

Tech-Prep Program

Tech Prep programs are an approved sequence of courses that begin in high school and continue with an Associate of Applied Science or technical certificate at Alvin Community College. Agreements and six year plans are created with participating independent school districts to show the process of articulating FREE college credit with ACC. To receive Tech Prep credit a high school student must finish the sequence during the junior and senior year of high school with an 80 or above in the articulated class, must apply for the credit by filing a petition for credit at ACC within 15 months of high school graduation and must major in an associate of applied science program at ACC. If approved, credit will be posted to the college transcript after attending ACC for one semester.

For more information on Tech Prep Programs contact the Alvin Community College Tech Prep Coordinator at 281-756-3846.

Tech Prep Programs at ACC may be found on page 34.

Nontraditional Education

Nontraditional academic credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college course work, military training, and credit by examination. Course work credit obtained through a variety of non-traditional methods including continuing education, military training and credit by examination and awarded by a regionally accredited institution of higher education will transfer to ACC. Students are advised to confer with institutions to which they plan to transfer regarding acceptance of nontraditional credit.

The evaluation of nontraditional education is based upon the guidelines of the Southern Association of Colleges and Schools. Credit may also be awarded based on recommendations contained in the National Guide to Educational Credit for Training Programs published by the American Council on Education. This guide is located in the Registrar's Office and in Advising Services.

Nontraditional credit will be evaluated and approved by the department chair and the division chair or dean of the subject area for which credit is being requested, using the following guidelines:

- TSI requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- The fees for the award of nontraditional credit are charged according to the type of credit being requested. Fees for all types of nontraditional credit are waived for veterans with honorable or general conditions discharge upon presentation of military documentation.
- A maximum of 24 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to an ACC matriculated student after the census date of the first semester.
- Credit is noted as nontraditional on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and overlay courses.
- Applicants seeking nontraditional credit for courses that do not

meet SACS criteria may apply for credit through the credit-by-exam option.

- Nontraditional credit will not be counted toward resident credit with the exception of ACC Continuing Education overlay classes.
- There is no charge for transcription of AP/CLEP/IBD credit.

Nontraditional credit may be awarded for the following types of education:

Continuing Education Overlay Courses

An overlay course is a semester credit course offered to current or former ACC credit students for continuing education units rather than academic credit by the ACC Continuing Education Department. Circumstances may occur which would benefit the student having the CE units converted to academic credit.

- Students enrolling in an overlay class with known intent to request conversion to academic credit should take the class for academic credit.
- Overlay classes will carry the same tuition and associated fees as credit classes. However, there is no charge for converting CE units to academic credit.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form in the ACC Registrar's Office.
- Academic credit awarded will count as resident credit.
- A grade of A, B, or C will be assigned.

American Council on Education National Guide to Educational Credit for Training Programs (ACE Guide)

ACC recognizes learning acquired through corporate universities, military training, professional and volunteer organizations, and other extra institutional learning providers.

- Students desiring credit must present documentation in support of the acquired skill and training experience.
- The evaluation and award of credit will be based upon the recommendation of the ACE Guide.
- If credit is approved, the student must pay the current hourly tuition rate for each course before credit is posted to a transcript.

Departmental Credit by Examination

Departmental credit by examination is available only to currently registered students who have not attempted the course previously at ACC by either enrollment or examination. The student must:

- apply for Credit by Exam at the Enrollment Services Center and
- pay the current hourly tuition rate for each course prior to attempting credit by examination.

Credit and a letter grade of A, B, or C are awarded and posted to the student's transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript.

Life Work Experience

Experiential learning (life experiences) will be considered for credit if documented by taking CLEP Subject, other nationally recognized exams, or departmental examinations.

Procedures for Requesting Credit for Nontraditional Education

1. The student initiates the request in the Enrollment Services Center by completing the appropriate form, presenting the appropriate documentation and paying required fees.
2. The Registrar's Office sends the form to the appropriate department chair for evaluation. Departmental approval is not normally required for AP/CLEP, IBD, and ACE Guide recommendations.
3. The form is returned to the Registrar's Office and a copy of the completed evaluation and transcript depicting posted credit is mailed to the student.

Core Curriculum

The core curriculum described below is predicated on the judgment that a series of basic intellectual competencies -- reading, writing, speaking, listening, critical thinking, and computer literacy--is essential to the learning process in any discipline and thus should inform any core curriculum.

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

WRITING: Competence in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

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

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

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

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

Perspectives in the Core Curriculum

Alvin Community College's core curriculum is designed to help students:

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

Instruction and Content in the Core Curriculum

Education, distinct from training, demands a knowledge of various contrasting views of human experience in the world. Both the humanities and the visual and performing arts deal with the individual's reaction to the human situation in analytical and creative ways. The social and behavioral sciences deal with the principles and norms that govern human interaction in society and in the production of goods and services. The natural sciences investigate the phenomena of the physical world. Mathematics examines relations among abstract quantities and is the language of the sciences. Composition and communication deal with oral and written language. Each of these disciplines, using its own methodology, offers a different perspective on human experience. Taken together, study in these disciplines provides a breadth of vision against which students can establish and reflect on their own goals and values.

The outcomes which are specified for the disciplinary areas are thus intended primarily to provide students with a perspective on their experience through an acquaintance with the subject matter and methodology of each discipline. They provide students with the opportunity to understand how these disciplines present varying views of the individual, society, and the world, and to appreciate the methods by which scholars in a given discipline organize and evaluate data. The perspectives acquired in these studies describe the potential, as well as the limitations, of each discipline in understanding the human experience.

The objective of disciplinary studies within a core curriculum is to foster multiple perspectives as well as to inform and deliver content. Disciplinary courses within a core curriculum should promote outcomes focused on the intellectual core competencies, as well as outcomes related to establishing perspectives, and the basic concepts in the discipline -- methods of analysis and interpretation specific to the discipline.

CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective June 2010

Core Component	Course Options	Total Semester Hours
Communication 010	Required (6 hours): ENGL 1301 and ENGL 1302 or ENGL 2311 Select one (3 hours): SPCH 1315 or SPCH 1318, or SPCH 2335, SPAN 1411, SPAN 1412, FREN 1411, FREN 1412, GERM 1411, GERM 1412, CHIN 1411, CHIN 1412	9
Mathematics 020	Select one (3 hours): MATH 1314, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 2412, MATH 2413, or MATH 2414	3
Natural Sciences 030	Select two (6 - 8 hours): ASTR 1403, ASTR 1404, BIOL 1308, BIOL 1309, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1301, GEOL 1303, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, GEOL 1445, GEOL 1447, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, or PHYS 2426	6 - 8
Visual and Performing Arts 050	Select one (3 hours): ARTS 1301, ARTS 1303, ARTS 1304, ARTS 1316, ARTS 2316, ARTS 2348, COMM 2366, DRAM 1310, DRAM 1351, DRAM 1352, DRAM 2361, DRAM 2362, DRAM 2366, MUEN 1125, MUEN 1126, MUEN 2125, MUEN 2126, MUEN 1122, MUEN 1123, MUEN 2122, MUEN 2123, MUEN 1135, MUEN 2135, MUEN 1141, MUEN 1142, MUEN 2141, MUEN 2142, MUEN 1143, MUEN 1144, MUEN 2143, MUEN 2144, MUEN 1151, MUEN 1152, MUEN 2151, MUEN 2152, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310	3
Humanities 040	Select one (3 hours): COMM 1307, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1304, PHIL 2306, or any sophomore level Chinese, French, German, or Spanish course	3
Social and Behavioral Sciences 070,060,080	Required (6 hours): GOVT 2301 and GOVT 2302 Select two (6 hours): HIST 1301, HIST 1302, or HIST 2301 Select one (3 hours): ANTH 2346, ECON 2301, ECON 2302, GEOG 1301, GEOG 1303, PSYC 1300, PSYC 2301, PSYC 2314, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, or SOCI 2319	15
Basic Computer Literacy 090	Select one (4 hours): BCIS 1305, BCIS 1320, BCIS 1331, BCIS 1405, BCIS 1431, COSC 1420, or COSC 2420	3 - 4
TOTAL CORE CURRICULUM CREDITS		43 - 45

Core Curriculum

Core Components and Related Educational Objectives

The following educational objectives have been used as basic guidelines for selected component areas within Alvin Community College's core curriculum. Educational objectives become the basis for faculty and institutional assessment of core components.

COMMUNICATION (composition, speech)

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

Educational Objectives

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

MATHEMATICS

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

Educational Objectives

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

NATURAL SCIENCES

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

Educational Objectives

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

HUMANITIES AND VISUAL AND PERFORMING ARTS

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

Educational Objectives

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

SOCIAL AND BEHAVIORAL SCIENCES

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

Educational Objectives

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

Core Curriculum and Transfer

Under the Core Curriculum transfer rules and regulations, all Texas public colleges and universities must accept transfer of credit for successfully completed courses from ACC's Core Curriculum. (Note: Some universities may deny the transfer of credit in courses with a grade of "D.") If a student successfully completes ACC's core curriculum, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum (see "D" grade exception above). Generally, a student may not be required to take additional core curriculum courses at the receiving institution unless that institution has a larger Board approved core curriculum.

If Alvin Community College has cause to believe that a course being presented by a student for transfer from another college is not of an acceptable level of quality, ACC will contact the sending institution and attempt to resolve the problem. In the event a satisfactory resolution is not reached, the College will notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

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.

Field of Study Curriculum

In January of 1997, the 75th legislature passed Senate Bill (SB) 148, which allows a set of courses, a "field of study curriculum," to satisfy the lower division requirements for a bachelor's degree in a specific academic area at a general academic teaching institution.

Field of study curriculums are available at Alvin Community College for the following departments:

- Business Administration
- Computer Information Technology
- Criminal Justice
- Music

Students are encouraged to seek advisement from the department chair or an ACC academic advisor regarding transfer of these courses.

Teacher Preparation

Each upper division institution requires a method of evaluating the reading, writing and math skills of candidates seeking admission to educator preparation programs. It is the student's responsibility to become acquainted with the requirements of the education department in the college or university to which he/she expects to transfer.

Registration

All credit students must be admitted and comply with TSI requirements before they may register for classes. Registration dates for semester-length courses and mini courses are listed in the Academic Calendar of this catalog. In addition, dates and other pertinent information are published each semester in the class schedule and are subject to change.

Schedule Changes

Students who need to change their schedule (classes and/or times) must do so according to procedures and dates published in the Class Schedule. There is no charge to make a class change.

Registration Requirements for Transfer Students

Transfer students must bring copies of transcripts to prove completion of pre-requisite courses to registration. Proof of TSI status (exemption, college-ready or scores) should also be brought to registration, if official transcripts have not been received by the Registrar's Office. Without these documents, the student may 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, based upon space availability only, allows a student to enroll in a course for informational purposes only. No credit or grade is assigned for audit status. Audit registration is an option for students who have previously earned credit to refresh, relearn or revisit skills.

Audit registration is conducted in the Enrollment Services Center on the last day of late registration. Students must complete all admission requirements required of credit students. Payment is due at time of registration. Audit and credit registration statuses may not be changed after the official college reporting date.

Senior Citizens Audit Registration

Residents of the ACC District who are 65 years or older are permitted to audit up to 6 hrs per semester 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.

Distance Education

Distance education classes is a great option for people who don't have time to attend class, work irregular hours, or who have family commitments. There are three different ways to take a distance education class:

- **On-line (www)**
In the schedule these classes are located under the Internet section of each department. These courses use My Blackboard which can be accessed from any computer with Internet access from the ACC home page.
- **TBA (To Be Arranged)**
These classes will be listed in the schedule with ACC as the location, but the Days and Times will be listed as TBA. These are independent study classes which follow a course outline. To begin the course the student will need to contact the individual instructor for the course instructions and materials.

- **Hybrid Courses (HY)**

Hybrid courses add flexibility and combine the best of face-to-face and online courses. Typically classes meet one time a week in a traditional face-to-face classroom at a regularly scheduled time for lectures, group work, or other activities. The second part of the class is conducted online using the MyBlackboard. Online students may be required to turn in class assignments, participate in class discussions, or participate in other classroom activities. All HYbrid and Internet classes can be accessed the first day of classes by logging into MyBlackboard which is located on the ACC home page.

What kinds of courses are available?

Courses from almost all of our departments are available in one or more of the above formats. You will need to check our schedule to see which classes will be offered each semester.

How do I register for a Distance Education course?

Register for distance education just like any other class. DE classes fill quickly so it is advised to register early. Online (www) classes and Hybrid (HY) include an additional \$25 fee.

Requirements for Online

If you decide to take an online course, there are some technical requirements, including: unlimited access to a computer, ability to navigate on the internet and ability to check-in to your class at least every other day.

What about my books and supplies?

Books and supplies may be purchased from the ACC College Store on-campus or on-line at www.alvinccstore.com.

How do I learn more about Distance Education?

Additional information is available at:
<http://www.alvincollege.edu/Current/DE.cfm>

Refund Policy

Refunds will be mailed after the close of the refund period. A student's eligibility for a refund is based on the following regulations:

- The student must officially withdraw in writing
- Withdrawals are dated the day they are received.
- 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.

Fall 2010

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee	Stu. Serv.	Sec. Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res							Res-In	Res-Out	Non-Res
1	\$108	\$216	\$390	\$15	\$45	\$21	\$22	\$20	\$123	\$231	\$339	\$513
2	108	216	390	20	45	21	22	20	128	236	344	518
3	108	216	390	25	45	21	22	20	133	241	349	523
4	144	288	520	30	45	21	22	20	138	282	426	658
5	180	360	650	35	45	21	22	20	143	323	503	793
6	216	432	780	40	45	21	22	20	148	364	580	928
7	252	504	910	45	45	21	22	20	153	405	657	1,063
8	288	576	1,040	50	45	21	22	20	158	446	734	1,198
9	324	648	1,170	55	45	21	22	20	163	487	811	1,333
10	360	720	1,300	60	45	21	22	20	168	528	888	1,468
11	396	792	1,430	65	45	21	22	20	173	569	965	1,603
12	432	864	1,560	70	45	21	22	20	178	610	1,042	1,738
13	468	936	1,690	75	45	21	22	20	183	651	1,119	1,873
14	504	1,008	1,820	80	45	21	22	20	188	692	1,196	2,008
15	540	1,080	1,950	85	45	21	22	20	193	733	1,273	2,143
16	576	1,152	2,080	90	45	21	22	20	198	774	1,350	2,278
17	612	1,224	2,210	95	45	21	22	20	203	815	1,427	2,413
18	648	1,296	2,340	100	45	21	22	20	208	856	1,504	2,548

Spring 2011

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	\$120	\$240	\$390	\$15	\$45	\$21	\$22	\$20	\$15	\$10	\$148	\$268	\$388	\$538
2	120	240	390	20	45	21	22	20	15	10	153	273	393	543
3	120	240	390	25	45	21	22	20	15	10	158	278	398	548
4	160	320	520	30	45	21	22	20	15	10	163	323	483	683
5	200	400	650	35	45	21	22	20	15	10	168	368	568	818
6	240	480	780	40	45	21	22	20	15	10	173	413	653	953
7	280	560	910	45	45	21	22	20	15	10	178	458	738	1,088
8	320	640	1,040	50	45	21	22	20	15	10	183	503	823	1,223
9	360	720	1,170	55	45	21	22	20	15	10	188	548	908	1,358
10	400	800	1,300	60	45	21	22	20	15	10	193	593	993	1,493
11	440	880	1,430	65	45	21	22	20	15	10	198	638	1,078	1,628
12	480	960	1,560	70	45	21	22	20	15	10	203	683	1,163	1,763
13	520	1,040	1,690	75	45	21	22	20	15	10	208	728	1,248	1,898
14	560	1,120	1,820	80	45	21	22	20	15	10	213	773	1,333	2,033
15	600	1,200	1,950	85	45	21	22	20	15	10	218	818	1,418	2,168
16	640	1,280	2,080	90	45	21	22	20	15	10	223	863	1,503	2,303
17	680	1,360	2,210	95	45	21	22	20	15	10	228	908	1,588	2,438
18	720	1,440	2,340	100	45	21	22	20	15	10	233	953	1,673	2,573

Summer 2011

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	\$120	\$240	\$390	\$15	\$45	\$21	\$11	\$10	\$15	\$10	\$127	\$247	\$367	\$517
2	120	240	390	20	45	21	11	10	15	10	132	252	372	522
3	120	240	390	25	45	21	11	10	15	10	137	257	377	527
4	160	320	520	30	45	21	11	10	15	10	142	302	462	662
5	200	400	650	35	45	21	11	10	15	10	147	347	547	797
6	240	480	780	40	45	21	11	10	15	10	152	392	632	932
7	280	560	910	45	45	21	11	10	15	10	157	437	717	1,067
8	320	640	1,040	50	45	21	11	10	15	10	162	482	802	1,202
9	360	720	1,170	55	45	21	11	10	15	10	167	527	887	1,337
10	400	800	1,300	60	45	21	11	10	15	10	172	572	972	1,472
11	440	880	1,430	65	45	21	11	10	15	10	177	617	1,057	1,607
12	480	960	1,560	70	45	21	11	10	15	10	182	662	1,142	1,742
13	520	1,040	1,690	75	45	21	11	10	15	10	187	707	1,227	1,877
14	560	1,120	1,820	80	45	21	11	10	15	10	192	752	1,312	2,012

Tuition is based upon residency status on file with Alvin Community College Registrar's Office. Alvin Community College may change tuition rates and other fees without notice or when so directed by the Board of Regents.

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 Internet courses, private music lessons, scuba diving, bowling, etc. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the Class Schedule.

Definitions for Column Headings

Res-In: Resident-In District
Res-Out: Resident-Out of District

Non-Res: Non-resident
Gen. Svc. Fee: General Service Fee
Tech Fee: Technology Fee

Reg. Fee: Registration Fee
Stu. Serv: Student Service Fee
Sec. Fee: Security Fee

Tuition & Fees

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

Fall and Spring Semesters:

Through 6th class day100% refund
 7th through 15th class day of semester term70% refund
 16th through 20th class day of semester term25% refund
 After 20th class day of semester termNo refund

Summer Sessions (5-week classes):

Through 2nd class day100% refund
 3rd through 5th class day of semester term70% refund
 6th class day of semester term25% refund
 After 6th class day of semester termNo refund

Summer Session (11-week classes):

Through 4th class day100% refund
 5th through 11th class day of semester term70% refund
 12th through 14th class day of semester term25% refund
 After 14th class day of semester termNo refund

Continuing Education Workforce Development Refund Policy

A 100 percent refund, less a \$20 service fee per class, will be given if the student submits a written, signed request for a refund no later than the fifth working day prior to class starting. **No refunds will be issued after the five working days before the first class meeting unless class is cancelled by the Continuing Education Workforce Development Department.** In this event, 100 percent of the tuition and fees will be refunded. Allow 3 weeks for checks to be mailed. This policy applies to all Continuing Education Workforce Development classes unless otherwise stated. **Course tuition/fees are not transferable from one class to another or from one student to another.**

Academic Classifications

Academic classification is determined as follows:

- Freshman:** less than 30 semester hours
- Sophomore:** 30 - 60 semester hours
- Unclassified:** more than 60 semester hours

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 academic load at ACC.

Full-time Load:

Fall and Spring semester - 12 or more semester hours
 Summer 11-Week session - 8 -14 semester hours
 Summer Five-Week session - 4 - 7 semester hours

NOTE:

- Students receiving financial aid must meet the credit-hour requirements for their financial aid program.
- Students receiving VA benefits should consult with the VA coordinator to determine enrollment status.

- Students seeking loan deferrals should consult with the Enrollment Services Center to determine course load requirements.

Maximum Course Load

Fall and Spring semester - 18 semester hours
 Summer 11-Week session - 14 hours
 Summer Five-Week session - 7 semester hours
 Combined Summer Five-Week and 11-Week sessions - 14 semester hours
 8-Week Mini session - 9 semester hours
 3-Week Mini session - 3 semester hours

Student Course Overload Policy

A student may petition to the Dean of Students for additional hours if his/her cumulative grade point average is a 3.0 or higher on a minimum of twelve completed hours and a justification for the increase is documented.

Tuition and Fees

Tuition and fees are subject to change without notice by action of the ACC District Board of Regents or the State of Texas. Tuition and fees are based on a student's residence status and the number of hours taken. If a student's residence status changes, the student must go to the Enrollment Services Center to make corrections before registering for classes. Tuition and fees are charged for each registration: Fall, Spring, Summer One, and Summer Two. Students may not attend classes unless tuition and fees are paid.

Higher Tuition Charged for Third Attempt Classes

Most college level courses (excluding developmental) taken at Alvin Community College for the third time since the fall of 2002, will be billed an additional \$72 per credit hour. This includes courses with grades of W (withdrawn).

The provision for third attempt charges was passed by the Texas legislature to encourage students to complete the courses for which they register. Student tuition represents only a portion of the total cost of instruction. The remaining comes from state dollars that are paid by Texas taxpayers. Selected courses (listed) are exempt from the repeat charges because they are designed to be repeated for additional credit.

Courses which are exempt from Third Attempt Charges:

ARTS 1311	MUAP 1217	MUAP 2269
ARTS 1312	MUAP 1218	MUAP 2270
ARTS 1317	MUAP 1237	MUAP 2281
ARTS 2317	MUAP 1238	MUAP 2282
ARTS 2327	MUAP 1257	MUEN 1122
ARTS 2334	MUAP 1258	MUEN 1123
ARTS 2342	MUAP 1261	MUEN 1125
ARTS 2347	MUAP 1262	MUEN 1126

ARTS 23
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*CRTR 1
CRTR 14
CRTR 14
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Excess Student

Students higher tuition. In accordance with attempted classes, their (back) may be of tuition. The registered student repeated student credit hour designated consideration toward a higher education for tuition. Students if they have required which are toward the out-of-state

Excess

Students Community fee equal

Payment

Students installment tuition and two equal set by the the installment

ARTS 2349	MUAP 1269	MUEN 1141
ARTS 2357	MUAP 1270	MUEN 1142
ARTS 2367	MUAP 1281	MUEN 1151
ARTS 2377	MUAP 1282	MUEN 1152
*CRTR 1207	MUAP 1291	MUEN 2122
*CRTR 1357	MUAP 1292	MUEN 2123
*CRTR 1359	MUAP 2217	MUEN 2125
CRTR 1404	MUAP 2218	MUEN 2126
CRTR 1406	MUAP 2237	MUEN 2141
CRTR 2236	MUAP 2238	MUEN 2142
CRTR 2331	MUAP 2257	MUEN 2151
CRTR 2401	MUAP 2258	MUEN 2152
CRTR 2403	MUAP 2261	MUSC 2447
CRTR 2435	MUAP 2262	

Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree

Students who graduate from a state supported university may pay a higher tuition rate for taking excessive courses. In accordance with Texas Education Code: Students who have attempted 45 or more credit hours beyond the amount required for their (baccalaureate) degree at Texas public colleges or universities may be charged additional tuition, up to the level of out-of-state tuition. This includes all credit hours in which a student was registered as of the official census day for the semester (i.e. repeated courses, failed courses, and courses from which the student withdrew after the census day); this does not include credit hours for which the student paid out-of-state tuition, courses designated as developmental, any hours removed from admission consideration under Academic Fresh Start, or hours accumulated toward a previous baccalaureate degree. Students who entered higher education for the first time prior to fall 1999 while classified for tuition purposes as a Texas resident are exempt. Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. (Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the excell hours, not do any courses taken at a private or out-of-state institution.)

Excess Developmental Education/Courses

Students who exceed 27 hours of developmental courses at Alvin Community College will be charged for each course, an additional fee equal to the current out-of-district fee.

Payment Plan

Students may opt to pay for fall and spring tuition and fees on the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in two equal installments thereafter. The dates of the installments are set by the college. A non refundable \$30 fee is assessed at the time the installment plan is executed. Any student failing to make the

2nd or 3rd installment plan is subject to fines/penalties, withdrawals for non payment and may forfeit credit for courses. If a student is withdrawn for non payment, all tuition, fees, fines and penalties are collected along with a \$100 reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the following term.

The installment plan is a legally binding contract. Installment plans are available beginning with early registration through late registration. Applications are made through WebAccess. Students whose automated payment is declined for any reason is subject to course withdrawal and associated fees/penalties.

Non Payment Reinstatement Fee

(reinstatement subsequent to the census date)

Students who are withdrawn for failure to pay by the established deadline may be assessed a Non-payment fee equal to the current out-of-district tuition rate based on the number of hours reinstated.

Tuition Adjustment for Ad Valorem Tax Payers

College District property owners and their dependents who are Texas residents and do not physically reside in the district are eligible for a waiver of out-district fees. To qualify for a waiver, a student 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.

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 Advising Services for complete details.

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 up to \$3,000 in tuition credit for college level courses. The tuition credit can be used in multiple semesters until the full amount is used. Contact your high school counselor for information on how to apply.

Inclement Weather & Closing of the College

If severe weather or emergency situations make it advisable to discontinue classes, the college will make every effort to notify students through local television, radio stations and the ACC web site at www.alvincollege.edu or www.school-closings.net. Make-up days for official college closings will be scheduled as needed.

Emergency Management and Evacuation Plan

Alvin Community College has an Emergency management Plan found on the college web site that outlines procedures for various emergency situations that may occur on campus. Training and evacuation procedures are conducted annually for staff and students to ensure the safe evacuation of individuals should an emergency arise. Staff and students should immediately report all offenses, incidents, accidents, and suspicious activities to the campus police so that an investigation can be promptly conducted. All crime statistics are published on the ACC web site, in the Parking Rules and Regulations brochure, and in the ACC Student Handbook.

HyperAlert

HyperAlert is the Alvin Community College emergency notification system. All students, faculty and staff are encouraged to register and become part of this system. It is designed to quickly warn the college community of possible threats, severe weather and school closings. For more information visit the college web site www.alvincollege.edu and view HyperAlert.

HyperAlert Student Registration

Follow these simple steps to register your contact information:

1. Enter www.HyperAlert.com
2. User name and password are the same for your initial set up:
User Name:
 Enter - Alvin, first initial, last name (without spaces or commas, not case sensitive)
 e.g. User Name: alvinjdoe
Password:
 Enter Student ID Number: (be sure to include leading zeroes) - e.g. - 0775333
3. Choose the method of notification

Emergency Student Notification

In case of an emergency, students may be contacted through the Alvin Community College Campus Police Office, 281-756-3700.

Attendance Policy

Students may not attend classes without completing registration, including payment of all tuition and fees. Students who fail to meet payment deadlines may be withdrawn. Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. 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 may affect the grade of the student regardless of the reason for the absence.

Students who are enrolled in developmental courses because of TSI 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.

