CATALOG

2019-2020

ACC

ALVIN COMMUNITY COLLEGE

General Catalog for 2019-2020

Volume 70, No. 1 • August 2019

Accreditation

Alvin Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (www.sacscoc.org) to award certificates and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alvin Community College.

Approved by:

Texas Higher Education Coordinating Board

Member:

ACEN Accreditation Commission for Education in Nursing

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

American Association of Community Colleges

Association of Community College Trustees

Association of Higher Education and Disabilities

Association of Title IX Administrators

CAAHEP Commission on Accreditation of Allied Health Education Programs

CoAEMSP Committee on Accreditation of Educational Programs for the EMS

CoARC Commission on Accreditation for Respiratory Care

CoA-NDT Committee on Accreditation for Neurodiagnostic Technology

CoA-PSG Committee on Accreditation for Polysomnographic Technology

Ellucian - Texas State Reporting Solutions Team

Federal Communications Commission (FCC)

Gulf Coast Intercollegiate Honors Council

JBCC - Judicial Branch Certification Commission

JRC-DMS Joint Review Committee for Diagnostic Medical Sonography

NAPTA North America Process Technology Alliance

National Association of Student Financial Aid Administrators (NASFAA)

NAFSA: Association of International Educators

National Institute for Staff and Organizational Dev.

National Junior College Athletic Association

NCMPR National Council for Marketing and Public Relations

NCRC National Certification Reciprocity Consortium

Region XIV Athletic Conference

TAP Texas Addiction Professional

TBON Texas Board of Nursing

TCOLE Texas Commission on Law Enforcement

Texas Association Against Sexual Assault

Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)

Texas Association of Collegiate Veteran Program Officials

Texas Association of Community Colleges

Texas Community College Teachers Association

Texas Counseling Association

Texas Department of Family & Protective Services (License)

Texas Department of State Health Services

TSSB Texas Skills Standards Board

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran's status.

Financial aid cost of attendance (COA) is calculated on a yearly basis; therefore, adjustments will not be made during the course of an academic year for changes approved by the Alvin Community College Board of Regents.

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2019 fall semester.

Interpretation of Catalog

The administration of Alvin Community College acts as final interpreter of this catalog and all other college publications. The College may change requirements or regulations as necessitated by college or legislative action. For the purpose of college operations, class schedules published in the fall, spring, and summer are considered implementation of College policy and an extension of this catalog.

Please refer to the college website www.AlvinCollege.edu for the most current information.

ACC

ALVIN COMMUNITY COLLEGE

3110 Mustang Road • Alvin, Texas 77511

Phone: 281-756-3500 • www.AlvinCollege.edu

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WELCOME MESSAGE FROM THE PRESIDENT

I am proud to bring to you the 2019-20 Alvin Community College catalog.

Everything you need to succeed at ACC is contained within the catalog. It also provides guidance for a transition to life at the college.

The catalog has detailed information about all programs and courses that we offer as well as the requirements needed to complete an associate degree or workforce certification.

While the catalog is a vital resource, we encourage students to communicate with us so there is also a directory of faculty and staff members so you can contact the many professionals who are ready to assist you. The catalog also details all the rules and regulations which you need to be aware of in order to become a successful student.

Since 1949, Alvin Community College has offered a wide array of in-demand programs, courses that directly transfer to other colleges and universities, and workforce certificate and continuing education courses that lead to employment. Our student services staff members also provide you assistance outside the classroom that will benefit your educational aspirations.

Our ultimate goal for Alvin Community College is to help our students become their best with affordable, accessible and innovative educational opportunities. Our excellent faculty and staff along with our supportive community, strive to fulfill our students' expectations every day through commitment to student achievement, life-long learning, academic excellence, and student success.

Your success is our mission. Whether you are pursuing a degree program or want to obtain workforce skills for a better job, we are here for you. I am confident that ACC has everything you need to achieve your life goals and contribute to the continued prosperity of the community.

Welcome to ACC and I will see you around campus.

Fins up!

