not currently be on suspension or academic probation from another college
g. credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of **C** or higher must have been earned in transfer courses.

4. A new class begins each June. Deadline for application is the first Friday of April each year.

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. A student who makes a **D** or **F** in any science/respiratory care course may repeat that course once in order to obtain a **C** or better.

6. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with the ability to perform satisfactorily.

7. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.

8. Students must complete the program within five years after initial acceptance.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Year				
Summer Session–1st Six Weeks				
BIOL 2401	Anatomy and Physiology I	3	2	4
Summer Session–2nd Six Weeks				
BIOL 2402	Anatomy and Physiology II	3	2	4
Summer Session–12 Weeks				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Respiratory Physiology	3	0	3
		5	0	5
Fall Semester				
RESC 1400	Introduction to Respiratory Care	3	3	4
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1320	Pharmacology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
RESC 1120	Introduction to Practicum	0	8	1
		12	12	15
Spring Semester				
RESC 1312	Respiratory Pathophysiology	3	0	3
RESC 1315	Pulmonary Diagnostics	2	2	3
RESC 1412	Respiratory Care Procedures II	3	2	4
RESC 1212	Practicum I	0	16	2
PHED	Physical Activity	0	3	1
		8	23	13
Second Year				
Summer Session—12 Weeks				
RESC 2112	Mechanical Ventilator Lab	0	2	1
RESC 2205	Clinical Management and Education	1	3	2
RESC 2212	Clinical Practicum II	0	15	2
		1	20	5
Fall Semester				
RESC 2320	Advanced ICU Procedures	3	0	3
RESC 2310	Advanced Pathophysiology	3	0	3
RESC 2223	Clinical Practical III	0	18	2
BIOL 2420	Microbiology	3	2	4
		9	20	12
Summer Session–1st Six Weeks				
RESC 2309	Pediatrics	3	0	3
RESC 2224	Clinical Practical IV	0	20	2
RESC 2201	Seminar in Respiratory Care	2	0	2
PHED	Physical Activity	0	3	1
SPCH 1318	Interpersonal Communication	3	0	3
PSYC 2301	General Psychology	3	0	3
		11	23	14

Total Credits Required for a Respiratory Care Degree 72