Denial/Suspension/Revocation of Admission Limitation on Classes/Attendance

The College may deny, suspend, or revoke the admission of a student, and/or may limit the ability of a student to take certain classes or be present on campus at anytime if there is evidence that the student's admission, continued admission, or presence on campus may pose a safety threat to the safety of the student, other students, the faculty/staff of the College, or College property.

The decision to deny, suspend or revoke admission or to limit classes or presence on campus will be made by the College President or designee in his sole discretion based on written and/or oral evidence. The student will have an opportunity to respond to the evidence in a conference with the College President or designee.

Classroom Conduct

Instructors are authorized to establish rules of conduct within the classroom. He/she has the right to suspend a student from class whenever the behavior is believed to be disruptive or inappropriate.

Cell Phones and Pagers

Cell phones and other electronic devices are to be kept in the silent or off position while in the classroom. Violators are subject to disciplinary action as outlined in the Alvin Community College Student Handbook.

Children in Class / Unattended Minors

The college wishes to promote an educational environment that optimizes learning for all enrolled students. Infants and minor children are not allowed in the classroom, laboratories, or other facilities of the college. Children who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted to be left anywhere on campus.

Class Withdrawal

Students should talk to the course instructor before withdrawing. The withdrawal process begins in the Enrollment Services Center and is finalized with a college advisor. Course withdrawal can be completed on campus or by fax. Online withdrawal is NOT permitted. Faxed requests should be submitted to the Enrollment Services Center. Include full name, student ID or SSN, course and section number, signature and a current phone number. Students who do not withdraw by the published deadline will receive a grade for the course. All withdrawals must be consistent with Texas Success Initiative policies. Withdrawal deadlines are published in the Academic Calendar found in this publication, Semester Schedule Bulletin or the college web site.

Grades for Withdrawals

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

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Withdrawals may affect:

- current and future financial aid awards (may require repayment of aid)
- veterans benefits
- insurability (students carried on parents' health insurance plan)

Military Service Policy for Withdrawals

Any student who is called into active military service, upon presentation of military orders, may request through the Dean of Students the following:

- Institutional refund of the tuition and fees paid for the semester of the withdrawal;
- Receive an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript, or;
- As determined by the instructor, receive an appropriate final grade or credit if the student has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

There will be no penalty assessed to students receiving any form of financial aid.

Six Drop Limit

First-year students enrolled in the Fall of 2007 or after, for the first time at any Texas public college or university, are limited to six course drops during their academic career. Students may not drop more than six courses regardless of how many institutions attended, how many courses taken or how many years attended. This policy does not apply to courses dropped prior to census day, complete withdrawals from all courses for the semester, courses taken while attending high school, developmental courses, drops from private or out of state institutions, and courses dropped during the Three Week Mini terms. Drops beyond the maximum of six will be allowed for students who can show good cause for dropping more, including severe illness, active duty military service, or work obligations beyond the student's control. Students who feel they have good cause for an exception should discuss their reasons with a counselor or advisor. Exceptions are granted by the Dean of Academic Programs. Students are encouraged to discuss options with their professors and advisors and to make use of campus resources before deciding to drop a course. Once the six course drop limit has been reached, subsequent drops will be recorded with grades of F. Drops included in the limit will be recorded on the student transcript.

Grades for Repeated Courses

If a student repeats a course in which a grade (A-F) has been received, the highest grade received is the permanent grade for the course and is used in computing the cumulative grade point average. However, all grades earned in a given course are entered on the transcript, and other colleges may compute the grade point average in a manner different from that of Alvin Community College.

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

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. An instructor may extend an Incomplete grade deadline for one additional semester by submitting an **Incomplete Grade Extension** form to the Registrar's Office. If a valid grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F.

IP In Progress – Grade points not assigned

An IP is a temporary notation that appears on a student's official transcript. It indicates semester hours in progress.

R Re-enroll – Grade points not assigned

The R grade is used with all court reporting machine shorthand courses, CRTR 2331 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG or VNSG course with a related clinical component will receive the "R" grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.

S Satisfactory – Grade points not assigned

The S grade is used only for non course-based developmental instruction and nontraditional education.

U Unsatisfactory – Grade points not assigned

The U grade is used only for non course-based developmental instruction.

W Withdrawn – Grade points not assigned

Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.

WE Withdrawn/with exception - Grade points not assigned

Students who file withdrawal requests by the published deadline with the Dean of Academic Programs or the Dean of Instruction/Provost with legitimate exception will receive a WE grade. Instructors may not issue a WE as the final 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, W and WE, have no point value and are not included in any grade point calculation. Example: 3-semester hour course graded A produces 12 grade points.

Grade Point Averages

Cumulative Grade Point Average is computed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College including developmental courses. However, if a course is repeated, only the highest grade is used in calculating the cumulative grade point average. Cumulative GPA's are not rounded up.

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. Semester GPA's are not rounded up.

Graduation Grade Point Average is computed by dividing the total semester grade points earned by the total semester hours for all courses required for a particular certificate or degree. If a course is repeated, only the highest grade will be used. This calculation is used to determine the minimum GPA graduation standard of 2.0 for each degree awarded. This GPA is not posted to a student transcript. Graduation GPA's are not rounded up.

Honors Grade Point Average is composed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College, excluding developmental courses and court reporting grades of R. If a course is repeated, both grades will be calculated.

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 may 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:

- Transcripts provided by the Registrar's Office
- Online through WebACCess at www.alvincollege.edu

Grade Challenge Petition

Students have one year from the date of the grade assignment to challenge a grade. A grade challenge petition begins with the course instructor and must be approved by the instructor, the Division Chair, and the appropriate Dean. 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 from the student must be presented to the Division Chair. The instructor will be given a copy of the student's appeal who must provide a written response to the issue within three (3) days of the receipt of the letter. The instructor's response should be forwarded to the Division Chair and appropriate Dean. The Division Chair will meet with the student to resolve the dispute. The Division Chair will forward the written results of the meeting with the student to the appropriate Dean. The Dean may meet with the student or refer the issue to the Academic Affairs Committee. If the issue is presented to the Academic Affairs Committee, the appropriate Dean will act as chairman of the hearing. The decision of the Academic Affairs Committee is final.

Academic Honors

Presidential Scholar

Presidential scholars are selected during the spring term. A student may receive the honor one time only. 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-transfer courses, excluding sports and human performance activity credits,
- earned a 3.90 grade point average on all college-level courses taken at ACC,
- no grade below a B on any course taken at ACC, and
- completed at least 12 college-level semester hours at ACC during the previous calendar year.
- No record or pending charges of disciplinary action or academic dishonesty.

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 3.50 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 3.50 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
- Diagnostic Cardiovascular Sonography
- Electroneurodiagnostics
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Nursing
- Nursing - Transition
- Polysomnography
- Respiratory Care
- Vocational Nursing

See the requirements for each curriculum in the Educational Programs 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. The maximum course load for students on academic probation is 13 credit hours.

Change of Student Information

Students may make changes to personal information by completing a Student Data Change Request form and submitting it to the Enrollment Services Center or online through WebAccess. Name, address, phone numbers, e-mail address, and emergency contact information must be current. A restriction prohibiting registration and transcript services will be imposed for information found to be incorrect.

Email

Email is available to students at all times.

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Email-Official Method of Communication

Email is the college's official method of communication with registered students. Students are required to have a valid email address on file at all times.

Challenge to Accuracy of Records

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

Records Restriction

A restriction will be placed on a student's records for an incorrect address or an outstanding obligation, such as required documents, unreturned library books, traffic violation, child care expenses and financial aid or business obligation. The restriction may prohibit the student from future registration, releasing his records (transcript) for any purpose, and graduation. The Enrollment Services Center will assist the student in determining the office which placed the restriction. 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 in the Enrollment Services Center, by letter or fax to 281-756-5812 or online if sent to an electronic trading partner. 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, signature and daytime phone number. Phone requests are accepted when the transcript is to be mailed to another college or university; call the Enrollment Services Center at 281-756-3531. All requests must provide a complete address to which the transcript is to be sent. Online requests may be made at www.alvincollege.edu.

Except for peak operational periods, transcripts are provided within 24 hours of receipt of the request. There is no charge for transcripts sent by regular, first-class mail or electronically. Express transcript service is provided when pre-paid and arranged for by the student. Students must contact the express service for rates and procedures.

Student 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 Provost Dean of Instruction. Further challenge will be referred to the Academic Affairs Committee.

Graduation

Commencement Ceremony

All graduates are encouraged to participate in the Commencement Ceremony. ACC conducts one Commencement Ceremony each year in May for fall, spring and summer graduates. Students participating in the ceremony must purchase a cap and gown through the ACC College Store.

Graduation Requirements

The College may award a degree or certificate when a student has completed the requirements. To receive a diploma for the degree or certificate, a student must apply for graduation in the Enrollment Services Center. Deadlines and fees for graduation are published in the semester class schedule.

To graduate at ACC, a student must:

1. complete 18 college-level semester hours in residence at Alvin Community College for an associate degree; complete 14 college-level semester hours in residence for a certificate. Semester hours granted for nontraditional education do not apply toward hours in residence required for graduation.
2. earn a minimum 2.0 grade point average in courses completed which apply to the student's particular degree or certificate.
3. file an application for graduation with the Enrollment Services Center by the published deadline.
4. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have a restriction placed on their records, prohibiting graduation.

If a graduation applicant does not fulfill degree or certificate requirements in the designated semester, the applicant must reapply and pay for the updated diploma.

Graduation Under a Particular Catalog

To graduate, students must complete the 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 Enrollment Services Center office. Students who interrupt their studies at Alvin Community College for more than four consecutive semesters (fall, spring, summer 1 and summer 2) must meet the requirements of the catalog under which they are readmitted. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate program. Students may have a maximum of two active associate degree programs and/or certificates on file.

Transfer Graduation Policy

Former Alvin Community College students may graduate under the AAT, AA or AS degree plan and catalog year that was on file at the time they transferred to another college/university if:

- the remaining credits were completed at an accredited college or university.
- the credit was completed within three years from the date of last attendance at ACC.
- the student has met all remaining conditions for graduation as published in the institutional catalog.

Course Substitution

Semester credit hours for a degree or certificate will not be waived. Core requirements may not be substituted. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Enrollment Services Center or department chair.

Graduation with Honors GPA

Degree candidates whose grade point average at Alvin Community College is 3.5 or higher will receive honors recognition at graduation. The grade point average includes **all** credit hours completed in residence at ACC (excluding developmental courses and court reporting grades of R) and all grades for repeated courses.

Appropriate scholastic honors are recorded on the student's transcript and diploma as follows:

- 3.5 grade point average - Cum Laude (with honors)
- 3.7 grade point average - Magna Cum Laude (with high honors)
- 3.9 grade point average - Summa Cum Laude (with highest honors)

Educational Guarantee

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 participate in the Texas Common Course Numbering System 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 Texas Common Course Numbering System Guide.
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 Advising Services.

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 in 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 Provost 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 Advising Services. 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 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.

ROTC - Reserve Officer Training Corp

AIR FORCE

The Air Force Reserve Officer Training (ROTC) program prepares men and women of character, commitment, and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork, and other requirements to be an effective officer in the world's greatest Air Force. For more information on the Air Force Science program, contact the Air Force Science Department at the University of Houston by calling 713-743-4932 or on-line at www.uh.edu/afrotc.

All courses and physical training sessions take place at the University of Houston Main Campus. Flight orientation occurs at airports in the Houston metro area. Community College students are required to complete a four-year academic plan detailing the courses they will take to complete a four-year degree and specifying when they will graduate. This will require them to meet with a counselor at one of our four-year cross-town schools listed below. This requirement ensures that two-year students plan on transferring to a four-year school to finish our program.

Course Credit

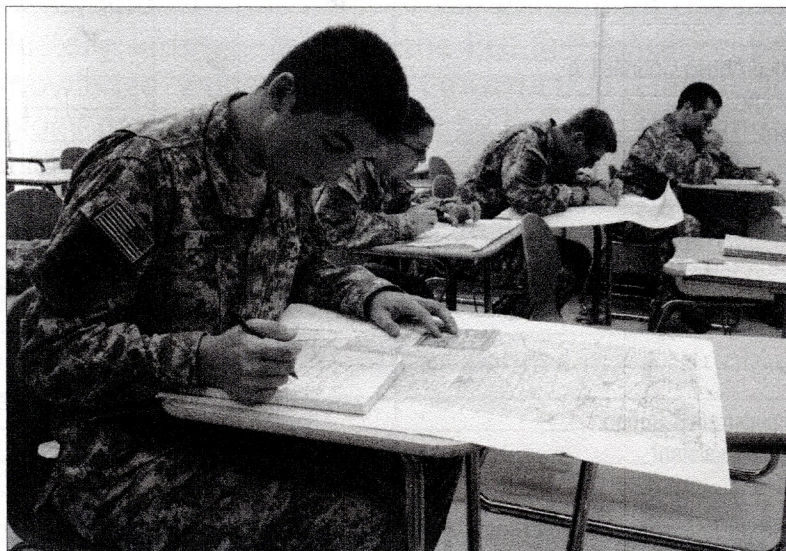
ROTC classes may be taken for elective credit toward any degree plan at Alvin Community College and will also transfer to any four-year institution that participates in Air Force ROTC. The following four-year schools currently participate in our program: University of Houston, University of Houston-Downtown, Rice University, Texas Southern University, The University of St. Thomas, The University of Texas Health Science Center at Houston, and Houston Baptist University. Freshman and sophomore level classes are open to all students. No military obligation is incurred as a result of enrollment in these courses. Junior and senior level courses are more restrictive and do require a military obligation. ROTC scholarship students also incur a military obligation.

Four-Year Program

The General Military Course (GMC) is the first half of the four year ROTC program and is taken during the freshman and sophomore years. This program allows the student to experience Air Force ROTC without obligation (unless the student is on an Air Force ROTC scholarship). Each semester of the GMC consists of one classroom hour of instruction as well as Leadership Laboratory each week.

AFROTC Scholarship Opportunities

Air Force ROTC offers various scholarship opportunities for students at Alvin Community College: For additional information on AFROTC scholarship opportunities, please visit the AFROTC website at www.afrotc.com or call 1-800-4AFROTC.



ROTC training is one of ACC's many electives and helps to prepare students for leadership roles.

Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate.
Students may have a maximum of two active associate degree programs and/or certificates on file.

* The Associate of Applied Science (AAS) Degree with Enhanced Skills Certificate.

TechPrep programs are described on page 19.

NAME	AA	AAS	AS	CERT	TECH PREP
Art	✓				
Biological Science			✓		
Business Administration			✓		
Child Development/Early Childhood		✓		✓	✓
Child Development/Early Childhood Administration				✓	
Communications - Radio/TV Broadcasting		✓	✓	✓	✓
Computer Information Technology - Computer Programming		✓			✓
Computer Information Technology - Data Processing				✓	
Computer Information Technology - Networking		✓		✓	✓
Court Reporting		✓*		✓	
Court Reporting Scopist				✓	
Criminal Justice - Basic Law Enforcement Academy				✓	
Criminal Justice - Correctional Administration				✓	
Criminal Justice - Correctional Science		✓		✓	✓
Criminal Justice - Crime Scene Technician				✓	
Criminal Justice - Law Enforcement & Police Administration		✓			✓
Criminal Justice - Texas Peace Officer				✓	
Culinary Arts		✓		✓	✓
Culinary Arts - Culinary Management				✓	
Diagnostic Cardiovascular Sonography-Echo		✓*			✓
Diagnostic Cardiovascular Non/Invasive Vascular		✓*			✓
Diagnostic Cardiovascular Sonography - Pediatric Echo		✓*			✓
Drama	✓				
Electroneurodiagnostics		✓*			✓
Emergency Medical Technology		✓*		✓	✓
Emergency Medical Technician				✓	
General Liberal Arts	✓				
General Studies	✓				
Health Science			✓		
Human Services-Substance Abuse Counseling		✓		✓	
Industrial Design Technology		✓		✓	✓
Management Development		✓		✓	✓
Mathematics			✓		
Music-Instrumental Concentration	✓				
Music-Voice Concentration	✓				
Musical Theater	✓				
Nursing		✓			✓
Nursing Transition (LVN-to-ADN)		✓			
Nursing - Vocational				✓	✓
Office Administration		✓			✓
Office Administration- Administrative Support				✓	
Office Administration - Office Assistant				✓	
Paralegal		✓		✓	✓
Pharmacy Technician				✓	
Physical Science			✓		
Polysomnography		✓*			✓
Process Technology		✓		✓	✓
Psychology	✓				
Respiratory Care		✓			
Sociology	✓				
Sports and Human Performance	✓				
Teaching (AAT)	✓				



Texas State Technical College

Alvin Community College has partnered with Texas State Technical College, the leader in technical education to offer three new electrical certificate programs.

Commercial Electrician: In this program, students will get an introduction to working with electricity in commercial industries. Students will learn the basics of electrical installation, commercial wiring methods and how to accurately read and interpret blueprints to produce working drawings.

Industrial Electrical Technology: In as little as four months, students will learn the skills needed to trouble-shoot and repair control devices and other electronic equipment used in industries including manufacturing, refining, processing and other commercial industrial fields.

Programmable Logic Controller Specialization: The mainstay of today's industrial control system is the programmable logic controller (PLC), a small computer-like device that monitors and controls most of the equipment used in manufacturing, processing and factory settings. Through the PLC Specialization program, students can take the knowledge gained in the Construction Electrician and Industrial Electrical Technology programs to next level by learning the fundamentals of PLCs and their systems.

- Financial aid is available to those who qualify
- Learn in a state-of-the-industry training lab
- After program completion, get career counseling and job referrals to local companies and private industries

To learn more call 281-412-9482.

Before entering the ACC/TSTC industrial electrical technology program, students will be evaluated for mechanical and math skills as well as language proficiency.

A Fast Track to a New Career



Student Services

Advising Services

The first step in a person's collegiate career is going through the admissions and advising process. The staff in the Enrollment Services Center and Advising Services office work to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with a counselor or academic advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college counselors and advisors. Academic advising services provided include:

- Assistance for undecided students in selecting a program of study
- Interpretation of TSI or approved placement test scores
- Assistance with the registration process
- Assistance with course selection
- Transfer information for those who plan to attend another institution of higher education
- Orientation to college services and resources
- Assistance with the career planning process
- Assistance with college study skills

Counseling Services

Advising Services employs counselors who can assist students with issues that may negatively impact academic success. Counseling services offered include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skills training and enhancement. Consultation and referrals are kept confidential. Exceptions to confidentiality include if there is evidence that a person is a danger to him/herself or others, or if there is evidence of abuse or neglect of a child, an elder, or a person with disabilities. In those instances, the Texas state law requires that Licensed Professional Counselors notify the proper authorities.

Additionally, because the college strongly believes that the abuse of alcohol and/or drugs negatively impacts a person's abilities to meet educational goals, the college offers a program of drug education/prevention for the benefit of students and faculty.

Drug and Alcohol Prevention Programming

The Dean of Students, Office of Student Activities and Advising Services coordinate the campus Alcohol and Drug Prevention Program for Alvin Community College. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered and are available throughout the academic year.

Statistics for campus alcohol and drug violations may be found on the college homepage and are published in the Alvin Community Student Handbook.

Counseling services are offered to students through Advising Services.

Career Services

A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, possible routes of training and gain education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

Career Center Lab

The Career Center lab is located in the Library on the second floor of Building A. Assistance with career and employment services is available Monday through Thursday 8:30 – 3:30 p.m. or by appointment, by calling 281-756-3560.

The Career Planning Program

The Career Planning Program helps define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments that can be completed at home. Completion of workbook and individual career counseling sessions are required to develop an action plan. For more information about this program, contact Advising Services.

Career Assessments

In addition to the Career Planning program, two on-line career assessments are available:

- **Choices** is a career planning program which includes an interest inventory, descriptions of occupations, labor market information, financial aid information and more.

- **Focus2** is a self paced career assessment tool for everyone. Focus 2 can help students decide on career goals and action plan by increasing your awareness of your talents, interests, value personality and potential for success in certain careers

Workshops:

- Career workshops are held during the fall and spring semester. Contact the Career Center for dates and times. Topics include career planning, job hunting, resume and cover letter writing, and interview preparation.

Employment Services

Job Fairs and Career Events

The Career Services staff coordinates job fairs and career expos. Information regarding upcoming job fairs and career expos are posted on the two bulletin boards located in buildings A and G and the college's employment database, JobLink.

JobLink – College Job Database

Students and alumni of all the college and continuing education programs may register and access an online job database, JobLink.

This is a free service and is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part-time, full-time, internship, work-study and student assistant positions. Access to JobLink require a resume to be posted within two weeks. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post multiple resumes and cover letters for employers to view, search jobs, send online inquiries, locate job fair information, and receive employment bulletins. To access JobLink go to www.alvincollege.edu and follow the Career Services link. Alvin Community College makes no recommendations or guarantees regarding employers or employees and act as as referral service only.

Employers Services

Employers may list their current job openings in the college employment database, JobLink. Access to JobLink is located on the Alvin Community college webpage. There is no fee for this service. To post a job go to www.alvincollege.edu and follow the Career Services link. Once a job posting is approved by Career Services, students and alumni will have access to the information about the company and their current employment opportunities. If a student or graduate chooses, registered employers can print out their resumes or contact Career Services staff for a packet of resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. All jobs posted in JobLink are viewed and approved in compliance with college policy and the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements

The Advising Services coordinates New Student Orientation. Students who are attending college for the first time, as well as those who are new to ACC, will benefit from the information presented in this program. **Orientation is required for all first time college students.** Orientation must be completed during the first semester of attendance. Orientation may be completed through either of the following formats:

- Web based program found on the college home page
- Attend New Student Orientation held prior to the beginning of the fall and spring terms

Honors Program

The Alvin Community College Honors Program offers highly motivated, academically exceptional students the opportunity to enrich their intellectual experience by exploring subject areas in greater depth. In exchange for accepting additional responsibility, students receive greater individual attention from their instructors and a high level of intellectual stimulation. Students who qualify for the program may choose from the following courses:

ARTS 1303	GEOL 1403
ARTS 1312	GEOL 1404
ARTS 2326	GEOL 1405
ARTS 2333	GOVT 2301
ARTS 2346	GOVT 2302
ARTS 2348	HIST 1301
ARTS 2377	HIST 1302
BIOL 1406	HIST 2301
BIOL 1407	HIST 2321
BIOL 2420	HIST 2322
CHEM 1412	MATH 1342
DSAE 1303	MATH 2412
DSAE 1340	MATH 2413
DSAE 2335 – Advanced	MATH 2414
DSAE 2404	PHYS 2301
DSAE 2437	PHIL 1301
DSVT 1300	PHIL 2306
Echocardiography	PSYC 2301
Vascular Technology	PSYC 2314
ECON 2301	RNSG 1441
ECON 302	RNSG 1512
ENGL 1301	RSPT 1331
ENGL 1302	SOCI 1301
ENGL (any 2000 level course)	SPAN 2321
GEOL 1401	

Honors Credit may be received for additional classes if approval is granted by both the course instructor and the Honors Committee. Admission to the Honors Program is available to full and part time students who meet at least one of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 20% of high school class
- GPA of 3.0 or higher on a minimum of 12 semester hours excluding developmental courses
- Recommendation(s) from ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To earn Honors Program Graduate status, a student must complete a minimum of 12 semester hours of honors credit. For additional information contact Dr. Ann H. Guess at 281-756-3974 or agues@alvincollege.edu.

**DUAL CREDIT -
College Enrollment for High School Students**

Dual Credit is designed for high school students who want to get a head start on their college program. In many cases, students may receive dual credit. Dual credit allows students to earn both high school and college credit for the college course.

Steps to Enroll:

1. Meet with a H.S. counselor to determine eligibility for the Dual Credit Program.
2. Take a TSI approved exam or be exempt from TSI requirements.
3. Obtain a passing score on an approved exam in the required subject area.
4. Complete the Early Admission contract, available from high school counselors.
5. Complete the ACC Admission Application.
6. Provide an official high school transcript.
7. Meet with an academic advisor.
8. Students less than Junior year standing must obtain the approval of ACC's Dean of Academic Programs.
9. Register for college classes.

Students are restricted to six semester hours in the fall and spring and 14 in the combined summer terms. Students requesting enrollment in more than two courses in the fall or spring semesters must attain the approval of the high school principal and ACC's Dean of Academic Programs or designee.

Dual Degree Program

To help students get a jump start on a college education, school districts, and Alvin Community College will offer qualified students the opportunity to earn a high school diploma and an Associate of Arts degree at the same time. Participating students will be able to enter a Texas state supported university as a college junior. The Dual Degree Program is a rigorous program that will require extra time and dedication to academic study. Interested students should contact their high school counselor or Alvin Community College, Advising Services (281-756-3531). Information is also available at www.alvincollege.edu.

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 due to a qualifying disability should make an appointment with the ADA Counselor at least 60 days prior to the beginning of the semester. Services provided are based on fundamental limitations reported in documentation.

Resources regarding transition, documentation guidelines and ODS forms can be found on the Alvin Community College web site under the Office of Disability Services.

Information and assistance is available by calling 281-756-3531, TTY 281-756-3845 or e-mailing ODS@alvincollege.edu.

**Department of Assistive and
Rehabilitative Services and
Texas Commission for the Blind**

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Department of Assistive and Rehabilitative Services (DARS) and the DARS - Blind Division provide tuition assistance, diagnostic testing and counseling for eligible individuals. Prospective DARS students should contact the nearest DARS 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 the Advising Services at 281-756-3531. For contact information go to the ACC website which links to these agencies.

Upward Bound Program

Upward Bound is a year-round federally funded program that provides college preparation skills to highly motivated students in grades 9-11. Students selected for the program receive tutoring, financial aid information, ACT/SAT preparation, study skills, exposure to college and university life and a summer activity program. Participant selection is based on many factors such as family income, teacher recommendations, test scores, grades and personal interviews. Contact the Upward Bound Program Director for details 281-756-3849.

Financial Aid

For detailed information go to www.alvincollege.edu/financialaid/

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 grants, scholarships, 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 the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov
- complete all requirements for admission to the College including providing academic transcripts from all previous colleges attended;
- choose a major (degree or certificate);
- complete the college's application for financial aid

Students must apply for financial aid online 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. Application forms and additional information are available in the Enrollment Services Center. 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. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

All tuition and fees must be paid in full before a student may attend classes. Therefore, 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.

Priority Deadlines

Applications for financial aid including supplemental forms and any additional documentation should be submitted before the priority deadline. The Financial Aid Office will continue to process applications after the deadline, but funds may not be available before the start of the school term.

Fall semester - April 1

Spring semester - October 1

Summer semester - March 1

Financial Aid for Mini Semesters

Students may be awarded financial aid for mini semester terms under the following conditions:

- Students at Alvin Community College, who enroll in the **first** mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
- **FIRST TIME** students at Alvin Community College, who enroll in the second mini semesters, may receive aid before classes begin (if all deadlines and other requirements are met).
- **CONTINUING** students at Alvin Community College, who enroll in the second mini semester, will be awarded aid at the end of the term based on the classes successfully completed.
- No aid is awarded before classes begin for third mini semester classes, but students may be awarded aid at the end of the term based on the classes successfully completed.

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

Federal Work-Study Program:

This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, and show a need for the earnings to pay for college expenses.

Loans:

Federal Family Education Loan Program (FFELP) - funds come from a bank, credit union, or other lender that participates in the program.

Direct Lending Program (DL) - funds come directly from the federal government.

Eligibility rules and loan amounts are identical under both programs, including need requirements. You must complete a FAFSA for the appropriate year to begin the process of applying for a loan under either program.

Return of Federal Title IV Funds:

Alvin Community College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22 (d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If the student does not officially withdraw classes, and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.
4. If the student fails to earn a passing grade in any of their classes.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Business Office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.

Federal Satisfactory Progress

Requirements

Federal regulations require standards of satisfactory progress for students who receive federal funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student's future eligibility for aid. Standards of satisfactory progress require:

FULL-TIME:	12+ hours
THREE QUARTER TIME:	9-11 hours
HALF-TIME:	6-8 hours

Qualitative Standard

- Students awarded for 12 or more hours must pass at least 9 hours with a minimum 2.0 GPA.
- Students awarded for 6-11 hours must pass a minimum of 6 hours with a 2.0 GPA or higher.
- Students making a ZERO GPA will automatically be placed on financial aid suspension.
- Once students have completed 2 years (4 semesters - fall and spring terms), they must maintain a cumulative GPA of 2.0 or higher.
- Students are NOT ELIGIBLE to receive aid if ONLY enrolled in developmental classes. Courses taken which are not a part of the active degree plan can not be paid by financial aid.
- For financial aid purposes, the summer terms (Summer One, Two, and 11 Week) are counted as one term.
- Financial Aid may pay for Mini Semester courses if the student has funds remaining from the term in which the course is taken.

Quantitative Measures Standard

- Students must enroll in minimum of 6 hours each semester.
- Students must successfully complete 75% of hours taken each semester. This standard applies to all students even if no financial aid funds are awarded.

Maximum Time Frame Standard

- Students must complete their certificate or degree by attempting no more than 150% of the hours required for that certificate or degree.

Example: If a student is working towards an associate degree which requires 66 semester hours, all requirements must be completed within 99 attempted credit hours.

- Withdrawals, repeats, developmental courses, "I" grades (incomplete), and all other transfer hours will be counted in the calculation of the number of attempted hours.

Change of Program (Major)

Students receiving financial aid are allowed one program (major) change. Students may have no more than two programs on file. For classes that do not apply to the new major, the calculation of student's academic standing, credits attempted, and grades earned will not be included or calculated in the new major. This applies to transfer students as well.

Financial Aid Probation

Students who fail to meet the Satisfactory Progress Requirements

will be placed on financial aid probation. PROBATION is a PERMANENT STATUS; however, students may be eligible to receive aid while on probation.

Financial Aid Suspension

Students who fail to meet the Satisfactory Progress Requirements a second time will be SUSPENDED from all financial aid.

Reinstatement of Financial Aid

Students may be reinstated through the following ways:

1. Enroll for six hours at their own expense and meet the Satisfactory Progress Standards, or;
2. Appeal their suspension based on extenuating circumstances.

Financial Aid Appeal

Students should submit the official appeal form available on the website at <http://www.alvincollege.edu/financialaid/Forms.htm> to the Financial Aid Appeals Committee. Attach documentation that may help substantiate the appeal. The Director of Financial Aid will notify the student of the decision by the Appeals Committee.

If an appeal is approved, the student may become eligible to receive aid but will remain on probation permanently. The student may continue to receive financial aid funds up to the maximum time frame as long as Satisfactory Progress Requirements continue to be met. Financial aid suspension will become permanent without additional appeal opportunity, the next time the student fails to meet academic progress requirements.

For more information about federal satisfactory progress standards or to obtain a copy, contact The Financial Aid Office.

State Assistance Programs

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.

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.

Texas Grants (toward Excellence, Access and Success) are need-based grants authorized by the State of Texas. Students must have completed the Recommended or Advanced high school curriculum, and it must be stamped on the high school transcript, or verified by the high school in writing. Students must enroll at least three-quarter time (9 hours) within 16 months of high school graduation. To be eligible to receive a renewal grant, the student must be in compliance with satisfactory academic progress requirements and must have successfully completed 24 hours during the calendar year. Students must not have been convicted of a crime involving a controlled substance.

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Texas Education Opportunity Grant (TEOG) is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

Texas Work-Study Program

This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, show a need for the earnings to pay for college expenses, and be a Texas resident.

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 Registrar's Office. Applicants should begin the application process at least two months prior to registration to establish eligibility. Hazlewood students must obtain a Tuition Exemption Form from the Registrar's Office before 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.

Other Assistance Programs

Workforce Investment Act of 1998: The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office. Phone numbers for the WorkSource may be obtained by calling 281/585-3303.

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

Departmental Academic Scholarships: These competitive scholarships are provided to qualified students in:

- Art
- Cardiovascular
- Child Development/Early Childhood
- Communications
- Computer Information Technology
- Court Reporting
- Criminal Justice
- Emergency Medical Technology
- English
- Foreign Languages
- Industrial Design Technology
- Law Enforcement
- Math
- Management Development
- Mental Health
- Music
- Nursing-ADN
- Office Administration
- Paralegal
- Process Technology
- Respiratory Care
- Social Science
- Science
- Vocational Nursing

Interested students should contact the chairperson of the appropriate department. For information about additional scholarships contact the Financial Aid Office or go to the college website www.alvincollege.edu.

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 Counselor in the ACC Advising Services office for applications and information. Students are encouraged to apply for benefits online at www.gibill.va.gov. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; veterans must request certification each semester.

Standards of Academic Progress for Students Receiving VA Benefits

Satisfactory Progress: VA students must maintain a Cumulative Grade Point Average (CGPA) of 2.0.

Probation: Failure to maintain a 2.0 Cumulative Grade Point Average (CGPA) will result in the student being placed on probation. Students under probation status who achieve a 2.0 semester GPA can remain under this status until the Cumulative GPA rises above a 2.0.

Unsatisfactory Progress: Probation students who fail to maintain a semester GPA of 2.0 or who earn a punitive grade will be placed on VA Suspension. The suspension will be reported to the VA.

Reinstatement of VA Education Benefits: Students under VA suspension may choose to continue taking classes without being certified for VA Benefits. If a student completes a semester of at least ½ time status, achieves a semester GPA above a 2.0, and no punitive grades are earned they can be certified for VA benefits the next semester under the probation guidelines.

Learning Lab

The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Additional tutoring is offered in areas such as English, Reading, History, Geography, Government, Economics, and Anatomy & Physiology. Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, and computer usage and printing, including internet service. The Learning Lab provides assistance with study skills and serves as a testing facility for distance education classes.

Library

The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has over 11,000 books, 146 current periodical subscriptions, a scanner, and a coin-operated photocopier. Computer print jobs are sent to the central server with coin-operated print control software. Printing is done at the cost of ten cents per page. Six (6) study rooms are available for individual and group study as well as viewing course dvd's. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials or use the computers. Contact the Library for more information. **Wireless Internet access is available in the library and throughout the campus.** See an assistant in the Cyber-Student Computer Lab to register for this service.

ACC belongs to Texshare, a statewide system allowing reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition to the databases offered by Texshare, the college accesses three databases -Literary Reference Center, JSTOR and Fergusons Career Center. We are adding several thousand electronic books through Ebrary. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Internet or bibliographic instruction is provided to patrons in the college's electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations.

Students are responsible for clearing their library records before the end of each semester. Failure to do so will result in the student's records being placed on hold. Official transcripts will not be released or registration allowed until the hold is cleared in the library.

Campus Services

CAFETERIA

Mr C's Deli and Bistro is located in the Student Center. This full service cafeteria offers an array of tasty and healthful food items. The daily menu includes a full breakfast, fresh salads, wraps, sandwiches, pizza, grill items and a daily hot lunch special. It is open each class day Monday – Friday. Salad, wraps and sandwiches are available after hours in the College Store

CHILD DEVELOPMENT LABORATORY SCHOOL

Students, staff and faculty may enroll their children in the campus child development laboratory school operated by the Child Development Early Childhood Department. The center is licensed for children ages 18 months to 6 years. The program also includes a private kindergarten classroom.

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 both day and evening 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) 756-3691.

HEALTH INSURANCE

Alvin Community College does not participate in a group student insurance plan. Student health insurance is available for purchase through private companies. Students may obtain written publications and contact information regarding various plans from the Dean of Students. Students should carefully study the terms of the policy before purchasing coverage.

PARKING

Automobiles must be registered with the College Police to park 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.

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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 and get involved. Activities range from health & wellness to cultural awareness; entertainment, as well as intramural sports. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights and the Open House. The Student Activities Office maintains a calendar of campus events which can be accessed through the college website.

STUDENT ORGANIZATIONS

Alvin Community College offers a variety of student organizations classified as service, religious and social. Potential student leaders are encouraged to join the Student Government Association (SGA). SGA is an organization that represents the student body, and maintains communication between the students and the administration. Other campus organizations include:

ACC Empowering People to Embrace Disabilities (ACCEPTED)
Sponsor: Eileen Cross 281.756.3533

ACC Writer's Club
Sponsor: Gilbert Benton 281.756.3713

Alvin Nursing Students Association (ANSA) - Nursing Students
Sponsor: Sally Durand 281.756.5611

Alvin Paralegal Association (APA) - Paralegal Students Only
Sponsor: Karen Barnett 281.756.3642

American Association of University Women
Sponsor: Marjorie Nash 281.756.3731

Anime Club
Sponsor: Chris Chance 281.756.3948

Baptist Student Ministries (BSM)
Sponsor: Gilbert Benton 281.756.3713

Broadway Wannabes
Sponsor: Kevin Moody 281.756.3587

Catholic Newman Association
Sponsor: Amalia Parra 281.756.3709

Church of Christ Fellowship
Sponsor: Coach Gary Coffman 281.756.3693

Electronics Club
Sponsor: Jimmie Stewart 281.756.3667

Equality Now: ACC's Gay Straight Alliance
Sponsor: Aaron Alon 281.756.3587

Gamer Club
Sponsor: Chris Chance 281.756.3948

Health Occupation of Students of America (H.O.S.A)
Sponsor: Patty Stemmer 281.756.5641

History Club
Sponsor: Chris Chance 281.756.3948

Phi Theta Kappa - Invitation
Sponsor: Donna Payne 281.756.5633

Polysomnography
Sponsor: Diane Flatland 281.756.5660

Sonography (SOS)
Sponsor: Jessica Murphy 281.756.5650

Student Government Association (SGA)
Sponsor: Brooke Dedmon 281.756.3688

Student Organization of Sleep Studies (S.O.S.) - By Invitation
Sponsor: Debbie Downhour 281.756.5659

Student Veterans of America (SVA)
Sponsor: Toby Herzog 281.756.3530

Study Abroad Club (SAC)
Sponsor: Amalia Parra 281.756.3709

The Club
Sponsor: Jeff Cernoch 281.756.3539

Word Droppers- Court Reporting
Sponsor: Debbie Cunningham 281.756.3758

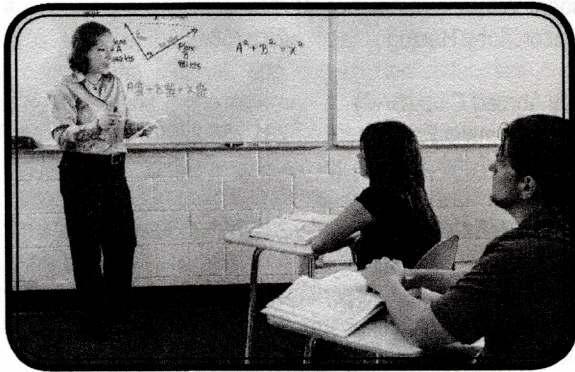
ATHLETICS

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball and women's 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 provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the official publication of the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The student handbook is available online at www.alvincollege.edu and in the Dean of Students office.

EDUCATIONAL PROGRAMS



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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 of Arts Degree

Degree: Associate of Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of 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	Government	Music	Psychology
Economics	History	Musical Theater	Sociology
Education	Journalism	Philosophy	Speech
English	Library Science	Physical Education	
Foreign Language	Mathematics	Pre-Law	

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 of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Select from Math Core Curriculum	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Communication	3	0	3
Foreign Language or Elective		3	3	3-4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	6	16-17
Second Semester				
+ENGL 1302	Composition II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
+BCIS 1405 (or higher)	Business Computer Applications	3	3	4
+MATH	Select from Math Core Curriculum	3	0	3
Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	6-8	17-18
Third Semester				
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+GOVT 2301	American National & State Governments I	3	0	3
+Visual and Performing Arts	Select from Visual & Perf Arts Core	3	0	3
ENGL Literature	Any sophomore level literature	3	0	3
Elective	Elective	<u>3</u>	<u>2</u>	<u>3</u>
		15	5	16
Fourth Semester				
+ Humanities	Select from Humanities Core Curriculum	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core:	3	0	3
Elective	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

+Denotes core requirement; see p. 20

**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 Degree65

Art Degree Program

281-756-3605

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Associate of Arts Degree Program

Associat

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	3	3	3
ARTS 1316	Drawing I	3	3	3
ARTS 1303	Art History I	<u>3</u>	<u>0</u>	<u>3</u>
		15	6	15
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
ARTS 2346	Ceramics I	3	3	3
ARTS 1317	Drawing II	<u>3</u>	<u>3</u>	<u>3</u>
		12	6	12
Summer I Semester				
+GOVT 2301	American National & State Governments I	3	0	3
+Humanities	Select from Humanities Core Curriculum	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
Summer II Semester				
+GOVT 2302	American National & State Governments II	3	0	3
+BCIS 1405 (or higher)	Business Computer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		6	3	7
Third Semester				
ARTS 2316	Painting I	3	3	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+MATH 1314	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		12	9	13
Fourth Semester				
ARTS 2326	Sculpture I	3	3	3
ARTS 2347	Ceramics II	3	3	3
+Natural Sciences	Natural Sciences	3	3	4
SPCH 1315/1318	Public Speaking/Interpersonal Communications	<u>3</u>	<u>0</u>	<u>3</u>
		12	9	13

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+Denotes core requirement; see p. 20

**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 Degree66

Drama Degree Program

281-756-3607

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition I	3	0	3
DRAM 1220	Theatre Practicum I	0	6	2
DRAM 1322	Stage Movement & Dance	1	3	3
DRAM 1310	Introduction to Theater	3	2	3
+MATH 1314 or +MATH 1332 or +Natural Science	College Algebra Contemporary Mathematics I Select from Natural Sciences Core Curriculum	<u>3</u> 10	<u>3/4</u> 14/15	<u>3/4</u> 14/15
Second Semester				
+ENGL 1302	Composition II	3	0	3
DRAM 1221	Theatre Practicum II	0	6	2
DRAM 1351	Acting I	2	4	3
DRAM 1341	Stage Makeup	2	4	3
+DRAM 2361 or +DRAM 2362	History of Theatre I History of Theatre II	3	0	3
+**HIST 1301	The U.S. to 1877	<u>3</u> 13	<u>0</u> 14	<u>3</u> 17
Third Semester				
+Humanities	Select from Humanities Core Curriculum	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
DRAM 2120	Theatre Practicum III	0	6	1
DRAM 1330	Stagecraft I	2	4	3
DRAM 1352	Acting II	<u>2</u> 13	<u>4</u> 14	<u>3</u> 16
Fourth Semester				
+BCIS 1405 (or higher)	Business Computer Applications	3	3	4
DRAM 2331	Stagecraft I	3	3	3
+DRAM 2336 ^a	Voice for Theatre	3	0	3
DRAM 2121	Theatre Practicum IV	0	6	1
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	<u>3</u> 15	<u>0</u> 12	<u>3</u> 17

+Denotes core requirement; see p. 20

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

^a Satisfies Speech Core requirement

Total Minimum Credits Required for Drama Degree65

Drama Degree Program

Music - Instrumental Concentration Degree Program

281-756-3587 Music

Associate of Arts Degree Program

Associate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
***MUSI 1211 ^a	Music Theory I	3	0	2
***MUSI 1216	Elementary Sight Singing & Ear Training I	0	3	2
*MUSI 1181	Class Piano I	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUEN 1122 ^{bd}	Concert Band	0	5	1
+ENGL 1301	Composition I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
		11	13	14
Second Semester				
***MUSI 1212 ^a	Music Theory II	3	0	2
***MUSI 1217	Elementary Sight Singing & Ear Training II	0	3	3
*MUSI 1182	Class Piano II	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUEN 1123 ^{bd}	Concert Band	0	5	1
+ENGL 1302	Composition II	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
MATH 1314 or	College Algebra			
MATH 1332 or	Contemporary Mathematics I			
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	0-3	3-4
		14	13-16	17-18
Third Semester				
***MUSI 2211 ^a	Music Theory III	3	0	2
***MUSI 2216	Advanced Sight Singing & Ear Training I	0	3	2
*MUSI 2181	Class Piano III	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUEN 2122 ^{bd}	Concert Band	0	5	1
MUSI 1308 ^{ab}	Survey of Music Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+SPCH 1315 ^c or	Public Speaking or			
+SPCH 1318 ^c	Interpersonal Communication	3	0	3
		14	13	17
Fourth Semester				
***MUSI 2212 ^a	Music Theory IV	3	0	2
***MUSI 2217	Advanced Sight Singing & Ear Training II	0	3	2
*MUSI 2182	Class Piano IV	1	1	1
MUAP	Applied Principle Instr.	1	4	2
MUEN 2123 ^{bd}	Concert Band	0	5	1
+MUSI 1309 ^{ab}	Survey of Music Literature II	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		14	13	17

+Denotes Core Requirement; see p.20

*MUAP 1269, 1270, 2269, 2270 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.

***Co-requisite

^a Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 and 1309, 1211,1212, 2211,2212.

^b Satisfies Visual/Performing Arts Core requirements

^c Satisfies Speech core requirement

^d Piano and guitar majors may substitute Concert Choir (MUEN 1141,1142,2141,2142)

Total Minimum Credits Required for Music-Instrumental Concentration Degree..... 65-66

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
***MUSI 1211 ^a	Theory I	3	0	2
***MUSI 1216	Elementary Sight Singing & Ear Training I	0	3	2
*MUSI 1181	Class Piano I	1	1	1
MUAP 1281	App. Music: Voice	1	4	2
MUEN 1141 ^b	Concert Choir	0	5	1
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The U.S. to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		11	13	14
Second Semester				
***MUSI 1212 ^a	Music Theory II	3	0	2
***MUSI 1217	Elementary Sight Singing & Ear Training II	0	3	2
*MUSI 1182	Class Piano II	1	1	1
MUAP 1282	App. Music: Voice	1	4	2
MUEN 1142 ^b	Concert Choir	0	5	1
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
MATH 1314 or MATH 1332 or +Natural Sciences	College Algebra Contemporary Mathematics I Select from Natural Sciences Core Curriculum	<u>3</u>	<u>0-3</u>	<u>3-4</u>
		14	13-16	17-18
Third Semester				
***MUSI 2211 ^a	Music Theory III	3	0	2
***MUSI 2216	Advanced Sight Singing & Ear Training I	0	3	2
*MUSI 2181	Class Piano III	1	1	1
MUAP 2281	App. Music: Voice	1	4	2
MUEN 2141 ^b	Concert Choir	0	5	1
MUAP 1308 ^{ab}	Survey of Music Lit I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+DRAM 2336 ^c	Theater Speech	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17
Fourth Semester				
***MUSI 2212 ^a	Music Theory IV	3	0	2
***MUSI 2217	Advanced Sight Singing & Ear Training II	0	3	2
*MUSI 2182	Class Piano IV	1	1	1
MUAP 2282	App. Music: Voice	1	4	2
*MUEN 2142 ^b	Concert Choir	0	5	1
+MUSI 1309 ^{ab}	Survey of Music Lit II	3	0	3
+GOVT 2302	American National & State Government II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17

+Denotes core requirement; see p. 20

*MUAP 1269, 1270, 2269, 2270 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.

***Co-requisites

^a Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 & MUSI 1309, 1211, 1212, 2211, 2212.^b Satisfies Visual/Performing Arts core requirement.^c Speech core requirement.

Total Minimum Credits Required for Music - Voice Concentration Degree 65/66

Field of Study Curriculum for Music

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music.

Field of Study Courses

The field of study curriculum shall consist of 27 to 35 lower-division semester credit hours (31 without the keyboard course described below) that are fully transferable. Transfer of credit in ensemble, applied study and theory/aural skills shall be on a course-for-course basis.

COURSE	NUMBER OF SEMESTERS	SEMESTER CREDIT HOURS
Ensemble		
MUEN 1122, 1123, 2122, 2123 (Instrumental Majors)	4	4
MUEN 1141, 1142, 2141, 2142 (Voice Majors)	4	4
Applied Study		
Four semesters of sequential courses in voice or one instrumental area:		
MUAP 1217, 1218, 2217, 2218 (Woodwinds)	4	8
MUAP 1237, 1238, 2237, 2238 (Brass)	4	8
MUAP 1257, 1258, 2257, 2258 (Percussion)	4	8
MUAP 1261, 1262, 2261, 2262 (Guitar)	4	8
MUAP 1269, 1270, 2269, 2270 (Piano)	4	8
MUAP 1281, 1282, 2281, 2282 (Voice)	4	8
Theory/Aural Skills		
MUSI 1211, 1212, 2211, 2212 (Music Theory)	4	8
MUSI 1216, 1217, 2216, 2217 (Sight Singing & Ear Training)	4	8
Music Literature		
MUSI 1308 or 1309	1	3

Keyboard (Piano) Competency

Because keyboard (piano) competency is a requirement for most baccalaureate degrees in music, up to four additional semester credit hours of course work pertaining to keyboard (piano) may transfer by agreement between institutions. Keyboard competency courses approved for transfer are courses in group piano or applied lessons that concentrate specifically on skills development for passing keyboard proficiency examinations. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purposes of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirement at a receiving institution.

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Courses for Completion necessary for division student composition

Full Academic Academic credit accepted at on specific

General Ed In addition to credit hours

The Association The field of courses from credit hour receiving ins

Courses for Specific Degree Programs

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lower-division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the field of study curriculum.

Full Academic Credit

Academic credit shall be granted on a course-for-course basis in the transfer of theory/aural skills, applied music, and ensemble courses and will be accepted at the credit-hour level of the receiving institution. Full academic credit shall be granted on the basis of comparable courses completed, not on specific numbers of credit hours accrued.

General Education Courses

In addition to the course work listed above, the maximum recommended transfer credit from the general education core curriculum is 31-39 semester credit hours. Students shall complete the general education core curriculum in effect at the institution that will grant the baccalaureate degree.

The Associate's Degree in Music

The field of study curriculum should serve as the basis for structuring the associate's degree in music. Each two-year college should determine which courses from its approved general education core curriculum to include with the music field of study curriculum in order to constitute a 66-semester credit hour transfer block. In order to receive the baccalaureate degree, a transferring student shall complete the general education core at the receiving institution.



The ACC Band and Alvin Community College Summer Jazz Ensemble provide opportunities for past and present musicians to be creative and enrich the community.

Musical Theatre Degree Program

281-756-3587

Psych
Associate

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition I	3	0	3
+DRAM 2336 ^a	Voice for Theatre	3	0	3
MUSI 1211	Music Theory I	3	0	2
MUSI 1216	Elementary Sight Singing & Ear Training I	3	0	2
MUAP 1281	Applied Music: Voice	1	4	2
MUSI 1159	Musical Theatre I	1	4	1
MATH 1314 or	College Algebra or			
MATH 1332 or	Contemporary Mathematics I or			
+Natural Sciences	Select from Natural Sciences Core Curriculum	<u>3</u>	<u>3/4</u>	<u>3/4</u>
		17	8-11	16-17
Second Semester				
+**HIST 1301	The U.S. to 1877	3	0	3
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
MUSI 1212	Music Theory II	3	0	2
MUSI 1217	Elementary Sight Singing & Ear Training II	3	0	2
MUAP 1282	Applied Music: Voice	1	4	2
+Social/Behavioral	Select from Social/Behavioral Science Core	<u>3</u>	<u>0</u>	<u>3</u>
		16	11	18
Third Semester				
+ENGL 1302	Composition II	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
DRAM 1341	Stage Makeup	2	4	3
MUSI 1181	Class Piano I	1	1	1
MUAP 2281	Applied Music: Voice	1	4	2
MUSI 2159	Musical Theatre II	<u>1</u>	<u>4</u>	<u>1</u>
		14	13	16
Fourth Semester				
DRAM 1352	Acting II	2	4	3
MUAP 2282	Applied Music: Voice	1	4	2
+**HIST 1302	The U.S. Since 1877	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
MUSI 1182	Class Piano II	1	1	1
+DRAM 2362 or	History of the Theatre II or			
+MUSI 1308/9b or	Survey of Music Literature I or II or			
+DRAM 1310	Introduction to Theater	<u>3</u>	<u>0</u>	<u>3</u>
		13	9	15

+Denotes core requirement; see p. 20.

*MUAP 1269, 1270, 2269, 2270 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 requirement

a Satisfies Speech Core requirement

b Satisfies Visual/Performing Arts Core requirement. Students should choose based on requirements of the senior institution to which they are transferring.

Total Minimum Credits Required for Musical Theatre Degree 65-66

Musical Theatre

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Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+COSC / BCIS	Select from Basic Computer Literacy Core Curriculum	3	0/3	3/4
+MATH	Select from Math Core Curriculum	3	0	3
+Visual and	Select from Performing Arts Core Curriculum	3	0	3
PSYC 1300	Learning Strategies	3	0	3
PHED	Physical Activity	0	3	1
		12	3/6	13/14
Second Semester				
+ENGL 1301	Composition & Rhetoric I	3	0	3
+HIST 1301	The U.S. to 1877	3	0	3
+Natural Science	Select from Natural Science Core Curriculum	3	0/3	3/4
PSYC 2301	General Psychology	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Comm.	3	0	3
PHED	Physical Activity	0	3	1
		15	3/6	16/17
Third Semester				
+ENGL 1302	Composition & Rhetoric II	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
PSYC 2314	Life-Span Growth & Development	3	0	3
PSYC 2317	Statistical Methods in Psychology	3	0	3
		15	0	15
Fourth Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
+HIST 1302	The U.S. Since 1877	3	0	3
+Natural Science	Select from Natural Science Core Curriculum	3	0/3	3/4
*PSYC Elective	Elective	3	0	3
*PSYC Elective	Elective	3	0	3
		15	0/3	15/16

Total Minimum Credit Hours Required for an A. A. in Psychology **60-62

+ Denotes Core Curriculum Requirement

* Denotes psychology electives selected from the following courses:

- | | |
|--|-------------------------------------|
| PSYC 2302 Applied Psychology | PSYC 2315 Psychology of Adjustment |
| PSYC 2306 Human Sexuality | PSYC 2316 Psychology of Personality |
| PSYC 2307 Adolescent Psychology | PSYC 2319 Social Psychology |
| PSYC 2308 Child Growth and Development | PSYC 2389 Co-op/Internship |
| PSYC 2311 Adult Development | |

** Note that if 3-credit (non-lab) courses are transferred to ACC, additional elective credits may be required to meet the 60 hour minimum for the degree.

Sociology Degree Program

281-756-3733 Sports

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+COSC / BCIS	Select from Basic Computer Literacy Core Curriculum	3	0/3	3/4
+MATH	Select from Math Core Curriculum	3	0	3
PSYC 1300	Learning Strategies	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		12	3/6	13/14
Second Semester				
+ENGL 1301	Composition & Rhetoric I	3	0	3
+HIST 1301	The U.S. to 1877	3	0	3
+Natural Science	Select from Natural Science Core Curriculum	3	0/3	3/4
SOCI 1306	Social Problems	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Comm.	3	0	3
PHED	Physical Activity	0	3	1
		15	3/6	16/17
Third Semester				
+ENGL 1302	Composition & Rhetoric II	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
PSYC 2317	Statistical Methods in Psychology	3	0	3
SOCI 2301	Marriage and the Family	3	0	3
		15	0	15
Fourth Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
+HIST 1302	The U.S. Since 1877	3	0	3
+Natural Science	Select from Natural Science Core Curriculum	3	0/3	3/4
*SOCI Elective	Sociology Elective	3	0	3
+Visual and Performing Arts	Select from visual & Performing Arts Core Curriculum	3	0	3
		15	0/3	15/16

Total Minimum Credit Hours Required for an A. A. in Sociology**60-62

+Denotes Core Curriculum Requirement

*Denotes Sociology electives selected from the following courses:

- | | |
|-----------------------------|------------------------------|
| SOCI 2306 Human Sexuality | SOCI 2336 Criminology |
| SOCI 2319 Minority Studies | SOCI 2340 Drug Use and Abuse |
| SOCI 2326 Social Psychology | SOCI 2389 Co-op/Internship |

** Note that if 3-credit (non-lab) courses are transferred to ACC, additional elective credits may be required to meet the 60 hour minimum for the degree.

Sports and Human Performance

281-756-3691

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+BIOL 1406	General Biology I	3	3	4
PHED 1301	Introduction to Physical Fitness & Sport	3	0	3
+BCIS 1405 (or higher)	Business Computer Applications	3	3	4
PHED	Physical Activity	0	3	1
		15	9	18
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Health and Wellness	3	0	3
PHED 1346	Drug Use and Abuse	3	0	3
PHED	Physical Activity	0	3	1
		12	3	13
Summer Semester				
+MATH 1314	College Algebra	3	0	3
		3	0	3
Third Semester				
+Visual/Performing	Select from Visual & Perf Arts Core	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
+GOVT 2301	American National & State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
+PSYC 2301	General Psychology	3	0	3
		15	3	16
Fourth Semester				
BIOL 2402	Anatomy & Physiology II	3	3	4
+GOVT 2302	American National & State Governments II	3	0	3
PHED 1322	Coaching Athletics-Baseball/Softball	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		15	3	16

+Denotes core requirement; see p. 20

**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 Sports & Human Performance Degree.....66

Sports & Human Performance

Associate of Arts - General Studies

281-756-3711 Associate

Degree: Associate of 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 of Arts - General Studies Degree

Core Curriculum	Course Title	Credits
Communication	Select three from the following courses: ENGL 1301, 1302, 2311 SPCH 1315, 1318, 2335 SPAN 1411, 1412, FREN 1411, 1412 GERM 1411, 1412, CHIN 1411, 1412	9
Mathematics	Select one from the following courses: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Natural Sciences	Select two from the following courses: ASTR 1403, 1404 BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1401, 1402, 1403, 1404 2425, 2426	8
Visual & Performing Arts	Select one from the following courses: ARTS 1301, 1303, 1304, 1316, 2316, 2348 COMM 2366 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310 MUEN 1122, 1123, 1125, 1126, 1135, 1141, 1142, 1143, 1144, 1151, 1152, 2122, 2123, 2125, 2126, 2135, 2141, 2142, 2143, 2144, 2151, 2152	3
Humanities	Select one from the following courses: COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301, 1302 PHIL 1301, 1304, 2306 or any Sophomore level Chinese, French, German or Spanish course	3
Social and Behavioral Sciences	Select from the following: Select two (6 hrs) HIST 1301, 1302, 2301 Required (6 hrs) GOVT 2301, 2302 Select one (3 hrs) ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOC1 1301, 1306, 2301, 2319	15
Basic Computer Literacy	Select one from the following courses: BCIS 1310, 1316, 1320, 1405, 1431 COSC 1420, 2420	4
Other Requirements	Physical Activity (each 1 hour activity course)	2
College Level Electives	Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.	18
Total credits required for the Associate of Arts - General Studies Degree		65

Length: Four

Purpose: The state of Te and Special E

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General Studies

Associate of Arts in Teaching Program

281-756-3644

Length: Four -Semester (Two Year) Program

Purpose: The AAT is designed to provide a set of courses within the Teacher Certification areas which will transfer to any public college or university in the state of Texas that offers educator preparation programs. Specific Teaching tracks include: Early Childhood-Grade 6; Grades 4-8; EC-12 Bilingual and Special Education grades 8-12. The transfer student must meet the admission requirements from the accepting college or institution.

Leading to Initial Texas Teacher Certification Early Childhood - Grade 6.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
Basic Computer Literacy Core	Select from COSC core	3	3	4
MATH 1314	College Algebra or higher (excludes Math 1332)	3	0	3
MATH 1350	Fundamentals of Math I	3	0	3
MATH 1351	Fundamentals of Math II	3	0	3
Natural Science	Select from Natural Science Core (2 courses)			8
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities Core	ENGL literature (preferred)	3	0	3
Visual & Performing Arts Core	Select from: MUSI, ARTS, DRAM	3	0	3
Social & Behavioral Science Core	GEOG 1303 (preferred)	3	0	3
Pre-Major Education Courses: (12 hours)				12
Select from:				
EDUC 1301	Introduction to the Teaching Profession			
EDUC 2301	Special Populations			
TECA 1303	Family, School & Community			
TECA 1311	Educating Young Children			
TECA 1318	Wellness & the Young Child			
TECA 1354	Child Growth & Development			
Total Minimum Credits Required63

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification

Grades 4-8 Generalist EC-12 Bilingual/ESL or EC-12 Special Education.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
MATH 1314	College Algebra or higher (excludes Math 1332)	3	0	3
MATH 1350	Fundamentals of Math I	3	0	3
MATH 1351	Fundamentals of Math II	3	0	3
BIOL	Select from: BIOL 1406, 1407 or 2401	3	3	4
CHEM	Select from: CHEM:1405, 1411	3	3	4
PHYS/GEOL	PHYS 1401, PHYS 2425, GEOL 1401, 1403 or 1404 (for Grades 4-8 Science Certification; Two lab sciences must be in same discipline)	3	3	4
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3

GOVT 2302	American National & State Governments II	3	0	3
Humanities Core	Select from: ENGL literature(sophomore level) or HUMA, or PHIL	3	0	3
Visual & Performing Arts Core	Select from MUSI, ARTS, DRAM	3	0	3
Social & Behavioral Science Core	GEOG 1303 (preferred)	3	0	3
Pre-Major Required Courses:				
EDUC 1301	Introduction to Teaching Profession	3	1	3
EDUC 2301	Introduction to Special Populations	3	1	3

Total Minimum Credits Required61

Important Note: Bilingual Certification also requires SPAN 2311-2312 at some universities.

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification, Grades 8 – 12, and Other EC- 12 Tracks

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
MATH 1314*	College Algebra	3	0	3
BIOL	Select from: BIOL 1406, 1407 or 2401	3	3	4
Earth Science or CHEM or PHYS	Select from: GEOL 1401, 1403 Select from: CHEM: 1405, 1411 PHYS 1401, PHYS 2425	3	3	4
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities	Select from: ENGL literature(sophomore level), or HUMA or PHIL	3	0	3
Visual & Performing Arts	Select from ARTS, MUSI, DRAM	3	0	3
Pre-major Courses				
EDUC 1301	Introduction to the Teaching Profession	3	1	3
EDUC 2301	Introduction to Special Populations	3	1	3
Content area teaching fields/academic disciplines (12 hours)				12

Total Minimum Credits Required60

* Non math or science majors may take Math 1332. Consult the requirements from the accepting university.

** Specific course may be required. Consult the catalog from the accepting university.

*** Area Teaching Field/Academic Discipline:

8-12	History	8-12	Science
8-12	Social Sciences	8-12	English Language Arts & Reading
8-12	Mathematics	8-12	Computer Science
8-12	Physical Sciences	8-12	Foreign Language

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Associate of Science Degree Program

281-756-5669

Degree: Associate of Science (A.S.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of 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	Engineering	Physics
Business Administration	Forestry	Pre-Dentistry
Chemistry	Geology	Pre-Medicine
Communications-Radio & Television Broadcasting	Mathematics	Pre-Veterinary
Conservation	Pharmacy	

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

281-756-5669

Associate of Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+BIOL 1406	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	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 1407	General Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition II	3	0	3
+BCIS1405(or higher)	Business Computer Applications	3	3	4
**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	13	19
Third Semester				
BIOL 2306 or	Environmental Conservation or	3	0-3	3-4
BIOL 2401	Anatomy and Physiology I			
CHEM 2423	Organic Chemistry	3	4	4
+ENGL 2332 or	Survey of Literature I or	3	0	3
ENGL 2322	Survey of English Literature I			
+GOVT 2301	American National & State Governments I	3	0	3
+Visual/Perform. Arts	Visual/Performing	3	0	3
		15	4-7	16-17
Fourth Semester				
BIOL 2420 or	Microbiology or	3	3	4
BIOL 2402	Anatomy and Physiology II			
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		12	3	13

+Denotes core requirement; see p. 20.

**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 Biological Science Degree 66-67

Business Administration Degree Program

281-756-3660 Comm

Associate of Science Degree Program with a Field of Study in Business

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Associate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+Visual/Performing Arts	Visual/Performing Arts	<u>3</u>	<u>0</u>	<u>3</u>
		15	3-4	16
Second Semester				
+ENGL 1302	Composition II	3	0	3
MATH 1324	Math for Business & Social Science I	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+Humanities	Select from Humanities Core Curriculum	<u>3</u>	<u>0</u>	<u>3-4</u>
		15	3-4	16-17
Third Semester				
***BCIS 1405	Business Computer Applications	3	3	4
***ACCT 2301	Financial Accounting	3	1	3
+GOVT 2301	American National & State Governments I	3	0	3
+***ECON 2301 ^a	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	<u>3</u>	<u>0</u>	<u>3</u>
		15	4	16
Fourth Semester				
+SPCH 1315 or	Public Speaking or	3	0	3
***SPCH 1321	Business Speaking			
***ACCT 2302	Managerial Accounting	3	1	3
+GOVT 2302	American National & State Governments II	3	0	3
***ECON 2302	Principles of Economics II	3	0	3
***MATH 1325	Math for Business & Social Science II	3	0	3
BUSI 1301 or	Introduction to Business or			
BUSI 2302	Business Law II	<u>3</u>	<u>0</u>	<u>3</u>
		18	1	18

+Denotes core requirement; see p. 20.

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

^aSatisfies Social/Behavioral Sciences Core Requirement.

***Field of Study Curriculum; see p. 23.

Total Minimum Credits Required for Business Administration Degree.....66-67

This degree plan is designed to meet the needs of students who major in Business and transfer to a four-year college/university. It was approved by the Texas Higher Education Coordinating Board with the intention that transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Receiving institutions are not required to accept a grade below "C" in transfer and may require additional lower-division courses that may be necessary for specific degree programs.

The following courses, totaling 22 hours have been adopted by the THECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 1405, SPCH 1315 or SPCH 1321 (one speech course only, ACCT 2301 and 2302).

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Communications - Radio/TV Broadcasting Degree Program 281-756-3767

(for students planning to transfer to a four year institution)

Associate of Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
COMM 1336	Television Production I	2	4	3
PHED	Physical Activity	0	3	1
		14	10-11	17
Second Semester				
+ENGL 1302	Composition II	3	0	3
COMM 2311	News Gathering & Writing I	2	4	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
COMM 1337	Television Production II	2	4	3
		13	11-12	16
Third Semester				
COMM 2327	Introduction to Advertising	3	0	3
COMM 2303	Audio/Radio Production	2	2	3
+GOVT 2301	American National & State Governments I	3	0	3
+COMM 1307	Introduction to Mass Communication	3	0	3
+ECON 2301a	Principles of Economics I	3	0	3
PHED	Physical Activity	0	3	1
		14	5	16
Fourth Semester				
+SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3	0	3
+COMM 2366	Introduction to Film	2	2	3
+GOVT 2302	American National & State Governments II	3	0	3
COMM 2326 or COMM 2331	Practicum in Electronic Media or Radio/Television Announcing	1 3	5 0	3 3
+BCIS 1405 (or higher)	Business Computer Applications	3	3	4
		12/14	10/5	16

+Denotes core requirement; see p. 20.

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

^aSatisfies Social/Behavioral Sciences Core Requirement

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree 65

Health Science Degree Program 281-756-3531 Math

Associate of Science Degree Program

This is a recommended course of study for students who plan to pursue a baccalaureate degree in nursing or other allied health field. It does not prepare students for direct entry into a health related career field. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+BIOL 2401	Anatomy and Physiology I	3	3	4
+ENGL 1301	Composition I	3	0	3
+PSYC 2301	General Psychology	3	0	3
+**HIST 1301	US History to 1877	3	0	3
+BCIS 1405	Business Computer Applications	<u>4</u> 16	<u>3</u> 6	<u>4</u> 17
Second Semester				
+BIOL 2402	Anatomy and Physiology II	3	3	4
+ENGL 1302	Composition II	3	0	3
PSYC 2314	Lifespan Growth & Development	3	0	3
+HUMA/PHIL 2306	Intro to Ethics (recommended)	3	0	3
+**HIST 1302	US History Since 1877	3	0	3
PHED	Physical Activity	<u>1</u> 16	<u>3</u> 6	<u>1</u> 17
Third Semester				
BIOL 2420	Microbiology	3	3	4
HECO 1322	Nutrition and Diet Therapy	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
+MATH 1314	College Algebra	<u>3</u> 3	<u>0</u> 16	<u>3</u> 16
Fourth Semester				
CHEM 1405 or 1411	Chemistry	3	3	4
+GOVT 2302	American National & State Governments II	3	0	3
+SPCH 1315	Public Speaking	3	0	3
MATH 1342	Statistical Methods	3	0	3
(PSYC 2317 will also fulfill this requirement)				
+VISUAL & PERF ARTS	Visual/ Performing Arts	<u>3</u> 15	<u>0</u> 3	<u>3</u> 16

+Denotes Core Requirement; see p. 20.

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

Total Minimum Credits Required for Health Science Degree. 66

Mathematics Degree Program

281-756-3705

Associate of Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
PHED	Physical Activity	0	3	1
+Visual/Performing Arts	Visual/Performing Arts	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13
Second Semester				
+ENGL 1302	Composition II	3	0	3
MATH 2412	Pre-Calculus Math	4	0	4
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
+Humanities	Select from Humanities Core Curriculum	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	<u>3</u>	<u>0</u>	<u>3</u>
		16	3	17
Third Semester				
ENGL 2332 or	Survey of Literature I or	3	0	3
ENGL 2322	Survey of English Literature I			
+GOVT 2301	American National & State Governments I	3	0	3
MATH 2413	Calculus I	4	0	4
+SPCH 1315	Public Speaking	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	<u>3</u>	<u>3-4</u>	<u>4</u>
		16	3-4	17
Fourth Semester				
+GOVT 2302	American National & State Governments II	3	0	3
MATH 2414	Calculus II	4	0	4
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+BCIS 1405 (or higher)	Business Computer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		13	6-7	15

+Denotes Core Requirement; see p. 20.

**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 Mathematics Degree62

Physical Science Degree Program

Associate of Science Degree Program

281-756-5669 Association

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
+BCIS 1405 (or higher)	Business Computer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		15	10	18
Second Semester				
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+MATH 2412	Pre-Calculus Math	4	0	4
+Visual/Perform. Arts	Visual/Performing Arts	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		16	7	18
Third Semester				
+***Science	Recommended for Majors	3	3-4	4
+ENGL 2332 or ENGL 2322	Survey of Literature I or Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
MATH 2413	Calculus I	<u>4</u>	<u>0</u>	<u>4</u>
		13	3-4	14
Fourth Semester				
+****Science	Second half of science courses taken third semester	3	3-4	4
+GOVT 2302	American National & State Governments II	3	0	3
MATH 2414	Calculus II	4	0	4
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	<u>3</u>	<u>0</u>	<u>3</u>
		13	3-4	14

+Denotes core requirement; see p. 20.

***Chemistry majors should take CHEM 2423 and either PHYS 2425 or BIOL 1406.

Geology majors should take GEOL 1403, and either GEOL 1404 or GEOL 1405. Physics majors should take PHYS 2425 and either BIOL 1406 or GEOL 1403.

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

****Select two of the following: CHEM 2425, PHYS 2425, GEOL 1403, BIOL 1406, PHYS 1401

Total Minimum Credits Required for Physical Science Degree64

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Associate of Applied Science Degree Programs

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

Length: Four-Semester (Two-Year) Program

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

Child Development/Early Childhood	Emergency Medical Technology
Communications-Radio Broadcasting	Human Service - Substance Abuse Counseling
Communications-Television Broadcasting	Industrial Design Technology
Computer Information Technology - Computer Programming	Management Development
Computer Information Technology - Networking	Nursing ADN
Court Reporting	Nursing Transition (LVN to ADN)
Criminal Justice - Correctional Science	Administrative Assistant
Criminal Justice - Law Enforcement & Police Administration	Paralegal
Culinary Arts	Polysomnography
Diagnostic Cardiovascular Sonography-Echocardiography	Process Technology
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular	Respiratory Care
Electroneurodiagnostics	

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

Capstone Experience: The capstone is a learning experience which results in a consolidation of a student's educational experience and certifies mastery of entry-level workplace competencies. The Capstone experience must occur in the last semester of the student's educational program.

Advanced Technical Certificate Programs

(Associate of Applied Science Degree in an Allied Health Program required prior to earning these certificates.)

Diagnostic Cardiovascular Sonography-Echocardiography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
Diagnostic Cardiovascular Sonography- Pediatric Echocardiography
Electroneurodiagnostics
Polysomnography

Certificate Programs

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

Child Development/Early Childhood	Culinary Management
Child Development/Early Childhood Admin.	Emergency Medical Technician
Communications-Radio Broadcasting	Emergency Medical Technician - Intermediate
Communications-Television	Human Service - Substance Abuse Counseling
Computer Information Technology-Data Processing	Industrial Design Technology
Computer Information Technology-Networking	Law Enforcement & Police Administration
Court Reporting	Management Development
Court Reporting Scopist	Office Administration - Administrative Support
Criminal Justice-Basic Law Enforcement	Office Administration - Office Assistant
Criminal Justice-Correctional Administration	Paralegal
Criminal Justice-Correctional Science	Pharmacy Technician
Criminal Justice-Crime Scene Technician	Process Technology
Criminal Justice-Law Enforcement Police Administration	Vocational Nursing
Culinary Arts	

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

Child Development/Early Childhood Degree Program

281-756-3644

Associate of Applied Science Degree Program (A.A.S.) - Tech Prep

Length: Four-Semester (Two-Year) Program

Purpose: The curriculum in child development and early childhood prepares individuals for careers in childcare 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.

Program Requirements: Students will complete a criminal background check upon enrollment in child development/early childhood courses.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
TECA 1311	Educating Young Children	3	1	3
TECA 1354	Child Growth and Development	3	0	3
CDEC 1319	Child Guidance	3	1	3
Basic Computer Literacy Core	Select from Basic Computer Literacy Core	3	3	4
ENGL 1301	Composition I	3	0	3
		15	5	16
Second Semester				
CDEC 1313	Curriculum Resources for Early Childhood Prog.	3	0	3
CDEC 1321	The Infant and Toddler	3	0	3
CDEC 1384	Cooperative Ed. in Child Development I	1	20	3
Social Behavioral Science Core	Select from Core	3	0	3
SPCH 1315	Public Speaking	3	0	3
		13	20	15
SECOND YEAR				
First Semester				
TECA 1303	Family, School and Community	3	1	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 2307	Math and Science for Early Childhood	2	3	3
CDEC 1358	Creative Arts for Early Childhood	3	0	3
Social Behavioral Science Core	Select from Core	3	1	3
		13	8	15
Second Semester				
Math Core	Select from Math Core	3	0	3
Humanities Core	Select from Humanities Core	3	0	3
TECA 1318	Wellness of the Young Child	3	1	3
CDEC 1359	Children with Special Needs	3	0	3
***CDEC 2384	Cooperative Ed. in Child Development II	1	20	3
		13	21	15

***Capstone course requirement: CDEC 2384

Total Credits Required for A.A.S. Child Development/Early Childhood Degree61

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Child Development/Early Childhood Certificate

Degree: Certificate
Length: 30 Semester Hours

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CDEC 1319	Child Guidance	3	1	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 2307	Math & Science for Early Childhood	2	3	3
TECA 1303	Family, School and Community	3	1	3
TECA 1311	Educating Young Children	3	1	3
		<u>13</u>	<u>9</u>	<u>15</u>
Second Semester				
CDEC 1313	Curriculum Resources for Early Childhood	3	0	3
CDEC 1321	The Infant and Toddler	3	0	3
CDEC 1359	Children with Special Needs	3	0	3
CDEC 1384	Cooperative Ed. in Child Development I	1	20	3
TECA 1318	Wellness of the Young Child	3	1	3
		<u>13</u>	<u>21</u>	<u>15</u>

*Capstone course requirement: CDEC 1384.

Total Credits Required for Child Development/Early Childhood Certificate30

Child Development/Early Childhood Administration Certificate

Degree: Certificate
Length: 20 Semester Hours

Purpose: The Administrative Certificate is designed for career oriented persons working in the early childhood field.

First Semester				
CDEC 1313	Curriculum Resources for Early Childhood	3	0	3
CDEC 1319	Child Guidance	3	1	3
CDEC 2426	Administration of Program for Children I	3	2	4
		<u>9</u>	<u>3</u>	<u>10</u>
Second Semester				
TECA 1318	Wellness of the Young Child	3	1	3
*CDEC 2428	Administration of Program for Children II	3	2	4
Business Elective	Choose one from: BUSI, BMGT, BUSG, or ACNT	3	0	3
		<u>9</u>	<u>3</u>	<u>10</u>

*Capstone Course Required: CDEC 2428.

Total Credits Required for Certificate of Child Development/Early Childhood Administration20

Communications - Radio/TV Broadcasting Degree Program

281-756-3767

Associate of Applied Science Degree (A.A.S.) - Tech Prep

Length: Four-Semester (Two-Year) Program

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

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. Students planning on transferring to a four-year academic institution should consult with the department chair.

Radio/TV Broadcasting

Associate of Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
ENGL 1301	Composition I	3	0	3
COMM 1307	Introduction to Mass Communication	3	0	3
RTVB 1325	TV Studio Production	2	4	3
COMM 2327	Introduction to Advertising	3	0	3
RTVB 1301	Broadcast News Writing	2	4	3
PHED	Physical Activity	0	3	1
		13	11	16
Second Semester				
MATH 1314 or	College Algebra or	3	0	3
MATH 1332	Contemporary Mathematics I			
RTVB 1355	Radio and Television Announcing	3	0	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1321	TV Field Production	2	4	3
SOCI 1301	Introductory Sociology	3	0	3
		12	24	15
SECOND YEAR				
First Semester				
RTVB 1309	Audio/Radio Production I	2	2	3
COMM 2366	Introduction to Film	2	2	3
HIST 1301	The United States to 1877	3	0	3
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	1	20	3
SPCH 1315	Public Speaking	3	0	3
		11	24	15
Second Semester				
RTVB 2331	Audio Radio Production III	2	4	3
RTVB 1391	Special Topics in Radio/TV Broadcasting	2	4	3
*RTVB 2340	Portfolio Development	1	6	3
RTVB 2337	TV Production Workshop	2	4	3
BCIS 1405	Business Computer Applications	3	3	4
		10	21	16

*Capstone Course

Total Credits Required for Communications-Radio/TV Broadcasting Degree 62

Communications - Radio/TV Broadcasting

Communications - Radio/TV Broadcasting Certificate

281-756-3767

Length: One-Year Program

Purpose: Program prepares the student for entry into occupations in radio and television broadcasting, digital media, audio or video production. 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 Radio/TV Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
RTVB 1301	Broadcast News Writing	2	4	3
RTVB 1310	Introduction to Mass Communication	3	0	3
RTVB 1309	Audio/Radio Production I	2	2	3
RTVB 1325	TV Studio Production	2	4	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	<u>1</u>	<u>20</u>	<u>3</u>
		10	30	15
Second Semester				
RTVB 2331	Audio Radio Production III	2	4	3
RTVB 1321	TV Field Production	2	4	3
RTVB 1355 or	Radio and Television Announcing or	3	0	3
RTVB 2337	TV Production Workshop	2	4	3
*RTVB 2380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1391	Special Topics in Radio/TV Broadcasting	<u>2</u>	<u>4</u>	<u>3</u>
		9/10	32/36	15

*Capstone Course

Total Credits Required for Communications-Radio/TV Broadcasting Certificate.30



Students get hands-on training at ACC, one of the only community colleges that has its own radio and television stations.

Computer Information Technology - Computer Programming Degree 281-756-3783 Field

Associate of Applied Science Degree Program (A.A.S.) - Tech Prep

Length: Four-Semester (Two-Year) Program

Purpose: The Computer Information 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 Information Technology, specializing in business computer programming.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
BCIS 1405	Business Computer Applications	3	3	4
COSC 1436 or ITSE 1407 or COSC 1420	Programming Fundamentals I or Introduction to C++ Programming or Computer Programming - C++	3	3	4
1st Mini ITNW 1358	Network+	2	2	3
2nd Mini ITNW 1325	Fundamentals of Networking	2	2	3
ENGL 1301	Composition I	3	0	3
		13	10	17
Second Semester				
COSC 1437 or ITSE 1431 or BCIS 1431	Programming Fundamentals II or Introduction to Visual BASIC Programming or Computer Programming - Visual Basic	3	3	4
IMED 1416 or ITSE Elective	Web Design or ITSE Elective	3	3	4
ENGL 1302 or ENGL 2311	Composition II or Technical Communication	3	0	3
MATH 1314 or TECM 1303 or MATH 2413 or MATH 2414 or MATH 1324 SPCH 1315	College Algebra or Technical Mathematics or Calculus I or Calculus II or Math for Business & Social Sciences I Public Speaking	3/3/4 3	0/1/0 0	3/3/4 3
		15/15/16	6/7/6	15/15/16
SECOND YEAR				
First Semester				
ITSE 2413 or CPMT 2445 or COSC 2425 or ITSE Elective 1st Mini ITMT 1300	Web Authoring or Computer System Troubleshooting or Computer Organization and Machine Language or ITSE Elective	3	3	4
	Installing & Administering Win XP Prof. Operating System	2	2	3
2nd Mini ITMT 1340	Implementing Microsoft Win 2003 Server Operating System	2	2	3
SOCI 1301	Introductory Sociology	3	0	3
Elective	Fine & Performing Arts/Humanities Core	3	0	3
		13	7	16
Second Semester				
COSC 2436 or ITSE 2417 or COSC 1415	Programming Fundamentals III or JAVA Programming or Fundamentals of Programming - JAVA	3	3	4
*ITSE 2449 or BCIS 2431 or ITMT 1340	Advanced Visual BASIC Programming or Advanced Programming Visual Basic or IT Security (Security+)	3/3/2	3/3/2	4/4/3
ITSE 2387 or ITSE Elective	Internship - Computer Programming or ITSE Elective or	0/3	18/0	3
PHYS 2425 or PHYS 2426 or Elective	Physics I or Physics II or College Level Elective	3/3 9/9/11	3/0 27/9/5	4/3 15/15/13

* Capstone Course

Total Credits Required for A.A.S. Computer Programming Degree 62-63

Computer Information Technology

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Field of Study Curriculum for Computer Information Technology

Course Number	Course Title	Semester Credits	Hours
COSC 1436	Programming Fundamentals I		3 or 4
COSC 1437	Programming Fundamentals II		3 or 4
COSC 2436	Programming Fundamentals III		3 or 4
COSC 2425	Computer Organization and Machine Language		3
MATH 2413	Calculus I		3 or 4
MATH 2414	Calculus II		3 or 4
PHYS 2425	Physics I		4
PHYS 2426	Physics II		4
		26-31	SCH Total

Associate in Applied Science - Computer Networking

281-756-3669

Length: Four Semesters (Two Year) Program - Tech Prep

Purpose: The Computer Information Technology Networking program would prepare students for careers in many areas of LAN/WAN administration and design. ACC is a valued member of the Microsoft IT Academy program and thus holds a leveraged position for success in a variety of career opportunities (e.g. installing, managing and maintaining Microsoft servers and networks worldwide). This 63 credit A.A.S. program is designed to include the Microsoft Certified System Administrator (MCSA) and/or Microsoft Certified System Engineer (MCSE) sequence. Program graduates will be prepared for both of these industry leading certification examinations as well as the more basic CompTIA Network+ generic certification. This College has one networked classroom lab on the main campus dedicated exclusively to the Network Administrator/Engineer curriculum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
1st Mini	ITNW 1358	Network+	2	3
2nd Mini	ITNW 1325	Fundamentals of Networking	2	3
	CPMT 1411	Introduction to Computer Maintenance	3	4
	SOCI 1301	Introductory Sociology	3	3
	BCIS 1405	Business Computer Applications	3	4
			13	17
Second Semester				
1st Mini	ITMT 1302	Windows Vista Configuration	2	3
2nd Mini	ITMT 1340	Implementing Microsoft Win 2003 Server Operating System	2	3
	CPMT 2445	Computer System Troubleshooting	3	4
1st Mini	ITNW 2321	Networking with TCP/IP	2	3
2nd Mini	ITSY 1342	IT Security (Security+)	2	3
			11	16
SECOND YEAR				
First Semester				
*Elective				
1st Mini	ITMT 1350	Fine Arts/Humanities	3	3
2nd Mini	ITMT 2300	Implementing Microsoft Windows Infrastructure	2	3
		Implementing & Administering Microsoft Windows Directory Services	2	3
	ENGL 1301	Composition I	3	3
	MATH 1333	Contemporary Mathematics for Tech	3	3
			13	15
Second Semester				
	ENGL 1302	Composition II	3	3
1st Mini	**ITMT 1355	Managing a Windows Network Environment	3	3
2nd Mini	ITMT 2330	Designing a Windows Directory Svs Infrastructure	2	3
1st Mini	ITMT 2346	Designing a Secure Windows Network	2	3
2nd Mini	ITMC 2355	Deploy & Manage Microsoft ISA Server	2	3
			15	15

* Elective is optional but provides flexibility and broader development of the program and individual.

** Capstone Course is ITMT 1355 - Managing a Windows Network Environment

Mini-Semesters run 8 weeks and are scheduled back-to-back (e.g. 1st Mini=8wks + 2nd Mini=16wks)

Total Credits Required for A.A.S of Computer Information Technology Networking 63

Computer Information 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 Office of Admissions & Academic Advising or faculty advisor. Upon satisfactory completion of the two semester curriculum, with an overall 2.0 grade point average for all computer science courses attempted, the student will be awarded the Certificate in Computer Information Technology (General Computer Data Processing).

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BCIS 1405	Business Computer Applications	3	3	4
ITSE 1422 (or BCIS 1420) or COSC 1420	Introduction to C Programming or C++ Programming	3	3	4
ITNW 1358	Network +	2	2	3
ITNW 1325	Fundamentals of Networking	2	2	3
MATH 1314	College Algebra	3	0	3
		13	10	17
Second Semester				
ITSE 1431 or BCIS 1431	Introduction to Visual BASIC Programming or Programming in Visual Basic	3	3	4
*ITSE 2413	Web Authoring	3	3	4
ITMT 1302	Windows Vista Configuration	2	2	3
ITMT 1340	Implementing Microsoft Win 2003 Server Op	2	2	3
		10	10	14

*Capstone Course

Total Credits Required for General Computer Data Processing Certificate.....31

Computer Information Technology - Networking Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BCIS 1405	Business Computer Applications	3	3	4
CPMT 1411	Introduction to Computer Maintenance	3	3	4
1st Mini ITNW 1358	Network +	2	2	3
2nd Mini ITNW 1325	Fundamentals of Networking	2	2	3
		10	10	14
Second Semester				
1st Mini ITMT 1302	Windows Vista Configuration	2	2	3
2nd Mini *ITMT 1340	Implementing Windows Server 2003 Op. System	2	2	3
1st Mini ITMT 1350	Implementing Window Server 2003 Infrastructure	3	3	3
CPMT 2445	Computer System Troubleshooting	3	3	4
		10	10	13

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

CompTIA A+ Certification (CPMT 1411 and CPMT 2445)

Microsoft Certified Professional (MCP) Certification (ITMT 1300 and/or ITMT 1340)

This plan provides courses for preparation for 3 out of the 4 exams required for the Microsoft Certified Systems Administrator (MCSA) certification and 3 of the 7 exams required for the Microsoft Certified Systems Engineer (MCSE).

*Capstone Course

Total Credits Required for Computer Information Technology Networking Certificate.....27

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Degree: Ass

Length: Six-

Purpose: Th

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Degree: Associate of 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 and for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters and captioning/CART providers 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, and dictation is provided through MyBlackboard on the ACC website for home practice. 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). Accompanying objectives are the attainment of the Court Reporting Scopist Certificate for those students who desire it and an enhanced skills certificate in captioning/CART.

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 his/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.

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 CRTR students will be limited to two semesters of CRTR 1404 (Machine Shorthand I). 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 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

A grade below a C (75%) in any CRTR English class, including CRTR 1312, CRTR 2311, will be accepted for progression. A grade of D or below will not be accepted for advancement in machine shorthand classes.

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: Legal Terminology, Medical Reporting, Reporting Communications I, Machine Shorthand courses.

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

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.

Court Reporting Associate of Applied Science Degree Program 281-756-375

Court Reporting

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	2	8	4
Elective	Fine Arts/Humanities	<u>3</u>	<u>0</u>	<u>3</u>
		10	11	13
Second Semester (Spring)				
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	1	4	2
CRTR 1314	Reporting Technology I	2	3	3
CRTR 1406	Machine Shorthand II (60-100)	2	8	4
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	<u>2</u>	<u>3</u>	<u>3</u>
		10	18	15
Third Semester (Summer)				
CRTR 1308	Realtime Reporting I	2	3	3
CRTR 1357	Literary/Jury Charge Dictation I (100-120)	2	3	3
CRTR 2401	Intermediate Machine Shorthand (120-140)	2	8	4
SOCI 1301 or PSYC 1300	Introductory Sociology or Learning Strategies	<u>3</u>	<u>0</u>	<u>3</u>
		9	14	13
SECOND YEAR				
First Semester (Fall)				
CRTR 1359	Literary/Jury Charge Dictation II (140-160)	2	3	3
CRTR 2312	Court Reporting Procedures	2	3	3
CRTR 2403	Advanced Machine Shorthand (160-180)	2	8	4
GOVT 2301 or HIST 1301	American National & State Governments or The United States to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		9	14	13
Second Semester (Spring)				
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2236	Accelerated Machine Shorthand II (180-200-225)	1	4	2
CRTR 2435	Accelerated Machine Shorthand (200-225)	2	8	4
MATH 1314 or MATH 1333	College Algebra or Contemporary Mathematics for Tech	<u>3</u>	<u>0</u>	<u>3</u>
		8	15	12
Third Semester (Summer)				
CRTR 2381	Cooperative Education	1	20	3
SPCH 1318	Interpersonal Communications	<u>3</u>	<u>0</u>	<u>3</u>
		4	20	6

Total Credits Required A.A.S. Court Reporting 72

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 20 errors - 97.8%
- One 180 wpm five-minute testimony test with no more than 20 errors - 97.8%
- One 200 wpm five-minute jury charge test with no more than 25 errors - 97.5%
- One 200 wpm five-minute testimony test with no more than 25 errors - 97.5%
- 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 complete an internship (CRTR 2381) of at least 15 verified hours per week for one semester with a practicing reporter plus 10 hours per week transcribing proceedings taken during the internship

Students are encouraged to utilize the dictation available through MyBlackboard on the ACC website for home practice and skill building during periods and before and after school.

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Court Reporting Enhanced Skills Certificate (Captioning)

Purpose: The captioning enhanced skills certificate prepares the student seeking the A.A.S. degree in court reporting to also work in the captioning arena: off-line and on-line captioning and also realtime translation of meetings, seminars, conferences, and classroom realtime translation.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
CRTR 1346	Captioning Reporting I	2	3	3
CRTR 2333	Captioning Reporting II	<u>2</u>	<u>3</u>	<u>3</u>
		4	6	6

Total Credits Required Court Reporting Enhanced Skills Certificate78

Court Reporting Certificate Program

Length: Six-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 A.A.S. 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 six-semester program.

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
*CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	<u>2</u>	<u>8</u>	<u>4</u>
		7	11	10
Second Semester (Spring)				
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	1	4	2
CRTR 1314	Reporting Technology I	2	3	3
CRTR 1406	Machine Shorthand II (60-100)	2	8	4
CRTR 2306	Medical Reporting	3	0	3
*CRTR 2311	Reporting Communications II	<u>2</u>	<u>3</u>	<u>3</u>
		10	18	15
Third Semester (Summer)				
CRTR 1308	Realtime Reporting I	2	3	3
CRTR 1357	Literary/Jury Charge Dictation I (100-120)	2	3	3
CRTR 2401	Intermediate Machine Shorthand (120-140)	<u>2</u>	<u>8</u>	<u>4</u>
		6	14	10
SECOND YEAR				
First Semester (Fall)				
CRTR 1359	Literary/Jury Charge Dictation II (140-160)	2	3	3
CRTR 2312	Court Reporting Procedures	2	3	3
CRTR 2403	Advanced Machine Shorthand (160-180)	<u>2</u>	<u>8</u>	<u>4</u>
		6	14	10
Second Semester (Spring)				
CRTR 2236	Accelerated Machine Shorthand II (180-200-225)	1	4	2
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2435	Accelerated Machine Shorthand (200-225)	<u>2</u>	<u>8</u>	<u>4</u>
		5	14	9
Third Semester (Summer)				
*CRTR 2381	Cooperative Education	<u>1</u>	<u>20</u>	<u>3</u>
		1	20	3

*Capstone Course

Total Credits Required for Court Reporting Certificate 57

Court Reporting Scopist Certificate Program

Length: Three-Semester Program

Purpose: The Court Reporting Scopist Certificate 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 become a court reporter, or who find they must secure employment within a shorter time.

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	2	8	4
		7	11	10
Second Semester (Spring)				
CRTR 1314	Reporting Technology I	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	2	3	3
		7	6	9
Third Semester (Summer)				
CRTR 2313 or CRTR 2312	Reporting Technology II or Court Reporting Procedures	2	3	3
*CRTR 2380 or CRTR 2381	Cooperative Education - Court Reporter or Cooperative Education - Court Reporter	1	20	3
		3	23	6

*Capstone Course

Total Credits Required for Court Reporting Scopist Certificate25



Court reporting students participating in a mock trial at the Friendswood Municipal Court to gain experience.

Criminal Justice

Degree: Associate Degree

Length: Four Semesters

Purpose: The Criminal Justice program prepares students for employment in law enforcement agencies, corrections, and other institutions, or for further study in the field of criminal justice.

Admission Requirements: The following are required for admission to the program:

1. Degree of high school graduation or GED
2. Satisfactory completion of the placement test
3. Special admission requirements, if applicable

Program Requirements: The program includes courses in criminal law, criminal procedure, corrections, and other areas, general education, and a capstone course.

Associate Degree: The program leads to an Associate Degree in Criminal Justice.

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Total Minimum Credits

Criminal Justice - Correctional Science Degree

281-756-3951

Degree: Associate of Applied Science (A.A.S.) - Tech Prep

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. Degree plan must be 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 Office of Admissions & Academic Advising 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 of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
ENGL 1301	Composition I	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
		15	3	16
Second Semester				
CJCR 1304	Probation and Parole	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 1307	Crime in America	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
MATH 1314 or MATH 1332	College Algebra or Contemporary Mathematics I	3	0	3
		15	0	15
Third Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CJSA 1364	Practicum - Criminal Justice Studies	1	21	3
CJCR 1300	Basic Jail Course	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
		13	21	15
Fourth Semester				
CJSA 1365	Practicum - Criminal Justice Studies	1	21	3
CRIJ 2328	Police Systems & Practices	2	3	3
CJSA1325	Criminology	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	24	15

Minimum Credits Required for the Correctional Science Degree 61

Criminal Justice - Law Enforcement and Police Administration Degree

Degree: Associate of Applied Science (A.A.S.) - Tech Prep

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. 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 of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CRIJ 1301 or	Introduction to Criminal Justice or			
CJLE 1506	Basic Peace Officer I	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
ENGL 1301	Composition I	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
		15	3	16
Second Semester				
CRIJ 2323 or	Legal Aspects of Law Enforcement or			
CJLE 1512	Basic Peace Officer II	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
MATH 1314 or	College Algebra			
MATH 1332	Contemporary Mathematics I	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
		15	0	15
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
CJSA 2364 or	Practicum-Criminal Justice Studies or			
CJLE 1518	Basic Peace Officer III	0	21	3
Elective	College Level	3	0	3
		12	21	15
Fourth Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 1313	Juvenile Justice System	3	0	3
Elective	Criminal Justice Elective	3	0	3
CJSA 2365 or	Practicum - Criminal Justice Studies or			
CJLE 1524	Basic Peace Officer IV	0	21	3
SPCH 1318	Interpersonal Communication	3	0	3
		12	21	15

Students who finish high school program may be given college credit for the college level courses completed.

Total Credits Required for Law Enforcement and Police Administration Degree.....61

Field of Study:

Degree: A.A.S.

Length: Four Semesters

Purpose: of students approved for admission to the Field of Study

Admission Requirements:

Program Requirements:

45 Credits

15 Credits

Note: Complete ENGL 1301 for the Third Semester

Total Credits: 61

Criminal Justice

Length: Two Years

Purpose: inservice program

Program Requirements:

Total Credits: 61

Field of Study for Criminal Justice

Degree: Associate in Arts Degree with a Field of Study in Criminal Justice (A.A.FS. Criminal Justice)

Length: Four-Semester (Two-Year) Program

Purpose: This degree plan is a field of study approved by the Texas Higher Education Coordinating Board which is designed to meet the needs of students who plan to major in Criminal Justice and transfer all of the hours to a four year university or college. Although, this plan has been approved for transfer the student should still verify the transferability of this plan with the intended university or college.

Admission Requirements: The student must meet the general admission requirements to the college.

Program Requirements: The student must complete the college graduation requirements which include completion of the Core Curriculum, the Field of Study Curriculum for Criminal Justice for a total of 60 hours.

Associate in Arts Degree with a Field of Study in Criminal Justice Program

45 Credits Core Curriculum
15 Credits Field of Study Curriculum for Criminal Justice (below)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems & Practice	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2313	Correctional Systems & Practices	3	0	3
CRIJ 2328	Police Systems & Practice	3	0	3
	Core Curriculum	45	0	45

Note: Core Curriculum course are found on page 19 of this catalog. All courses in this degree plan which begin with the numbers 1 (eg. CRIJ 1301) should be taken during the First and Second Semester and courses which begin with numbers 2 (eg. CRIJ 2313) should be taken during the Third and Fourth Semester.

Total Credits for Associate In Arts Degree With A Field Of Study In Criminal Justice 60

Criminal Justice - Correctional Administration Certificate

Length: Thirty-One 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: The certificate program includes required courses in correctional science and management development.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BMGT 1303	Principles in Management	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>
Second Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
CJSA 1364	Practicum-Criminal Justice Studies	0	21	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
SPCH 1318	Interpersonal Communications	3	0	3
		<u>12</u>	<u>21</u>	<u>15</u>

Total Credits Required for Correctional Administration Certificate 31

Criminal Justice - Correctional Science Certificate

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. Upon successful completion of the approved courses, the student will be awarded a Correctional Science Certificate. Interested non-inservice persons should obtain permission from the Criminal Justice Chairperson.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 1307	Crime in America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
SOCI 1301	Introductory Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
Second Semester				
CJCR 1304	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
CJCR 1300	Basic Jails Course	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

Total Credits for Correctional Science Certificate30

Criminal Justice - Crime Scene Technician Certificate

Length: Thirty-Three Semester Hours

Purpose: This course provides the student with the goals and principles of physical evidence and defines the application of forensic sciences to criminal investigation. It identifies 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, 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-three (33) hours of prescribed courses. Upon successful completion of the approved courses, the student will be awarded a Crime Scene Certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CJSA 1308	Criminalistics I	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18
Second Semester				
CJSA 2323	Criminalistics II	2	4	3
CJLE 2345	Vice and Narcotics Investigation	3	0	3
CRIJ 1307	Crime In America	3	0	3
CJSA 2332	Criminalistics III	2	4	3
CJSA 1325	Criminology	<u>3</u>	<u>0</u>	<u>3</u>
		13	8	15

Total Credits Required for Crime Scene Technician33

Criminal Justice (Texas)

Length: This program is designed for individuals working in the correctional field.
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. Upon successful completion of the approved courses, the student will be awarded a Correctional Science Certificate. Interested non-inservice persons should obtain permission from the Criminal Justice Chairperson.

- CRJ 1301
- CRJ 1306
- CRJ 1307
- CRJ 1310
- CRJ 1314
- CRJ 1318
- CRJ 1325
- CRJ 1328
- CRJ 1332
- CRJ 1336
- CRJ 1340
- CRJ 1344
- CRJ 1348
- CRJ 1352
- CRJ 1356
- CRJ 1360
- CRJ 1364
- CRJ 1368
- CRJ 1372
- CRJ 1376
- CRJ 1380
- CRJ 1384
- CRJ 1388
- CRJ 1392
- CRJ 1396
- CRJ 1400
- CRJ 1404
- CRJ 1408
- CRJ 1412
- CRJ 1416
- CRJ 1420
- CRJ 1424
- CRJ 1428
- CRJ 1432
- CRJ 1436
- CRJ 1440
- CRJ 1444
- CRJ 1448
- CRJ 1452
- CRJ 1456
- CRJ 1460
- CRJ 1464
- CRJ 1468
- CRJ 1472
- CRJ 1476
- CRJ 1480
- CRJ 1484
- CRJ 1488
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- CRJ 1976
- CRJ 1980
- CRJ 1984
- CRJ 1988
- CRJ 1992
- CRJ 1996
- CRJ 2000

* Must be taken in the first semester
 ** Capstone

Total Credits

Criminal Justice

Length: Applicable to students who are currently enrolled in a criminal justice program.
Purpose: This certificate is designed to provide students with the knowledge and skills necessary to be successful in the criminal justice field.
Program Requirements: A certificate student takes thirty-three (33) hours of prescribed courses. Upon successful completion of the approved courses, the student will be awarded a Crime Scene Technician Certificate.
Accreditation: This program is accredited by the American Society of Crime Scene Investigators (ASCSI).
Admission Requirements:
 1. Be a high school graduate or equivalent.
 2. Be 21 years of age or older.
 3. Agree to the program's code of conduct.
 4. Complete an application form.
 5. Complete an interview with the program director.
 6. Sign a waiver of liability.

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 courses of study.

Program Requirements: The Texas Peace Officer Academic Certificate program consists of a sequence of eleven courses. The first seven are those stipulated by the Texas College and University System Coordinating Board as a Criminal Justice transfer curriculum. The remaining four are also Coordinating Board approved. After successful completion of the Certificate Program, a student may be eligible to take the TCLEOSE Basic Peace Officer Licensing Exam, provided there are no rule changes implemented by TCLEOSE and the student has completed an Associate Degree or better. However, after September 2003, in addition to the below listed curriculum, all of the Texas Commission on Law Enforcement rules which are listed in the "Criminal Justice - Basic Law Enforcement Academy Certificate" apply to courses with asterisks (*). Also special fees, rules and dress will apply to the courses with two asterisks. All the required information can be obtained from the Criminal Justice Department. Requires Department Chairperson approval.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 1313	Juvenile Justice System	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
		18	0	18
Second Semester				
*CJLE 2420	Texas Peace Officer Procedures	3	4	4
*CJLE 2421	Texas Peace Officer Law	3	4	4
*CJLE 2522	Texas Peace Officer Skills	4	4	5
CRIJ 2328	Police Systems and Practices	3	0	3
**CJLE 2424	Texas Peace Officer Capstone	3	4	4
		19	16	20

* Must be taken as one of the last courses in the series.

** Capstone Course

Total Credits Required for Law Enforcement & Police Administration Certificate 38

Criminal Justice - Basic Law Enforcement Academy Certificate

Length: Approximately 19 weeks - The day academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday, however, Defensive Driving and other skills classes may be conducted occasionally on weekends or at night. The night academy classes are 6 pm to 10 pm, Monday thru Friday, however some classes may occasionally be conducted on weekends.

Purpose: The Alvin Community College Law Enforcement Academy train women and men for a career in Law Enforcement. The course curriculum is designed so the student can meet the testing objectives of the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) and be certified to take the TCLEOSE licensing examination. In addition, students will earn a total of 22 credit hours, 10 hours of which apply directly to the A.A.S. Law Enforcement and Police Administrative degree plan at Alvin Community College. The Academy has graduated over 50 classes during the last 3 decades.

Accreditation: The Alvin Community College-Law Enforcement Academy is an approved training academy by the Texas Commission on Law Enforcement Officers Standards and Education.

Admission Requirements: to be eligible for the program the student must:

1. Be a high school graduate or hold a certificate of equivalency (GED);
2. Be 21 years of age at the time of completion of the course or seek special approval from the Department Chair;
3. Agree to purchase during the pre-registration and then wear the prescribed uniform;
4. Complete and negotiate the TCLEOSE L-2 Declaration of medical condition during the pre-registration;
5. Complete and accurately answer a personal history statement during pre-registration;
6. Sign waiver forms as presented by the college during pre-registration;

7. Abide by the special written rules of the Academy and administrative orders issued during special circumstances;
8. Meet the minimal standards for licensing as required by TCLEOSE (Texas Administrative Code 217.1) which are applicable to a training environment. (TCLEOSE rules are subject to change without notice). The following is a summary of the standards and should any conflict occur between the summarized standards and the TCLEOSE standards, then the TCLEOSE standards will govern: (TCLEOSE rules are subject to change without notice)
 - a. Be 21 years of age prior to being commissioned.
 - b. Be fingerprinted and pay the necessary fees **during pre-registration**.
 - c. Not be on probation for any offense above a class "C" misdemeanor.
 - d. No convictions in past 10 years for misdemeanor offenses above a Class "C".
 - e. No felony convictions.
 - f. No convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
 - g. Be of good moral character.
 - h. Prior military must have honorable discharge.
 - i. Be a U.S. citizen.
9. Pay special fees associated with the Academy courses **during pre-registration**.

Special Registration Requirements: since this course is governed by the TCLEOSE rules the following special conditions apply:

1. No late registration-all special conditions to registration must be completed prior to the first class meeting.
2. The student must contact the Criminal Justice Department **at least 30 days** in advance of the first class meeting in order to be measured for uniforms and special equipment. The student will be expected to pay the vendor for the items ordered.
3. A special pre-academy entry exam is required prior to registration and is administered by the Criminal Justice Department. If a student fails the test by less than 6 points, one retake is allowed. If a student fails the re-take then the student must wait until the next academy and begin the testing series anew. The test can be arranged by contacting the Criminal Justice Department.
4. A check off sheet listing the course prerequisites is required at the time of registration approved by the Academy Coordinator/Commander or the Chair of Criminal Justice.
5. Space is limited so the pre-registration conducted by the Criminal Justice Department will determine the order of acceptance to the academy.
6. **THE PRE-REGISTRATION WITH THE CRIMINAL JUSTICE DEPARTMENT MUST BE COMPLETED 30 DAYS PRIOR TO THE FIRST CLASS.**
7. Assume the risk of a highly intense and physically challenging training program which involves the use of firearms and hand-to-hand combat.

Course Requirements:

Day Academy students must enroll in Basic Police Officer I, II, III, and IV and the Basic Firearms course in the same semester to attend the Academy and these courses are available only to those attending the Academy. The student must successfully complete the entire series to receive credit for any of the courses. Night Academy students must meet the same requirements as the Day Academy students, but have the Fall and Spring semesters to complete the series.

Special fees charged by the College:

1. Ammunition \$260.00
2. Driving \$ 15.00
3. Criminal history check \$ 15.00

Purchases expected by the student:

1. TCLEOSE - testing fee-currently \$25.00
2. Uniforms: (3) shirts, (3) pants, (5) t-shirts, (1) shoes, (1) Jacket optional, (1) belt
3. Books/Course Information at the book store
4. PE clothes, shoes
5. General supplies
6. Handgun approved by the Co-Coordinator/Commander

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
CJLE 1506	Basic Peace Officer I	3	6	5
CJLE 1512	Basic Peace Officer II	3	6	5
CJLE 1518	Basic Peace Officer III	3	6	5
CJLE 1524	Basic Peace Officer IV	3	6	5
CJLE 1211	Basic Firearms	1	2	2
		13	26	22

Total Credits Required for Basic Law Enforcement Academy Certificate.....22

Degree: Ass
Length: Fiv
Purpose: TI
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Total Credits

Culinary Arts Degree Program

281-756-3949

Degree: Associate of Applied Science (A.A.S.) - TECH PREP

Length: Five - Semester (Two - Year) Program

Purpose: The culinary arts program prepares individuals for a wide variety of entry level positions in the food service industry. This program provides all of the educational components required for certification through the American Culinary Federation. The objective of the program is to give students an array of culinary and management skills that are utilized in today's food service industry.

Program Requirements: The culinary arts curriculum contains a core of eight culinary arts classes, six management classes, two semesters of practicum and general education classes from the common core curriculum. **Students are required to enroll in all of the classes listed, for a semester, during semesters 1 and 2. Exceptions require prior approval from the program coordinator.**

Culinary Arts - Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CHEF 1301	Basic Food Preparation	2	3	3
PSTR 1301	Fundamentals of Baking	2	3	3
CHEF 2302	Saucier	2	3	3
CHEF 2301	Intermediate Food Preparation	2	3	3
CHEF 1305	Sanitation and Safety	3	0	3
IFWA 1318	Nutrition for the Food Service Professional	<u>3</u>	<u>0</u>	<u>3</u>
		14	12	18
Second Semester				
CHEF 1345	International Cuisine	2	3	3
CHEF 1341	American Regional Cuisine	2	3	3
CHEF 1302	Principles of Healthy Cuisine	2	3	3
CHEF 1310	Garde Manger	2	3	3
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	<u>2</u>	<u>0</u>	<u>2</u>
		13	12	17
Third Semester				
BCIS 1405	Business Computer Applications	3	3	4
CHEF 1364	Practicum	<u>0</u>	<u>30</u>	<u>3</u>
		3	33	7
Fourth Semester				
ENGL 1301	Composition I	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
Elective	Math/Science Core Curriculum	3	0	3
HAMG 1321	Introduction to the Hospitality Industry	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	11
Fifth Semester				
Elective	Visual & Performing Arts/Humanities Core	3	0	3
Elective or	Social and Behavioral Science Core or			
PSYC 1300	Learning Strategies	3	0	3
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
*CHEF 1365	Practicum	<u>0</u>	<u>23</u>	<u>3</u>
		9	23	12

*Capstone Course

Total Credits Required for A.A.S. Culinary Arts Degree.....65

Culinary Arts Certificate Program

Length: Three Semester (One Year) Program

Purpose: The one – year certificate in culinary arts prepares students for entry level positions in the food service industry. This certificate can lead to certification through the American Culinary Federation. The objective of the program is to give the student basic culinary and management skills that are utilized in today's food service industry.

Program Requirements: The program includes 24 hours of culinary arts classes, 11 hours of management classes, a computer science class and a semester long practicum. **Students are required to enroll in all of the classes listed, for a semester, during semesters 1 and 2. Exceptions require prior approval from the program coordinator.**

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CHEF 1301	Basic Food Preparation	2	3	3
PSTR 1301	Fundamentals of Baking	2	3	3
CHEF 2302	Saucier	2	3	3
CHEF 2301	Intermediate Food Preparation	2	3	3
CHEF 1305	Sanitation and Safety	3	0	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
		14	12	18
Second Semester				
CHEF 1345	International Cuisine	2	3	3
CHEF 1341	American Regional Cuisine	2	3	3
CHEF 1302	Principles of Healthy Cuisine	2	3	3
CHEF 1310	Garde Manger	2	3	3
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
		13	12	17
Third Semester				
BCIS 1405	Business Computer Applications	3	3	4
*CHEF 1365	Practicum	0	30	3
		3	33	7

* Capstone Course

Total Credits Required for Culinary Arts Certificate42

Culinary Arts - Culinary Management Certificate

Length: Three – Semester (One Year) Program

Purpose: To provide students with basic management skills utilized in today's food service industry.

This certificate is designed to compliment the culinary arts certificate and can lead to certification through the American Culinary Federation. The objective is to prepare students for entry level kitchen management positions.

Program Requirements: The certificate program includes 19 hours of culinary management classes, a computer science class and a semester long practicum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CHEF 1305	Sanitation and Safety	3	0	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
HAMG 1321	Introduction to the Hospitality Industry	3	0	3
		11	0	11
Second Semester				
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
		11	3	12
Third Semester				
*CHEF 1364	Practicum	0	23	3
		0	23	3

* Capstone Course

Total Credits Required for Culinary Management Certificate26

Diagnosis

Degree: Associate

Length: 24 months

Purpose: This program is designed to prepare students for entry level positions in the food service industry.

Echocardiography: This program is designed to prepare students for entry level positions in the food service industry.

necessary to: This program is designed to prepare students for entry level positions in the food service industry.

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research. The: This program is designed to prepare students for entry level positions in the food service industry.

basic health: This program is designed to prepare students for entry level positions in the food service industry.

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Diagnostic Cardiovascular Sonography Degree Program

281-756-5650

Degree: Associate Degree of Applied Science (A.A.S.) in either Echocardiography or Vascular Technology

Length: 24 months, New program begins each summer semester.

Purpose: The Diagnostic Cardiovascular Sonography Program offers a two-year curriculum to prepare individuals for an allied health career in either Echocardiography or Vascular Technology which are branches of Diagnostic Medical Sonography. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Diagnostic Cardiovascular Sonography core curriculum consists of classroom, laboratory, and clinical instruction on subjects including basic healthcare skills, professional issues, medical terminology, ethics, cardiovascular anatomy and physiology, hemodynamics, pathophysiology, pharmacology, electrocardiography, ultrasound physics, echocardiographic techniques and vascular diagnostic techniques. The program has many clinical affiliations around the greater Houston - Galveston area. Graduates of the program earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Tel: 727-210-2350.

I. Admission Requirements: Application Deadline February 15 - Please call DCVS department to obtain an official packet.

- A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:
1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
 2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
 3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
 4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
 5. Composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required.
 6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in both Echocardiography and Vascular Technology is required for a total of 8 hours.
 7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status.
Must have all three (3) HEPATITIS B shots by August 15th (clinical start date).
 8. Not currently on suspension or academic probation from ACC or any other college.
 9. Complete all pre-requisites with a grade of C or better including: ENGLISH 1301, BIOLOGY 2401, MATH 1314, PHYSICS 1401 (or college level Physics can be accepted, including CTEC 1401)
 10. Submit two reference forms and personal statement.
 11. Once accepted, pass a criminal background check and drug screen.
 12. Complete the AHA Healthcare provider course for CPR prior to August 15.
- B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If you're A&P is expired please choose from the following options:
- a. take DSAE 2303 CV Concepts prior to acceptance.
 - b. re-take A&P II (which includes the heart and blood vessels).
 - c. take the A&P renewal test (from the office of academic advising) to determine if you still have that knowledge.
- C. Transfer and non-traditional students must:
1. Meet the above criteria
 2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
 3. Provide program and Registrar's Office with official transcripts from each prior institution.
 4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
 5. Not currently on suspension or academic probation from another college.
 6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
 7. Transfer students must complete a minimum of 24 credit hours at ACC to be awarded a Degree from this institution.

II. Alternate Enrollment:

- A. Practicing Echocardiographers and Vascular Technologists who wish to earn their degree.
1. This option applies to those who are registered in Echocardiography or Vascular Technology with at least 2 years of experience and would like to earn their Associate Degree.
 2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements, pre-requisites and academic courses are still required.
- B. Practicing Echocardiographers and Vascular Technologists who wish to take courses for refresher or registry exam review.
1. This option is available to all Echo and Vascular techs.
 2. These students may register through continuing education or audit to sit in on any course offered through the DCVS Program for refresher or registry review.
- C. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.
- D. DSAE 2303 - Cardiovascular concepts may be taken prior to acceptance.

III. Progression Policies:

- A. Students will abide by the admission and curriculum requirements of the Diagnostic Cardiovascular Sonography department at the time they are admitted or re-admitted to the program.

- B. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan or must have prior approval of the program director.
- C. A grade of C or better is required in all core and academic courses for progression.
- D. A student may be terminated from the program if clinical or class/lab performance is unsatisfactory as determined by the instructor and the program director. This action may be taken at any time during the semester.
- E. A student who makes a D or F in any core or academic course may repeat that course once in order to obtain a satisfactory grade of C or better. If the failing course is one of the program core courses, the student may have to sit out for a year until that course is offered again depending on pre and co-requisites for that course.
- F. Any student requiring hospitalization, pregnant, or injured will be required to obtain written documentation from his/her physician verifying the health status of the student before returning to clinical. A student may not be allowed to return to clinical if taking medication or if health status may interfere with the ability to perform satisfactorily.
- G. Students have five years to complete the program after initial acceptance.

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Diagnostic Cardiovascular Sonography

A.A.S. Diagnostic Cardiovascular Sonography - Echocardiography

Associate of Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Program Pre-requisites				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
PHYS 1401	General Physics (or any Applied Physics, 4 credits + lab)	3	2	4
		12	5	14
FIRST YEAR				
First Semester (Summer 12 weeks)				
DSAE 1407	Basic Patient Care Skills	3	2	4
*DMSO 1210	Introduction to Sonography	2	0	2
**DSAE 2303	Cardiovascular Concepts	3	1	3
		8	3	9
Second Semester (Fall)				
ELECTIVE or	Fine Arts/Humanities or			
SPAN 2316	Career Spanish I (Spanish for Healthcare Providers)	3	0	3
BIOL 2402	Anatomy and Physiology II	3	3	4
DSAE 1340	Diagnostic Electrocardiography	2	4	3
CVTT 1161	Clinical - Cardiovascular Technology	0	6	1
		8	13	11
Third Semester (Spring)				
DSAE 1318	Sonographic Instrumentation	2	2	3
DSAE 1303	Introduction to Echocardiography Techniques	2	4	3
DSAE 1360	Clinical - DMST, Intro Echocardiography	0	16	3
		4	22	9
SECOND YEAR				
First Semester (Summer 12 weeks)				
DSAE 2404	Echocardiography Evaluation of Pathology I	2	4	4
DSAE 2361	Clinical - DMST, Echocardiography I	0	12	3
PHED	Physical Activity	0	3	1
		2	19	8
Second Semester (Fall)				
DSAE 2437	Echocardiography Evaluation of Pathology II	2	4	4
DSAE 2461	Clinical - DMST, Echocardiography II	0	24	4
SOCI 1301 or	Introductory Sociology or			
PSYC 2301 or	General Psychology or			
PSYC 1300	Learning Strategies	3	0	3
		5	28	11
Third Semester (Spring)				
PHED	Physical Activity	0	3	1
DSAE 2462	Clinical - DMST Echocardiography III	0	24	4
DSAE 2335	Advanced Echocardiography	2	4	3
		2	31	8

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Echocardiography 70

* Open Enrollment for this class to explore sonography program/profession.

** May be taken early or to refresh expired A & P.

A.A.S. Diagnostic Cardiovascular Sonography - Non-Invasive Vascular Technology

Associate of Applied Science Degree Program - Tech Prep

Diagnostic Cardiovascular Sonography

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Program Pre-requisites:				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
PHYS 1401	General Physics (or any Applied Physics, 4 credits + lab)	<u>3</u>	<u>2</u>	<u>4</u>
		12	5	14
FIRST YEAR				
First Semester (Summer 11 weeks)				
DSAE 1407	Basic Patient Care Skills	3	2	4
*DMSO 1210	Introduction to Sonography	2	0	2
**DSAE 2303	Cardiovascular Concepts	<u>3</u>	<u>1</u>	<u>3</u>
		8	3	9
Second Semester (Fall)				
ELECTIVE or	Visual & Performing Arts/Humanities Core or			
SPAN 2316	Career Spanish I (Spanish for Healthcare Providers)	3	0	3
BIOL 2402	Anatomy and Physiology II	3	3	4
DSAE 1340	Diagnostic Electrocardiography	2	4	3
CVTT 1161	Clinical - Cardiovascular Technology	<u>0</u>	<u>6</u>	<u>1</u>
		8	13	11
Third Semester (Spring)				
DSAE 1318	Sonographic Instrumentation	2	2	3
DSVT 1300	Principles of Vascular Technology	2	4	3
DSVT 1360	Clinical - DMST, Intro to Vascular	<u>0</u>	<u>16</u>	<u>3</u>
		4	22	9
SECOND YEAR				
First Semester (Summer 11 weeks)				
DSVT 2430	Non-Invasive Cerebral Vascular Evaluation	2	4	4
DSVT 2361	Clinical - DMST, Vascular I	0	12	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		2	19	8
Second Semester (Fall)				
DSVT 2418	Non-Invasive Peripheral Vascular Evaluation	2	4	4
DSVT 2461	Clinical - DMST, Vascular II	0	24	4
SOCI 1301 or	Introductory Sociology or			
PSYC 2301 or	General Psychology or			
PSYC 1300	Learning Strategies	<u>3</u>	<u>0</u>	<u>3</u>
		5	28	11
Third Semester (Spring)				
PHED	Physical Activity	0	3	1
DSVT 2462	Clinical - DMST, Vascular III	0	24	4
DSVT 2335	Advanced Vascular Technology	<u>2</u>	<u>4</u>	<u>3</u>
		2	31	8
Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Vascular.....		70		

Open Enrollment for this class to explore sonography program/profession.
 *May be taken early or to refresh expired A&P.

Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree Program

281-756-5650

Advanced
Echocardiography

Degree: Advanced Technical Certificate Degree in either Echocardiography or Vascular Technology

Length: 18 months, New program begins each spring semester.

Purpose: The Diagnostic Cardiovascular Sonography Program offers a one and a half year curriculum to prepare those who already have degree in an allied healthcare related field for a career in either Echocardiography or Vascular Technology which are branches of Diagnostic Medical Sonography. **This is not an entry-level certificate. It is above and beyond the healthcare degree the student already has.** Upon graduation students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Advanced Technical Certificate Program is a condensed version of the A.A.S. option taking into account students prior experience and training in allied healthcare. This program utilizes the same clinical sites all around the greater Houston - Galveston area. Graduates of this program may also earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33755 Tel: 727-210-2350.

I. Admission Requirements: Application Deadline October 15. Please contact the DCVS Department to obtain an official packet.

A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program in the Advanced Technical Certificate option, the applicant must:

1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
5. Have an Associates degree or higher in an allied healthcare related field from an accredited institution with demonstration of program pre-requisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or Allied Health Physics course. A&P credits must be within the past 5 years. If you're A&P is expired take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program (Offered every semester).
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in both Echocardiography and Vascular Technology is required for a total of 8 hours.
7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status. **Must have all three (3) HEPATITIS B shots by December 1st to be accepted into the program.**
8. Not currently on suspension or academic probation from ACC or any other college.
9. Submit two (2) reference forms. Submit personal statement.
10. Once accepted, pass a criminal background check and drug screen.
11. Complete the AHA Healthcare provider course for CPR prior to December 1.

B. Transfer and non-traditional students must:

1. Meet the above criteria
2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
3. Provide program and Registrar's Office with official transcripts from each prior institution.
4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
5. Not currently on suspension or academic probation from another college.
6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
7. Transfer students must complete a minimum of 12 credit hours at ACC to be awarded a Certificate from this institution.

II. Alternate Enrollment:

A. Practicing Echocardiographers and Vascular Technologists who wish to earn an Advanced Certificate.

1. This option applies to those who are registered in Echocardiography or Vascular Technology with at least 2 years of experience and would like to earn the Advanced Certificate.
2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements and pre-requisites are still required.

B. Former ACC DCVS program graduates who wish to cross train:

1. Must be graduates of ACC - DCVS
2. Must be registered in either Echo or Vascular
3. Must apply by October 15th
4. Number of openings is dependent upon current student volume in regular programs.
5. Graduates who are registered and would like to cross-train without entering the full A.T.C. program may take the lecture and lab courses in sequence.

C. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.

D. DSAE 2303 - Cardio Vascular Concepts may be taken prior to acceptance.

III. Progression Policies: See A.A.S. program

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Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Echocardiography

Program Pre-requisites: Associate Degree or higher in an Allied Health field from an Accredited Institution. Prior education must have included: Algebra, Physics, English, and Anatomy & Physiology.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Spring)				
*DMSO 1210	Introduction to Sonography	2	0	2
DSAE 1318	Sonographic Instrumentation	2	2	3
DSAE 1303	Introduction to Echocardiography Techniques	2	4	3
DSAE 1360	Clinical - DMST, Intro to Echocardiography	0	16	3
		6	22	11
Second Semester (Summer 12 weeks)				
**DSAE 2303	Cardiovascular Concepts	3	1	3
DSAE 2404	Echo Evaluation of Pathology I	2	4	4
DSAE 2361	Clinical - DMST, Echocardiography I	0	12	3
		5	17	10
SECOND YEAR				
First Semester (Fall)				
DSAE 1340	Diagnostic Electrocardiography	2	4	3
DSAE 2437	Echo Evaluation of Pathology II	2	4	4
DSAE 2461	Clinical - DMST, Echocardiography II	0	24	4
		4	32	11
Second Semester (Spring)				
DSAE 2335	Advanced Echocardiography	2	4	3
DSAE 2462	Clinical - DMST Echocardiography III	0	24	4
		2	28	7

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Echocardiography39

* Open Enrollment for this class to explore sonography program/profession.

** May be taken early or to refresh expired A&P.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Non-Invasive Vascular

Program Pre-requisites:

Associate Degree or higher in an Allied Health Field from an Accredited Institution. Prior education must have included: Algebra, Physics, English, and Anatomy & Physiology.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Spring)				
*DMSO 1210	Introduction to Sonography	2	0	2
DSAE 1318	Sonographic Instrumentation	2	2	3
DSVT 1300	Principles of Vascular Technology	2	4	3
DSVT 1360	Clinical - DMST, Intro to Vascular	0	16	3
		6	22	11
Second Semester (Summer 12 weeks)				
**DSAE 2303	Cardiovascular Concepts	3	1	3
DSVT 2430	Non-Invasive Cerebral Vascular Evaluation	2	4	4
DSVT 2361	Clinical - DMST, Vascular I	0	12	3
		5	17	10
SECOND YEAR				
First Semester (Fall)				
DSAE 1340	Diagnostic Electrocardiography	2	4	3
DSVT 2418	Non-Invasive Peripheral Vascular Evaluation	2	4	4
DSVT 2461	Clinical - DMST, Vascular II	0	24	4
		4	32	11
Second Semester (Spring)				
DSVT 2335	Advanced Vascular Technology	2	4	3
DSVT 2462	Clinical - DMST, Vascular III	0	24	4
		2	28	7

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Vascular39

* Open Enrollment for this class to explore sonography program/profession.

** May be taken early or to refresh expired A&P.

Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree in Pediatric Echocardiography

Degree: Advanced Technical Certificate Degree in Pediatric Echocardiography

Length: 18 months, New program begins each spring in January.

Purpose: The Diagnostic Cardiovascular Sonography Program offers a one and a half year curriculum to prepare those who already have experience in adult echocardiography and a prior degree in healthcare for a career in Pediatrics which is a highly specialized branch of Diagnostic Medical Sonography. **This is not an entry-level certificate. It is above and beyond the healthcare degree the student already has.** Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the pediatric heart patient. Pediatric Echocardiographers practice in a variety of settings including hospitals, diagnostic centers, doctor's offices, contract services, self-employment, sales, education, and research. The Advanced Technical Certificate Program is a condensed program taking into account the student's prior experience and training in allied healthcare and adult echocardiography. This program utilizes clinical sites all around the greater Houston-Galveston area. Graduates of this program may also earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

Currently, there is no programmatic accreditation for pediatric echocardiography programs in the country. This is the first program of its kind in the state of Texas. ACC will be working with the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to begin to develop accreditation standards for this branch of Sonography.

I. Admission Requirements: Application Deadline October 15

A. To be considered for admission to the Diagnostic Cardiovascular Sonography Pedi Echo Program in the Advanced Technical Certificate option, the applicant must:

1. Be a high school or GED graduate and provide copies of transcripts and diploma if a high school graduate within the past 5 years.
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
4. Submit official transcripts of all previous college work to both the program and the admissions/records office.
5. Have an Associates degree in an allied healthcare related field from an accredited institution with demonstration of program prerequisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or any Allied Health physics course with a grade of C or better. A&P credits must be within the past 5 years. If you're A&P has expired take DSAE 2303 Cardiovascular Concepts prior to enrollment. Offered every semester.
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of pedi echocardiography are required.
7. Upon acceptance complete a physical examination including chest x-ray, TB skin test, and verification of immunization status including documentation of all 3 Hepatitis B shots.
8. Not currently on suspension or academic probation from ACC or any other college.
9. Submit two (2) reference forms.
10. Submit the personal statement.
11. Complete the AHA Healthcare Provider course for CPR prior to December 1.

B. Transfer and non-traditional students must:

1. Meet the above criteria.
2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
3. Provide program and registrar's office with official transcripts from each prior institution.
4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
5. Not currently on suspension or academic probation from another college.
6. Credit may be awarded for support courses equivalent to those included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
7. Transfer students must complete a minimum of 12 credit hours at ACC to be awarded a Certificate from this institution.

II. Alternate Enrollment:

A. Practicing Pediatric Echocardiographers who wish to earn an Advanced Certificate.

1. This option applies to those who are registered in Pedi Echocardiography with at least 2 years of experience and would like to earn the Advanced Certificate.
2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements and pre-requisites are still required.

B. Adult Echocardiographers may audit lecture/lab courses for cross training.

III. Progression Policies: See A.A.S. Program

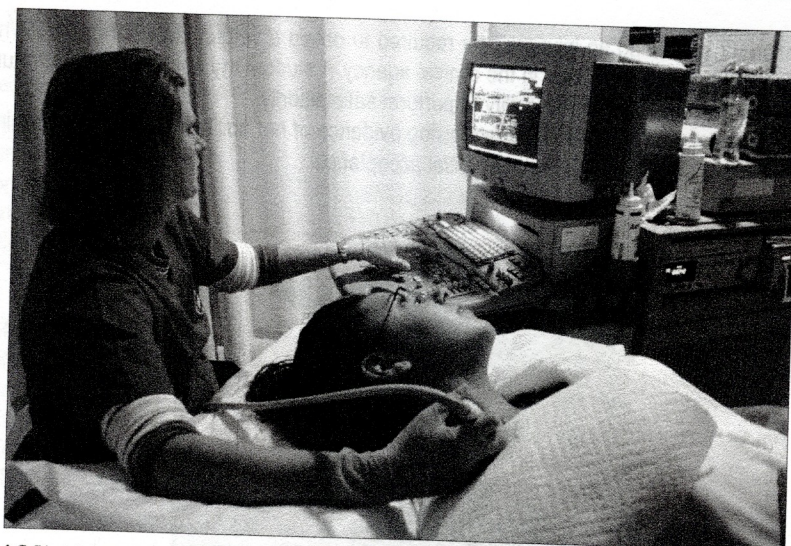
Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Pediatric Echocardiography

Program Pre-requisites:

Associate Degree or higher in an Allied Health field (preferably Echocardiography) from an Accredited Institution and current registry in Adult Echocardiography is preferred. Prior education must have included: Algebra, Physics, English, and Anatomy & Physiology.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Spring 16 weeks)				
DSPE 2255	Neonatal/Pediatric Patient Care Skills	1	3	2
DSPE 1300	Introduction to Pedi Echo Techniques	2	3	3
DSPE 2360	Clinical - DMST, Intro to Pedi Echo	<u>0</u>	<u>256</u>	<u>3</u>
		3	262	8
Second Semester (Summer 11 weeks)				
DSPE 2357	Echo Eval of Congenital Heart Disease 1	2	3	3
DSPE 2261	Clinical - DMST, Pedi Echo I	<u>0</u>	<u>192</u>	<u>2</u>
		2	195	5
Third Semester (Fall 16 weeks)				
DSPE 2349	Echo Eval of Congenital Heart Disease 2	2	3	3
DSPE 2461	Clinical - DMST, Pedi Echo II	<u>0</u>	<u>384</u>	<u>4</u>
		2	387	7
Fourth Semester (Spring 16 weeks)				
DSPE 2359	Advanced Pedi Echocardiography	2	3	3
DSPE 2462	Clinical - DMST, Pedi Echo III	<u>0</u>	<u>384</u>	<u>4</u>
		2	387	7

Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography.....27



ACC's high tech hospital training facility, as well as excellence in instruction, combine to form some of the best and brightest graduates in healthcare.

Electroneurodiagnostics Degree Program

281-756-5610 Assoc

Degree: Associate in Applied Science (AAS)

Length: Two Year Program

Purpose: Electroneurodiagnostics (END) Technology is an allied health specialty for recording electrical activity arising from the brain, spinal cord, and peripheral nerves, somatosensory or motor nerve systems using a variety of techniques and instruments. The END technologist works with patients of all ages in a variety of settings including: hospitals, out-patient clinics, physician offices, epilepsy monitoring units, operating rooms and research facilities.

Admission Requirements:

To be considered for admission to the Electroneurodiagnostics program, the applicant must:

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Electroneurodiagnostics program by July 15th.
- c. Submit official transcripts from other colleges attended with application.
- d. Score a composite of 19 or higher on the ACT, or combined math/verbal of 900 or higher on the SAT (tests must be within 5 years of time of application).
- e. Complete physical examination and immunization upon acceptance.
- f. Not currently be on suspension or academic probation.
- g. Background check and drug screen are conducted as a condition of full acceptance into the Electroneurodiagnostics Program.

Advanced Standing

1. Advanced standing applies to those Electroneurodiagnostics personnel who have work experience and have not completed the associate degree program.
2. Electroneurodiagnostics professional with at least two (2) years full-time experience in the field will have the opportunity to challenge Electroneurodiagnostics courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.

Progression Policy

1. The END students will abide by the admission and curriculum requirements of the END Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the END Program, all END 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 END or academic course will be acceptable.
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. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any END course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
7. 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 his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within four (4) years after initial acceptance.



To help address a nationwide and local shortage of qualified electroneurodiagnostic (END) technicians, Alvin Community College will begin providing training for an Associate Degree and a one-year advanced technical certificate Fall 2010.

Electroneurodiagnostics

Total Credits
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ARTS 130
ARTS 130
ARTS 130
ARTS 234
DRAM 131
DRAM 135
DRAM 135
DRAM 236
DRAM 236
DRAM 236
ENGL 232
ENGL 232
ENGL 232

Associate in Applied Science Electroneurodiagnostics (END) Program

Course Number	Course Title	Lecture Hrs.	Lab Hrs.	Credits
Pre-requisite Courses				
ENGL 1301	Composition & Rhetoric	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
HITT 1305	Medical Terminology	3	0	3
HPRS 1304	Basic Patient Care Skills	<u>2</u>	<u>2</u>	<u>3</u>
		14	5	16
First Year				
First Semester (Fall)				
BIOL 2402	Anatomy & Physiology II	3	3	4
PSYC 2314	Life Span Growth and Development	3	0	3
PSGT 1310	Neuroanatomy & Physiology	3	0	3
ENDT 1350	Electroencephalography	2	2	3
ENDT 1345	Applied Electronics and Instrumentation	2	2	3
		13	7	16
Second Semester (Spring)				
SPCH 1318	Interpersonal Communications	3	0	3
ENDT 2320	Electroneurodiagnostic Tech I	2	2	3
ENDT 1363	Electroneurodiagnostic Tech Clinical I	0	18	3
Elective	Humanities/Visual Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		8	20	12
Third Semester (Summer)				
ENDT 2425	Electroneurodiagnostic Tech II	3	2	4
ENDT 2463	Electroneurodiagnostic Clinical II	0	24	3
ENDT 2210	Evoked Potentials	<u>2</u>	<u>0</u>	<u>2</u>
		5	26	9
Fourth Semester (Fall)				
ENDT 2561	Electroencephalography Clinical III	0	24	5
ENDT 2215	Nerve Conduction Studies	<u>2</u>	<u>0</u>	<u>2</u>
		2	24	7

Total Credits Required for A.A.S. Electroneurodiagnostics60

Required Elective - The required Humanities/Fine Arts elective must be selected from the following list. (No other course will be accepted)

ARTS 1301	Art Appreciation	ENGL 2328	Survey of American Literature II
ARTS 1303	Art History I	ENGL 2332	Survey of Literature I
ARTS 1304	Art History II	ENGL 2333	Survey of Literature II
ARTS 2348	Digital Arts I	HUMA 1301	Introduction to Humanities I
DRAM 1310	Introduction to Theater Arts	HUMA 1302	Introduction to Humanities II
DRAM 1351	Acting I	MUSI 1301	Introduction to Music
DRAM 1352	Acting II	MUSI 1306	Music Appreciation
DRAM 2361	History of the Theatre I	MUSI 1308	Survey of Music Lit I
DRAM 2362	History of the Theatre II	MUSI 1309	Survey of Music Lit II
DRAM 2366	Development of the Motion Picture	MUSI 1310	History of Rock/Jazz
ENGL 2322	Survey English Literature I	PHIL 1301	Introduction to Philosophy
ENGL 2323	Survey English Literature II	PHIL 1306	Into to Ethics
ENGL 2327	Survey of American Literature I		

OR

Any Sophomore-level French, German or Spanish course

Electroneurodiagnostics (END) Advanced Technical Certificate Program

Degree: Advanced Technical Certificate (ATC)

Length: Four (4) semesters

Purpose: Electroneurodiagnostics (END) Technology is an allied health specialty for recording electrical activity arising from the brain, spinal cord, peripheral nerves, somatosensory or motor nerve systems using a variety of techniques and instruments.

The END technologist works with patients of all ages in a variety of settings including: hospitals, out-patient clinics physician offices, epilepsy monitoring units, operating rooms and research facilities.

Admission Requirements:

To be considered for admission to the Electroneurodiagnostics program, the applicant must:

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Electroneurodiagnostics program by July 15th.
- c. Hold an Associate Degree in a health-related field.
- d. Submit official transcripts from where above degree was granted.
- e. Submit appropriate state licensure and/or credentials from one of the disciplines in (c) above.
- f. Complete physical examination and immunization upon acceptance.
- g. Not currently be on suspension or academic probation.
- h. Current CPR certification – AHA Health Care Provider.
- i. Background checks are conducted as a condition of full acceptance in the the Electroneurodiagnostics Program.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Year				
First Semester (Fall)				
PSGT 1310	Neuroanatomy & Physiology	3	0	3
ENDT 1350	Electroencephalography	2	2	3
ENDT 1345	Applied Electronics and Instrumentation	2	2	3
		7	4	9
Second Semester (Spring)				
ENDT 2320	Electroneurodiagnostic Tech I	2	2	3
ENDT 1363	Electroneurodiagnostic Tech Clinical I	0	18	3
		2	20	6
Third Semester (Summer)				
ENDT 2425	Electroneurodiagnostic Tech II	3	2	4
ENDT 2463	Electroneurodiagnostic Clinical II	0	24	3
ENDT 2210	Evoked Potentials	2	0	2
		5	26	9
Fourth Semester (Fall)				
ENDT 2561	Electroencephalography Clinical III	0	24	5
ENDT 2215	Nerve Conduction Studies	2	0	2
		2	24	7

Total Credits Required for A.T.C. Electroneurodiagnostics 31

Degree: Associate of Applied Science (A.A.S.) - Tech Prep

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. Program meets Texas Department of State Health Services (TDSHS) requirements for certification eligibility, and successful students may take the TDSHS Emergency Medical Services Examination for Certification. Students must meet departmental standards to take the TDSHS certification examinations. A fee is charged by the TDSHS 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 State Department of Health Services, the American Heart Association, and the International 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, pediatric, medical 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 and competency.
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 State Department of Health Services registry examination for certification in the field of emergency medical services.

Program Requirements

Qualified applicants will be admitted according to space available each semester. To be considered for admission to the EMT Program, applicants must:

1. be admitted to ACC for the EMT program (through Office of Admissions & Academic Advising);
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 State Health Services 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.
4. be 18 years-of-age or older;
5. pay the Texas Department of State Health Services registry application fees and all other associated fees.
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.)
11. Students must pay for background/fingerprinting by the FBI and pass a criminal background check.

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 "B" in an EMT or "C" in an academic course will be acceptable for progression.
4. Students must complete the program within five years after initial acceptance.
5. Several Saturday departmental training and evaluation sessions are scheduled during the semester.

Emergency Medical Technology - Associate of Applied Science Degree

Emergency Medical

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician - Basic	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
MATH 1332	Contemporary Mathematics I	3	0	3
ENGL 1301	Composition I	3	0	3
		11	12	12
Second Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	0	7	1
		11	22	16
Third Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	2	1	2
EMSP 2338	EMS Operations	3	0	3
EMSP 2160	Paramedic Clinical II	0	6	1
		11	13	14
SECOND YEAR				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	1	8	2
BCIS 1405	Business Computer Applications	3	3	4
EMSP 2352	EMS Research	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
		13	14	16
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	9	1
SOCI 1301	Introductory Sociology	3	0	3
EMSP	EMS Elective (EMSP 1391, EMSP 2300 or HITT 1305)	3	0	3
		9	14	12

Total Credits Required for AAS Emergency Medical Technology.....70

EMT ENHANCED SKILLS CERTIFICATE

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
EMSP 2458	Critical Care Paramedic	2	6	4
EMSP 2359	EMS Supervision/ Management	3	1	3
		5	7	7

Total Credits Required for Enhanced Skills Certificate.....77

Emergency Medical Technology Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		5	12	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	0	7	1
		8	19	12
Third Semester				
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	2	1	2
EMSP 2338	EMS Operations	3	0	3
EMSP 2160	Paramedic Clinical II	0	6	1
		8	10	10
SECOND YEAR				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	1	8	2
		4	11	6
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	9	9
		3	14	14
Total Credits Required for Certificate in Emergency Medical Technology.....				40

Emergency Medical Technician - Intermediate Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		5	12	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	0	7	1
		8	19	12
Credits Required for Certificate in Emergency Medical Technician - Intermediate.....				18

Human Services - Substance Abuse Counseling Degree Program 281-756-3657 (formerly Mental Health/Addiction Counseling)

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum in Human Services-Substance Abuse Counseling provides theory, skills and knowledge used in the field of chemical dependency counseling and in 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. rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency and psychiatric care. Students who complete the required courses and practicum will be eligible to take the licensure examination in Texas for Licensed Chemical Dependency counselor (LCDC). Upon completion of the supervised clinical training and passing the LCDC examination and meeting state ethical and legal requirements students will be licensed.

Program requirements: In addition to general requirements for admission to the college, entry into Human Services-Substance Abuse Counseling requires an interview with the Human Service-Substance Abuse Counseling Department.

Associate of Applied Science Degree Program

Human Services - Substance Abuse Counseling

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
ENGL 1301	Composition I	3	0	3
PSYC 2301	General Psychology	3	0	3
SCWK 1313	Introduction to Social Work	3	0	3
DAAC 1304	Pharmacology of Addiction	3	0	3
DAAC 1364 or PMHS 1380	Practicum Substance Abuse or Coop Ed I - Psychiatric/Mental Health Services	<u>1</u> 13	<u>20</u> 20	<u>3</u> 15
Second Semester				
ENGL 1302	Composition II	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
Elective	MENH Elective	3	0	3
DAAC 1311	Counseling Theories	3	0	3
DAAC 1380 or PMHS 1381	Coop Ed I - Alcohol/Drug Abuse Counseling or Coop Ed II - Psychiatric/Mental Health Services	<u>1</u> 3	<u>20</u> 0	<u>3</u> 3
DAAC 1317	Basic Counseling Skills	<u>3</u> 16	<u>0</u> 20	<u>3</u> 18
SECOND YEAR				
First Semester				
BIOL 2401 or BIOL 1406	Anatomy and Physiology or General Biology	3	3	4
PSYC 2314	Life-Span Growth and Development	3	0	3
DAAC 1309	Assesments and Procedures	3	0	3
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3	0	3
*DAAC 1381 or *PMHS 2380	Coop Ed II-Alcohol/Drug Abuse Counseling or Coop Ed III-Psychiatric/Mental Health Services	<u>1</u> 13	<u>20</u> 23	<u>3</u> 16
Second Semester				
DAAC 2307	Addicted Family Intervention	3	0	3
DAAC 2343	Current Issues	3	0	3
DAAC 2354	Dynamics of Group Counseling	3	0	3
DAAC 1305	Co-Occurring Disorders	3	0	3
DAAC 2306	Substance Abuse Prevention	3	0	3
Elective	Visual & Performing Arts/Humanities Core	<u>3</u> 18	<u>0</u> 0	<u>3</u> 18

*Capstone Course

Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling67

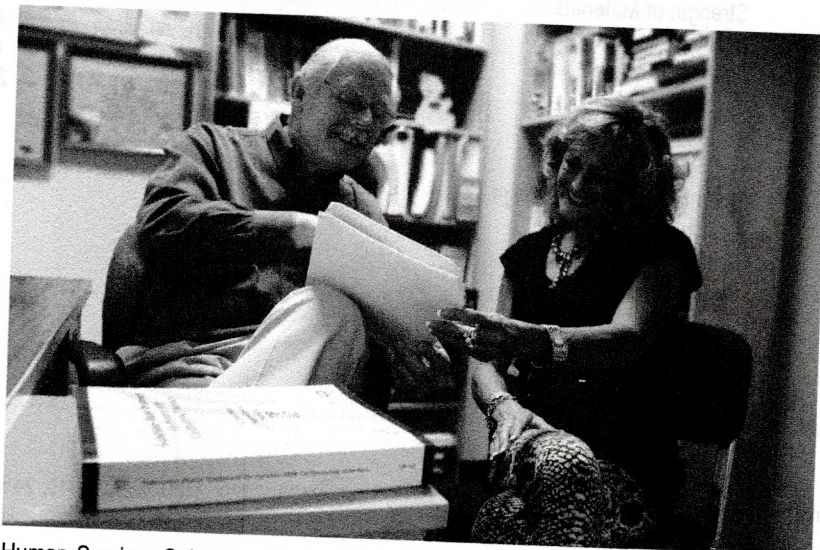
Human Services - Substance Abuse Counseling Certificate Program

Length: Two-Semester (One-Year) Program

Purpose: The one-year program prepares the student to meet the foundation educational and practicum requirements for licensure eligibility as Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services.

Program Requirements: In addition to the general requirements for admission to the college, entry into Human Services-Substance Abuse Counseling Program requires a personal interview with the Human Services-Substance Abuse Counseling Department Chairman.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
SCWK 1313	Introduction to Social Work	3	0	3
DAAC 1304	Pharmacology of Addiction	3	0	3
DAAC 1309	Assessment and Procedures	3	0	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3	0	3
DAAC 2354	Dynamics of Group Counseling	3	0	3
DAAC 1364 or PMHS 1380	Practicum Substance Abuse Counseling or Co-Op I - Psychiatric/Mental Health Services	1 16	20 20	3 18
Second Semester				
DAAC 1311	Counseling Theories	3	0	3
DAAC 2343	Current Issues	3	0	3
DAAC 1305	Co-Occurring Disorders	3	0	3
DAAC 1391	Special Topics in Psychiatric/Mental Health Services	3	0	3
DAAC 2307	Addicted Family Intervention	3	0	3
DAAC 1380 or PMHS 1381	Coop Ed I - Alcohol/Drug Abuse Counseling or Coop Ed II - Psychiatric/Mental Health Services Technician	1 16	20 20	3 18
Total Credits Required for Human Service-Substance Abuse Counseling Certificate.....				36



Human Services-Substance Abuse Counseling program prepares students to become licensed clinical dependency counselors.

Industrial Design Technology Degree Program

281-756-3784/Special

(formerly Drafting Technology)

Degree: Associate of Applied Science (A.A.S.) – Tech Prep

Length: Four semester (Two-Year) Program

Purpose: The ACC Industrial Design Technology program provides extensive hands-on training. Courses within the program includes basic principles of engineering drafting and design and advanced specialized training in piping, architectural and mechanical design. Students may choose general Industrial Design Technology degree to study the various disciplines that ACC has to offer. Also available are specialization Industrial Design Technology to degrees for piping, architectural and mechanical design. This well-rounded education provides students with many opportunities and the necessary qualifications as entry-level designers.

Program Requirements: Students of the Industrial Design Technology program require problem solving and critical thinking, manual dexterity, artistic interest, technical drawing skill, craftsmanship, computing skills, self-discipline, and conceptual vision.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BCIS 1405	Business Computer Applications	3	3	4
DFTG 2317	Descriptive Geometry	3	3	3
DFTG 1405	Technical Drafting	2	6	4
MATH 1314	College Algebra	3	0	3
ARTS 1316	Drawing I	<u>3</u>	<u>0</u>	<u>3</u>
		14	12	17
Second Semester				
ENGL 1301	English Composition I	3	0	3
MATH 2412	Pre-Calculus	4	0	4
DFTG 1409	Basic Computer-Aided Drafting	2	6	4
ENTC 2331	Manufacturing Materials	3	3	3
PYSC 1300 or	Learning Strategies or			
PYSC 2301 or	General Psychology or			
SOCI 1301	Introductory Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		15	9	17
Third Semester				
DFTG 2419	Intermediate Computer-Aided Drafting	2	6	4
ENTC 1323	Strength of Materials	3	3	3
DFTG Elective	Drafting Elective	2	6	4
DFTG Elective	Drafting Elective	<u>2</u>	<u>6</u>	<u>4</u>
		9	21	15
Fourth Semester				
DFTG 2440	Solid Modeling and Design	2	6	4
*DFTG Elective	Drafting Elective	2	6	4
*DFTG Elective	Drafting Elective	2	6	4
SPCH 1315	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		9	18	15

Total Credits Required for Industrial Design Technology Degree64

*Drafting Electives Available Unless Previously Completed: DFTG 1410, 1433, 1445, 2423, 2428, 2406, 2430, 2445, 2450, 2481, ARCE 1452, 2452, MCHN 1426

STUDENTS INTERESTED IN THE INDUSTRIAL DESIGN TECHNOLOGY DEGREE WITH FOLLOWING SPECIALIZATIONS MUST COMPLETE THE COURSES LISTED IN THAT PARTICULAR DISCIPLINE.

Industrial Design Technology

Specialization in Pipe Design

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ARCE 1452	Structural Drafting	2	6	4
DFTG 2423	Pipe Drafting	2	6	4
DFTG 2430	Civil Drafting	2	6	4
**DFTG 2445 or	Advanced Pipe Drafting or	2	6	4
**DFTG 2481	Cooperative Education for Drafting	<u>1/2</u>	<u>4/21</u>	<u>4</u>
		9/10	28/45	20

Specialization in Architectural Design

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ARCE 1452	Structural Drafting	2	6	4
DFTG 2428	Architectural Drafting-Commercial	2	6	4
DFTG 2430	Civil Drafting	2	6	4
**ARCE 2452 or	Mechanical and Electrical Systems or	2	6	4
**DFTG 2481	Cooperative Education for Drafting	<u>1/2</u>	<u>4/21</u>	<u>4</u>
		9/10	28/45	20

Specialization in Mechanical Design

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
DFTG 1433	Mechanical Drafting	2	6	4
DFTG 2450	Geometric Dimensioning and Tolerancing	2	6	4
MCHN 1426	Introduction to Computer-Aid Manufacturing (CAM)	2	6	4
*DFTG 2406 or	Machine Design or	2	6	4
*DFTG 2481	Cooperative Education for Drafting	<u>1/2</u>	<u>4/21</u>	<u>4</u>
		9/10	28/45	20

Industrial Design Technology Certificate Program

281-756-3784

Length: Two semester (One-Year) Program

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

Program Requirements: A minimum of 36 hours is required for this certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BCIS 1405	Business Computer Applications	3	3	4
DFTG 1315 or DFTG 1325	Architectural Blue Print Reading or Blue Print Reading and Sketching	2	2	3
DFTG 1405	Technical Drafting	3	3	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
TECM 1303	Technical Calculations	3	1	3
		16/17	13/12	18
Second Semester				
DFTG 2419	Intermediate Computer-Aided Drafting	3	3	4
DFTG 1433 or DFTG 2423 or DFTG 1417	Mechanical Drafting or Pipe Drafting or Architectural Drafting-Residential	3	3	4
DFTG 2317	Descriptive Geometry	2	2	3
**DFTG ELECTIVE	Drafting Elective	0	0	4
ELECTIVE	College Elective	0	0	3
		8	8	18

Total Credits Required for Industrial Design Technology Certificate 36

**Drafting Electives Available Unless Previously Completed: DFTG 1410, 1417, 1433, 2423, 2428, 2430, 2431, 2432, 2435, 2440, 2445, 2450, and MCHN 1419



The Industrial Design Technology Department hosts free AutoCAD workshops for the community.

Degree: As
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Management Development Degree Program

281-756-3812

Degree: Associate of Applied Science (A.A.S.) - Tech Prep

Length: Four-Semester (Two-Year) Program

Purpose: The management development program prepares individuals for career occupations in the field of general management development. The objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.

Program Requirements: The management development curriculum contains a core of required courses including nine (9) management/human resources courses, three semesters of cooperative education, general education courses, and a recommended list of electives.

(This degree may be attained completely on-line)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BMGT 1327	Principles of Management	3	0	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	1	20	3
BMGT 2303	Problem Solving & Decision Making	3	0	3
ENGL 1301	Composition I	3	0	3
Elective**	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15
Second Semester				
HRPO 1311	Human Relations	3	0	3
BMGT 2382	Cooperative Education-Business Administration and Management, General II	1	20	3
MATH 1314 or	College Algebra or	3	0	3
MATH 1333	Contemporary Mathematics for Tech			
MRKG 1311	Principles of Marketing	3	0	3
Elective**	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15
Third Semester				
BUSG 2309	Small Business Management	3	0	3
HRPO 2307	Organizational Behavior	3	0	3
BMGT 2383*	Cooperative Education-Business Administration and Management, General III	1	20	3
HRPO 1391 or	Special Topics in Human Resource Management or	3	0	3
MRKG 2333	Principles of Selling			
SOCI 1301 or	Introductory Sociology or	3	0	3
ECON 2301	Principles of Economics I			
HIST 1301	The US to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		16	20	18
Fourth Semester				
HRPO 2301	Human Resources Management	3	0	3
MRKG 1301	Services Marketing/Management	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
GOVT 2301	American National & State Government I	3	0	3
Elective**	Visual & Performing Arts/Humanities Core	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

*Capstone Course

**Recommended list of electives: HIST 1301, GOVT 2302, ENGL 1302, MATH 1324, Natural Sciences - 6 hours

Total Credits Required for A.A.S. Management Development Degree.....64

Management Development Certificate Program

281-756-3812

Nursing

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.

Program Requirement: A certificate student takes 12 hours of management courses and 3 hours of cooperative education in the first semester. In the second semester, the certificate student takes another cooperative education, and twelve hours of management/human resources and marketing courses.

(This degree may be attained completely on-line.)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BMGT 1327	Principles of Management	3	0	3
BMGT 1382	Cooperative Education I-Business Administration & Management	1	20	3
BMGT 2303	Problem Solving & Decision Making	3	0	3
BUSG 2309	Small Business Management	3	0	3
MRKG 1311	Principles of Marketing	3	0	3
		13	20	15
Second Semester				
*BMGT 2382	Cooperative Education II-Business Admin & Mgmt	1	20	3
HRPO 1311	Human Relations	3	0	3
HRPO 1391	Special Topics in Human Resource Management	3	0	3
HRPO 2301	Human Resource Management	3	0	3
MRKG 1301	Services Marketing/Management	3	0	3
		13	20	15

*Capstone Course

Total Credits Required for Management Development Certificate.....30

Management Development

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Nursing Degree Program

281-756-5610

Degree: Associate in Applied Science (A.A.S.) - Tech Prep
Length: Two Year Program

Purpose: The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing (ADN) graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

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 approved by the Texas Board of Nursing (BON) and accredited by the National League for Nursing Accrediting Commission (NLNAC). The mission of the BON is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The NLNAC is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs.

Texas Board of Nursing (BON)
333 Guadalupe #3-460
Austin, TX 78701
512-305-7400
www.bon.state.tx.us

NLNAC
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
404-975-5000
www.nlnac.org

A person who has been convicted of or received deferred adjudication for anything other than a minor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse, should contact the Texas Board of Nursing for licensure eligibility criteria.

Admission Requirements (applicable in 2010):

A new class begins each fall semester. The application period is from January until March. Applications are available from the ADN department or www.alvin-college.edu during the application period. Qualified applicants are admitted according to space available. To be considered for admission to the Associate Degree Nursing (ADN) Program, the applicant must:

1. Be fully admitted to Alvin Community College.
 2. Submit an ADN application to the ADN department during the application period.
 3. Submit, at the time of application, proof to the ADN department of having met the following minimum admission standards:
 - a. Combined English and Reading score of 38 or higher on the ACT or 460 on the Critical Reading section of the SAT test. No exemptions. Scores must be from tests administered no earlier than 1996.
 - b. TSI (Texas Success Initiative) requirement satisfied as determined by ACC's testing and placement policies. Transfer students must meet the transfer institution's TSI requirements if not enrolled at ACC.
 - c. Cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.
 - d. Received at least the first immunization of the Hepatitis B series upon application. Series must be completed by the start date of the program.
- Attend one of the mandatory ADN Applicant meetings discussing specific program policies and requirements held during the application period. Submit to both the ADN office and ACC Registrar's office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities, and visual/performing arts. Complete BIOL 2401, BIOL 2402 and ENGL 1301 prior to start of the 2 year ADN program or BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, and PSYC 2314 prior the start of the LVN-ADN transition program. Students are ineligible for admission if at the time of application transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, and 2420) taken in the past five years. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.

Selection for Admission

Admission to the program is competitive. Ranking criteria include the number of required courses completed in the ADN curriculum plan, GPA in those courses, standardized test reading scores (ACT- English and Reading or SAT- Critical Reading). Additional consideration is given to applicants who 1) completed coursework without repeating courses within the last five years, 2) completed curriculum coursework at ACC, 3) earned a Bachelors or higher degree from an accredited college or university, 4) reside in the College district.

Program Information:

BIOL 2401, 2402, and 2420 must be taken within five years at the time of application. Courses completed more than five years prior to the time the student is accepted, must be repeated or the student may demonstrate competency through a written examination. Contact the ADN department for information about the examination.

Requirements to be completed after initial acceptance and before the start of the program include:

- a. Satisfactory criminal background check as determined by the licensure eligibility criteria established by the BON. A person with a criminal history is eligible for admission if the BON indicates in a letter that a "Declaratory Order" was received and the individual is eligible to apply to take the licensure examination. The BON website, www.bon.state.tx.us, contains eligibility questions and the petition for declaratory order.
- b. CPR Certification American Heart Association class "C" for Health Care Providers
- c. Physical examination (form provided by the department)
- d. Up-to-date immunizations as required by the Texas Department of Health (measles, mumps, rubella, tetanus, diphtheria, varicella, hepatitis "B" series of 3 immunizations)
- e. Negative tuberculin screen (yearly)

- f. Negative drug test.
 - g. Purchase of a school uniform and lab supplies
 - h. Purchase of an I-pod touch or smart phone if the student does not have one already. The device enables access to medical and nursing information when the student is at clinical sites.
3. Each student is required to pay for standardized, computerized tests that are administered throughout the program.
 4. Students attend various clinical sites in the Houston/Galveston region throughout the program. Clinical times/days vary each semester and include weekend and evening hours.

Transfer of Nursing Credits:

1. Courses accepted for transfer must be similar in content and credit to the ACC course(s).
2. No grade below a "B" in any nursing course is accepted for transfer.
3. Students must demonstrate competency through an examination in nursing content for courses without a clinical component that were completed more than three (3) years prior to the time of application.
4. Transfer applicants who, in the last 3 years, were enrolled in a professional nursing program and attempted/completed nursing course(s) with clinical component(s), must:
 - a. meet the criteria for admission to the ADN program at ACC;
 - b. have a written recommendation from the Dean/Director of their previous nursing program;
 - c. demonstrate competency in previously completed nursing courses prior to admission through a written examination and a clinical skills competency demonstration. The tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.

Readmission of Former ACC ADN Students:

A student not enrolled in a nursing course for one (1) or more semesters (excluding summer), for any reason, is termed a withdrawal from the ADN Program and must apply for readmission.

1. A student who has withdrawn from the ADN program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter the first semester must reapply during the program application period in the spring and be ranked with that applicant pool.
2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.
3. Re-entering students must abide by the current admission, curriculum and program requirements of the department.
4. Students are readmitted on a space available basis.
5. Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
6. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior in clinical. The decision to deny or accept readmission will be made by a faculty review committee.
7. Students who are unsuccessful in the ADN program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition track. Eligibility penalties for the "D's, F's or W's" earned in nursing courses while previously enrolled in the ADN. program are eliminated for these students.

Progression Policies:

1. Students will abide by the current ADN admission, curriculum and program 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 (5) years of the initial acceptance.
3. No grade below a C in nursing curriculum 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.
5. Once enrolled in the ADN program, a student who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible, re-enroll in the course before enrolling in a subsequent nursing course.
6. A student who withdraws from a nursing course with a related clinical component must withdraw from the corresponding course.
7. A student who receives a grade of D or F in a nursing course with a related clinical component will be assigned the grade of "R" in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course. Each semester's co-requisite RNSG courses must be completed with a minimum grade of C in order to progress.
8. A student must achieve an overall GPA of 2.0 in all courses in the nursing curriculum in order to progress to the next nursing course.
9. Once enrolled in the ADN program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. A break in enrollment includes: 1) Receipt of a grade of D, F, or W in a nursing course requiring a repeat of the course, 2) Withdrawal from a nursing course with a clinical component, and 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer).
10. A student will be readmitted only once to the program. Following a second D, F, or break in enrollment during the program, a student is ineligible for readmission. Students may petition for re-admission when a withdrawal from an RNSG course occurs due to a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
11. Consideration for readmission will be on an individual basis and as space permits. A student not enrolled in a nursing course for one or more semesters (excluding summer) will be required to demonstrate competency in previously completed nursing courses prior to readmission. Refer to section "Readmission of Former ACC/ADN Students".
12. A student will be terminated from the ADN Program if they have received more than one (1) D or F in a nursing course, and/or in BIOL 2401, BIOL 2402 and/or BIOL 2420. This includes courses which have been repeated and a passing grade (A, B or C) received in a subsequent attempt, regardless of the college or university where the initial grade (D or F) was received. The student is ineligible even if the course is repeated and the student earns A, B, or C in the subsequent attempt.

Total Cr

* May be
** RNSG
or Spring

Associate in Applied Science Nursing Degree Program

281-756-5610

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Prerequisite Courses				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	<u>3</u>	<u>3</u>	<u>4</u>
		9	6	11
FIRST YEAR				
Fall Semester				
RNSG 1215*	Health Assessment	1	2	2
RNSG 1108*	Dosage Calculations for Nursing	1	0	1
RNSG 1513	Foundations for Nursing Practice	4	3	5
RNSG 1260	Clinical: Foundations for Nursing Practice	0	6	2
PSYC 2314*	Life-Span Growth & Development	<u>3</u>	<u>0</u>	<u>3</u>
		9	11	13
Spring Semester				
RNSG 1441	Common Concepts of Adult Health	3	2	4
RNSG 1561	Clinical: Common Concepts of Adult Health	0	15	5
PSYC 2301*	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		6	17	12
SECOND YEAR				
Summer				
BIOL 2420*	Microbiology	3	3	4
RNSG 2213	Mental Health Nursing	2	0	2
RNSG 1162	Clinical: Mental Health Nursing	<u>0</u>	<u>3</u>	<u>1</u>
		5	6	7
Fall Semester				
RNSG 1246	Legal and Ethical Issues for Nurses	2	0	2
RNSG 1443**	Complex Concepts of Adult Health	3	2	4
RNSG 2563**	Clinical: Complex Concepts of Adult Health	0	15	5
ENGL 1302*	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		8	17	14
Spring Semester				
RNSG 1512**	Nursing Care of Childbearing & Childrearing Family	4	2	5
RNSG 2121	Management of Client Care			
RNSG 2463**	Clinical: Nursing Care of Childbearing & Childrearing Family	1	0	1
Elective*	Visual and Performing Arts / Humanities	0	12	4
		<u>3</u>	<u>0</u>	<u>3</u>
		8	14	13

Total Credits Required for A.A.S. Nursing 70

*May be taken prior to admission to the ADN program.

**RNSG 1443 / 2563 and RNSG 1512 / 2463 are taught both Fall and Spring semesters. Students may be assigned to 1443 / 2563 in either the Fall or Spring semester.

Nursing - ADN

Nursing Transition (LVN-to-ADN) Program

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

Length: One-Year

Purpose: The transition program is to provide a pathway from Licensed Vocational Nurse (LVN) to Associate Degree Nursing (ADN). The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

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: A new class will begin in May each year. Qualified applicants will be admitted according to space available. To be considered for admission to the Transition Pathway of the Associate Degree Nursing Program, the applicant must:

1. Apply to Alvin Community College and fulfill the admission requirements of the college.
2. Apply to the ADN Program and meet admission and program requirements for that program.
3. Hold a license to practice vocational nursing in the State of Texas or be scheduled to graduate from the ACC/VN program.
4. Have recent work experience, preferably in an acute care setting, as a licensed vocational nurse, or:
 - a. scheduled to graduate from the ACC/VN program.
 - b. graduated within one year from a state approved vocational nursing program.
5. Complete prerequisite courses before the start of the nursing program.
6. Have a cumulative GPA of 2.5 or better.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Prerequisite Courses (Must be completed prior to enrollment in RNSG 1262 and RNSG 1417)				
ENGL 1301	Composition I	3	0	3
PSYC 2301	General Psychology	3	0	3
PSYC 2314	Life-Span Growth & Development	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	3	3	4
BIOL 2420	Microbiology	3	3	4
		18	9	21
3 Week Mini Semester (May)				
RNSG 1215*	Health Assessment	1	2	2
		1	2	2
Summer Semester				
RNSG 1262	Clinical Nursing: Concepts of Nurse Practice for Articulating Students	2	6	2
RNSG 1417	Concepts of Nursing Practice I for Articulating	3	2	4
Credit for Prior Learning	RNSG 1513	4	3	5
	RNSG 1441	3	2	4
	RNSG 1561	0	15	5
		12	28	20
Fall Semester				
RNSG 1246	Legal Ethical Issues for Nurses	2	0	2
RNSG 1443**	Complex Concepts of Adult Health	3	2	4
RNSG 2563**	Clinical Nursing: Complex Concepts of Adult	0	15	5
ENGL 1302*	Composition II	3	0	3
		8	17	14
Spring Semester				
RNSG 1512**	Nursing Care of the Childbearing and Childrearing Family	4	2	5
RNSG 2121	Management of Client Care	1	0	1
RNSG 2463**	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
ELEC	Visual and Performing Art / Humanities	3	0	3
		8	14	13

Total Credits Required for A.A.S. Nursing 70

Note: Lecture, lab and clinical hours are the number of contact hours-per-week

* May be taken prior to admission to the ADN program.

** RNSG 1443 / 2563 and RNSG 1512 / 2463 are taught both Fall and Spring semesters. Students may be assigned to 1443 / 2563 in either the Fall or Spring semester.

Vocational Nursing Certificate Program

281-756-5630

Length: Twelve months; three semesters, 44 credit hours.

Purpose: The purpose of the ACC Vocational Nursing program 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 under the supervision of a registered nurse and/or physician. Graduates are eligible to write the National Counsel of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN). Those passing this examination will be licensed to practice as a Licensed Vocational Nurse (LVN) in the State of Texas.

Accreditation: The program is accredited by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Admission Requirements: A new class begins each Summer Session I. Enrollment is limited to 50 qualified applicants per class. To be eligible for admission to the program, each applicant must:

1. be a high school graduate or hold a certificate of equivalency (GED);
2. meet all College admission requirements;
3. submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a reading, English and composite ACT score of 18, or a combined SAT score of 860 (writing portion is not counted). Scores must be since 1996.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;
5. If accepted into the LVN program, provide documentation of: (1) a physical examination which includes tuberculosis screening, and immunization updates in accordance with the department's immunization guidelines; and (2) current certification in American Heart Association Class "C" CPR for Healthcare Providers.
6. Individuals that have been convicted of a felony may not be licensed in the State of Texas.
7. Deadline for 2011 class applications is December 3, 2010.

Program Requirements:

1. Expenses for the entire program are approximately \$4,000 (\$5,200 for students living out-of-district). This includes ACT/SAT test fee, CPR certification requirement, all tuition and fees, malpractice insurance, books, miscellaneous supplies, uniforms, and costs related to graduation and licensure. Additional costs of health insurance and transportation are the student's responsibility.
2. A passing average of at least 75 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least a 75 average in each component. An average below 75 will constitute grounds for student withdrawal from the program.
3. Maximum allowable absences is three (3) per course. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute a failing grade in that course. The Vocational Nursing department reserves the right to at any time request the withdrawal or dismissal of any student whose 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 in the program.
4. Transfer and re-entry students will be admitted only as space permits, and must fulfill current admission criteria, including current physical examination, current CPR certification, and current CDC instruction. Students will be allowed to transfer into the program or re-enter the program one time only. Only courses having a letter grade of B or higher, awarded within 2 years of enrollment in the program, will apply towards the vocational nursing certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing program in order to graduate. Students who withdraw and later wish to re-enroll must reapply within one year from the date of withdrawal in order to finish the curriculum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester - Summer 11 Week				
VNSG 1122	Vocational Nursing Concepts	1	0	1
VNSG 1160	Clinical - Practical Nurse I	0	5	1
VNSG 1227	Essentials of Medication Administration	1	2	2
VNSG 1420	Anatomy & Physiology for Allied Health	4	0	4
VNSG 1423	Basic Nursing Skills	3	4	4
		9	11	12
Second Semester - Fall				
VNSG 1329	Medical-Surgical Nursing I	3	0	3
VNSG 1331	Pharmacology	3	0	3
VNSG 1332	Medical-Surgical Nursing II	3	0	3
VNSG 1660	Clinical - Practical Nurse II	0	24	6
		9	24	15
Third Semester - Spring				
VNSG 1219	Professional Development	2	0	2
VNSG 1226	Geriatrics	2	0	2
VNSG 1230	Maternal-Neonatal Nursing	2	0	2
VNSG 1234	Pediatrics	2	0	2
VNSG 1301	Mental Health & Mental Illness	3	0	3
VNSG 1661	Clinical - Practical Nurse III	0	24	6
		11	24	17
Credits Required for Vocational Nursing Certificate				44

Nursing - Vocational

Office Administration – Administrative Assistant Degree

281-756-3811

(formerly Business Technology)

Degree: Associate of Applied Science (A.A.S.) - Tech Prep

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of 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 administrative assistant in an office environment. The student will gain at least eight months 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 of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	3	3	4
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)	3	3	4
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	2	3	3
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
POFT 1382	Co-Op-General Office Occupations & Clerical Services	1	20	3
		11	32	17
Third Semester				
POFI 2401	Word Processing (Word)	3	3	4
POFI 1449	Spreadsheets (Excel)	3	3	4
Emphasis Elective (choose 1)	HITT 1305 Medical Terminology or POFL 1305 Legal Terminology or ACNT 1311 Intro to Computerized Acct (QuickBooks)	2	3	3
Emphasis Elective (choose 1)	POFM 1317 Medical Administrative Support (Medisoft) or POFL 2301 Legal Document Processing or POFI 2331 Desktop Publishing	2	3	3
POFT 2382*	Co-Op-General Office Occupations & Clerical Services	1	20	3
		11	32	17
Fourth Semester				
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1333 or 1314	Contemporary Math for Tech or College Algebra	3	0	3
ENGL 1301	Composition I	3	0	3
PSYC 1300 or Elective	Learning Strategies or Social & Behavioral Science Core Curriculum	3	0	3
Elective	Humanities/Visual & Performing Arts Core Curriculum	3	0	3
		15	0	15

* Capstone

Total Credits Required for AAS Office Administration-Administrative Assistant 64

Medical Emphasis: HITT 1305 Medical Terminology I and POFM 1302 Medical Administrative Support.

Legal Emphasis: POFL 1305 Legal Terminology and POFL 2301 Legal Document Processing.

Generalist Emphasis: ACNT 1311 Introduction to Computerized Accounting and POFI 2331 Desktop Publishing.

Office Administration – Office Assistant Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	<u>3</u>	<u>3</u>	<u>4</u>
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)			
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	3	3	4
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
*POFT 1382	Co-Op-General Office Occupations & Clerical Services	2	3	3
		<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17
*Capstone Total Credits Required for Office Assistant Certificate Program				32

Office Administration – Administrative Support Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	<u>3</u>	<u>3</u>	<u>4</u>
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)			
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	3	3	4
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	2	3	3
		<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17
Third Semester				
POFI 2401	Word Processing (Word)			
POFI 1449	Spreadsheets (Excel)	3	3	4
Emphasis Elective (choose 1)	HITT 1305 Medical Terminology or POFL 1305 Legal Terminology or ACNT 1311 Intro to Computerized Acct (QuickBooks)	3	3	4
Emphasis Elective (choose 1)	POFM 1317 Medical Administrative Support (Medisoft) or POFL 2301 Legal Document Processing or POFI 2331 Desktop Publishing	2	3	3
	Co-Op-General Office Occupations & Clerical Services	2	3	3
		<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17
*POFT 2382				
*Capstone Total Credits Required for Administrative Support Certificate Program				49

Office Administration

Paralegal Degree Program

281-756-3647

Degree: Associate of Applied Science - Tech Prep

Length: Four-Semester (Two-Year) Curriculum

Purpose: The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In the program, the student gains knowledge of legal 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 Paralegal 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 Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester internship. An internship provides the opportunity for students to make a practical application of their classroom education. **Courses for the Paralegal Program do not need to be taken in the order shown in this catalog. Please use semester schedules as a guideline and/or contact department chair for assistance.**

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
ENGL 1301	Composition I	3	0	3
LGLA 1301	Legal Research & Writing (Fall Only)	3	0	3
LGLA 1311	Introduction to Law	3	0	3
LGLA 2303	Torts and Personal Injury (Fall Only)	3	0	3
PSYC 1300	Learning Strategies	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
Second Semester				
LGLA 1353	Wills, Trust and Probate Administration (Fall Only)	3	0	3
LGLA 1355	Family Law (Spring Only)	3	0	3
POFT 1329	Keyboarding & Document Formatting	3	0	3
MATH 1314 or	College Algebra or	3	0	3
MATH 1333 or	Contemporary Mathematics for Tech or			
Natural Science	Natural Science			
POFI 1301	Computer Applications 1	3	1	3
ELECTIVE	Visual and Performing Arts or Humanities	3	0	3
		<u>18</u>	<u>1</u>	<u>18</u>
SECOND YEAR				
First Semester				
ENGL 1302	Composition II	3	0	3
LGLA 1342	Federal Civil Litigation (Fall Only)	3	0	3
*LGLA 1380	Cooperative Ed - Paralegal	1	20	3
LGLA 2305	Interviewing and Investigating	3	0	3
LGLA 2313	Criminal Law & Procedure (Spring Only)	3	0	3
LGLA 1343	Bankruptcy	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>
Second Semester				
LGLA 1344	Texas Civil Litigation (Spring Only)	3	0	3
LGLA 1351	Contracts	3	0	3
LGLA 2311	Business Organizations	3	0	3
LGLA 2323	Intellectual Property	3	0	3
*LGLA 2381	Cooperative Ed - Paralegal	1	20	3
SPCH 1318	Interpersonal Communication	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

*Capstone Course

Total Credits Required for A.A.S. Paralegal69

Paralegal

Paralegal Certificate Program

The Paralegal Certificate program is a great option for individuals who have significant office, computer and communication skills and/or an associate or four year degree from an accredited college or university.

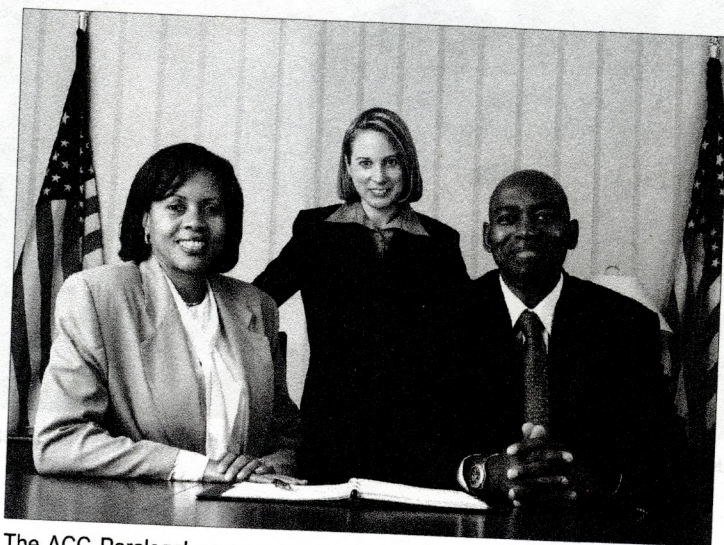
Departmental approval required.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
LGLA 1301	Legal Research & Writing (Fall Only)	3	0	3
LGLA 2303	Torts and Personal Injury (Fall Only)	3	0	3
LGLA 1342	Federal Civil Litigation (Fall Only)	3	0	3
LGLA 1353	Wills, Trust, and Probate Administration (Fall Only)	3	0	3
		<u>12</u>	<u>0</u>	<u>12</u>
Second Semester				
LGLA 1344	Texas Civil Litigation (Spring Only)	3	0	3
LGLA 2311	Business Organizations	3	0	3
*LGLA 1380	Cooperative Ed - Paralegal	1	20	3
LGLA 2313	Criminal Law & Procedure (Spring Only)	3	0	3
LGLA 1355	Family Law (Spring Only)	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>
Third Semester				
**ELECTIVE	LGLA Elective	3	0	3
LGLA 2305	Interviewing & Investigating	3	0	3
*LGLA 2381	Cooperative Ed - Paralegal	1	20	3
POFI 1301	Computer Applications I	3	1	3
LGLA 2323	Intellectual Property	3	0	3
		<u>13</u>	<u>21</u>	<u>15</u>

Total Credits Required for Paralegal Certificate42

*Capstone Course

** LGLA elective to be chosen from LGLA 1343 or LGLA 1351



The ACC Paralegal program prepares students for immediate entry into a prestigious career.

Pharmacy Technician Certificate Program

281-756-3805 Polysom

Degree: Certificate (Level I)

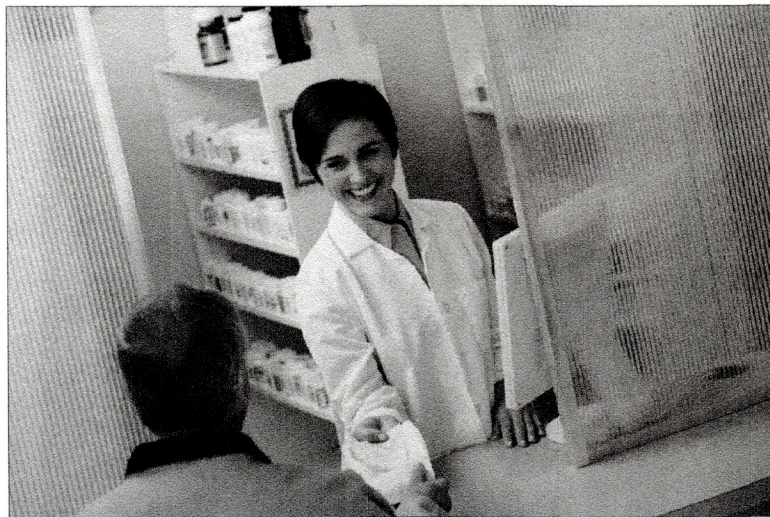
Length: Two Semester (One Year) Program

Purpose: The Pharmacy Technician Certificate is designed to prepare career oriented persons to take the Pharmacy Technician Certification Exam and enter the field of Pharmacy.

Program Requirements: Students must have a High School Diploma or GED. Upon entering the program students will complete a criminal background check and immunization certification before entering the Practicum (Field Experience). You may not have any felonies in the last 5 years or any drug related charges.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
PHRA 1205	Drug Classification	2	0	2
PHRA 1301	Introduction to Pharmacy	3	0	3
PHRA 1309	Pharmaceutical Mathematics I	3	0	3
PHRA 1313	Community Pharmacy Practice	2	3	3
PHRA 1315	Pharmacy Terminology	3	0	3
		<u>13</u>	<u>3</u>	<u>14</u>
Second Semester				
PHRA 1349	Institutional Pharmacy Practice	2	3	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	3	3	4
PHRA 1445	IV Admixture and Sterile Compounding	2	4	4
PHRA 2266	Practicum (Field Experience) (16 hours per week external hours)	0	0	2
		<u>7</u>	<u>10</u>	<u>13</u>

Total Credits Required for Pharmacy Technician Certificate **27**



Students can go from class to a career as a Pharmacy Technician in less than a year.

Pharmacy Technician

Degree: Assoc

Length: 21 m

Purpose: Po alertness. The

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PSG technol

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Admission R

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Progression

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- 6. Only two (2 of D or F is
- 7. A student r health statu must be on
- 8. A student w
- 9. Students m

Advanced Sta

- 1. Advanced s program.
- 2. Polysomnog courses.
- 3. These cours

Degree: Associate in Applied Science (AAS)

Length: 21 months

Purpose: Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a degree that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT). The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

Admission Requirements

To be considered for admission to the Polysomnography program, the applicant must:

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Polysomnography program by December 1st.
- c. Submit official transcripts from other colleges attended with application.
- d. Score a composite of 19 or higher on the ACT, or combined math/verbal of 900 or higher on the SAT (tests must be within 5 years of time of application) and complete the following re-requisites: ENGL 1301, BIOL 2401, MATH 1314, HITT 1305, HPRS 1304.
- e. Complete physical examination and immunization upon acceptance.
- f. Not currently be on suspension or academic probation.
- g. Current CPR certification - AHA Health Care Provider (will be taught in HPRS 1304).
- h. Background checks and drug screens are conducted as a condition of full acceptance into the Polysomnography Program.

Progression Policy

1. The Polysomnography students will abide by the admission and curriculum requirements of the Polysomnography Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Polysomnography Program, all Polysomnography 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 Polysomnography or academic course will be acceptable.
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. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any Polysomnography course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
7. 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 his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within four (4) years after initial acceptance.

Advanced Standing

1. Advanced standing applies to those Polysomnography personnel who have work experience and have not completed the associate degree program.
2. Polysomnography professional with at least two (2) years full-time experience in the field will have the opportunity to challenge polysomnography courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.

Associate in Applied Science Polysomnography Degree Program 281-756-5610

Polysomnography

Course Number	Course Title	Lecture Hrs.	Lab Hrs.	Credits
Pre-requisite Courses				
ENGL 1301	Composition & Rhetoric I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
HITT 1305	Medical Terminology	3	0	3
HPRS 1304	Basic Patient Care Skills	2	2	3
		14	5	16
FIRST YEAR				
First Semester(Spring)				
BIOL 2402	Anatomy & Physiology II	3	3	4
ENDT 1345	Applied Electronics and Instrumentation	2	2	3
PSYC 2314	Life-Span Growth & Development	3	0	3
PSGT 1310	Neuroanatomy & Physiology	3	0	3
RPST 1310	Respiratory Care Procedures	2	2	3
PSGT 1205	Neurophysiology of Sleep	2	0	2
		14	5	16
Second Semester(Summer)				
PSGT 1400	Polysomnography I	2	5	4
PSGT 1340	Sleep Disorders	3	0	3
PSGT 1260	Polysomnography Clinical I	0	8	2
		5	13	9
Third Semester(Fall)				
PSGT 2411	Polysomnography II	2	5	4
RSPT 2239	Advanced Cardiac Life Support	1	4	2
PSGT 2660	Polysomnography Clinical II	0	24	6
Elective	Visual and Performing Arts/ Humanities	3	0	3
		6	33	15
Fourth Semester (Spring)				
PSGT 2250	Infant and Pediatric Polysomnography	2	0	2
PSGT 2661	Polysomnography Clinical III	0	24	6
PSGT 1291	Special Topics	2	0	2
		4	24	10

Total Credits Required for A.A.S. Polysomnography66

Required Elective - The required Humanities/Fine Arts elective for PSG must be selected from the following list. (No other course will be accepted)

ARTS 1301	Art Appreciation	ENGL 2332	Survey of Literature I
ARTS 1303	Art History I	ENGL 2333	Survey of Literature II
ARTS 1304	Art History II	HUMA 1301	Introduction to Humanities I
ARTS 2348	Digital Arts I	HUMA 1302	Introduction to Humanities II
DRAM 1310	Introduction to Theater Arts	MUSI 1301	Intro to Music
DRAM 1351	Acting I	MUSI 1306	Music Appreciation
DRAM 1352	Acting II	MUSI 1308	Survey of Music Lit I
DRAM 2361	History of the Theatre I	MUSI 1309	Survey of Music Lit II
DRAM 2362	History of the Theatre II	MUSI 1310	History of Rock/Jazz
DRAM 2366	Development of the Motion Picture	PHIL 1301	Introduction to Philosophy
ENGL 2322	Survey English Literature I	PHIL 1306	Intro to Ethics
ENGL 2323	Survey English Literature II		
ENGL 2326	American Literature		

OR

Any Sophomore-level French, German or Spanish course
(SPAN 2316 and 2317 – Career Spanish is no longer accepted or offered by ACC)

Degree: A.S.
Length: 21 months
Purpose: alertness, PSG techn
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Total Credits

Polysomnography

Polysomnography - Advanced Technical Certificate

281-756-5655

Degree: Advanced Technical Certificate

Length: Fifteen Month Program

Purpose: Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT). The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

Admission Requirements

To be considered for admission to the Polysomnography program, the applicant must:

- Make application to Alvin Community College and fulfill the admission requirements.
- Make application to the Polysomnography program.
- Have an Associate Degree in a Health Care field.
- Submit official transcripts from college where above degree was granted.
- Submit appropriate state licensure and/or credentials.
- Complete physical examination and immunization upon acceptance.
- Not currently be on suspension or academic probation.
- Current CPR certification - AHA Health Care Provider.
- Background checks and drug screen are conducted as a condition of full acceptance into the Polysomnography Program.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Spring)				
PSGT 1310	Neuroanatomy & Physiology	3	0	3
ENDT 1345	Applied Electronics and Instrumentation	2	2	3
PSGT 1205	Neurophysiology of Sleep	2	0	2
RSPT 1310	Respiratory Care Procedures	<u>2</u>	<u>2</u>	<u>3</u>
		9	4	11
Second Semester (Summer)				
PSGT 1400	Polysomnography I	2	5	4
PSGT 1340	Sleep Disorders	3	0	3
PSGT 1260	Polysomnography Clinical I	<u>0</u>	<u>8</u>	<u>2</u>
		5	13	9
Third Semester (Fall)				
PSGT 2660	Polysomnography Clinical II	0	24	6
PSGT 2411	Polysomnography II	2	5	4
PSGT 2239	Advanced Cardiac Life Support	<u>1</u>	<u>4</u>	<u>2</u>
		3	33	12
Fourth Semester (Spring)				
PSGT 2250	Infant and Pediatric Polysomnography	2	0	2
PSGT 2661	Polysomnography Clinical III	0	24	6
PSGT 1291	Special Topics	<u>2</u>	<u>0</u>	<u>2</u>
		2	24	10

Total Credits Required for A.T.C. Polysomnography 42

Polysomnography