Dr. Christal M. Albrecht
President, Alvin Community College

Alvin Community College Directory

281-756-3500 (For numbers not listed)

Administrative Offices
President 281-756-3598
Assistant to the President / Executive Director
of Development 281-756-3600

Vice Presidents
Vice President of Administrative Services 281-756-3594
Vice President of Instruction....................................281-756-3601
Vice President of Student Services 281-756-3517

Deans
Dean of Arts and Sciences.......................................281-756-3718
Dean of General Education and Academic Support 281-756-3723
Executive Director/Dean, Continuing Education and
Workforce Development 281-756-3789
Dean of Legal and Health Sciences 281-756-5601
Dean of Professional, Technical and
Human Performance 281-756-3631

Services
Admissions and Registrar's Office 281-756-3531
Advising Services 281-756-3531
advising@alvincollege.edu

UHCL-Pearland Advising Office 281-756-5242
Articulated Credit 281-756-3726
Athletics 281-756-3767
Bookstore 281-756-3681
www.alvinccstore.com/

Business Office/Cashier 281-756-3593
Café 281-756-3679
Campus Police 281-756-3700
Career Planning and Placement 281-756-3560
Child Development Laboratory School 281-756-3644
College and Career Pathways 281-756-3746
Counseling Services 281-756-3531
Disability Services 281-756-3533
ods@alvincollege.edu

Distance Education 281-756-3728
de@alvincollege.edu

Dual Enrollment 281-756-3746
dualcredit@alvincollege.edu

Financial Aid..281-756-3524
fa@alvincollege.edu

Fiscal Affairs/Comptroller 281-756-3509
Fitness Center...281-756-3691
Graduation 281-756-3506
Hazlewood 281-756-3504
Honors Program 281-756-3742
Human Resources 281-756-3639
Information Technology 281-756-3544
ITservices@alvincollege.edu

Institutional Effectiveness/Research 281-756-3663
International Students 281-756-3531
KACC Radio-TV 281-756-3767
Learning Lab/Tutoring 281-756-3557
Library 281-756-3559
Marketing and Media 281-756-3567
Physical Plant 281-756-3583
Police (Campus) 281-756-3700
   Shadow Creek Police.. 281-389-1870
Public Relations Office 281-756-3600
Registrar 281-756-3501
   Assistant Registrar...281-756-5201
Retention and Student Success 281-756-3553
Student Activities Office 281-756-3686
Student Employment 281-756-3560
TDCJ 281-756-3568
Technical Programs ....281-756-5601 or 3631
Testing (Assessment) 281-756-3526
Theatre Box Office 281-756-3606
Transfer Evaluation 281-756-3505
Upward Bound Program 281-756-3849
Veteran's Certification Services 281-756-3504
Web Services 281-756-3567
(WebServices@alvincollege.edu)

Academic and Technical Departments
Academic Foundations 281-756-3556
Accounting 281-756-3812
Agriculture 281-756-5669
Allied Health Programs 281-756-5610
Art 281-756-3605
arts@alvincollege.edu
visualarts@alvincollege.edu

Astronomy 281-756-5568
astronomy@alvincollege.edu

Biology 281-756-5669
biology@alvincollege.edu
horticulture@alvincollege.edu

Business Programs 281-756-3812
Chemistry 281-756-5568
chemistry@alvincollege.edu

Child Development and Education 281-756-3644
childdevelop@alvincollege.edu
education@alvincollege.edu

Communications-Radio/TV 281-756-3767
radioTV@alvincollege.edu

Computer Information Technology/Networking 281-756-3812
computerinfotech@alvincollege.edu

Criminal Justice/Police Academy 281-756-3951
law@alvincollege.edu

Culinary Arts 281-756-3949
chef@alvincollege.edu

Diagnostic Cardiovascular Sonography (DCVS) 281-756-5650
sonography@alvincollege.edu

DCVS Volunteers for Free Scans 281-756-5625

Drama 281-756-3607
drama@alvincollege.edu

Emergency Medical Technology 281-756-5610
EMT@alvincollege.edu

English 281-756-3713
Foreign Language 281-756-5681
foreignlanguages@alvincollege.edu

Geology 281-756-5568
geology@alvincollege.edu

Government and Economics...................................281-756-3742
History 281-756-3948
history@alvincollege.edu

Human Services and Substance Addiction Counseling
281-756-3652
mentalhealth@alvincollege.edu
humanservices@alvincollege.edu

Industrial Design Technology 281-756-3784
IDT@alvincollege.edu

Management 281-756-3812
MGMT@alvincollege.edu

Mathematics 281-756-3707
math@alvincollege.edu

Music 281-756-3587
music@alvincollege.edu

Neurodiagnostic Technology 281-756-5644
NDT@alvincollege.edu

Nursing - Associate Degree 281-756-5630
nursing@alvincollege.edu

Nursing - Vocational 281-756-5630
nursing@alvincollege.edu

Office Administration 281-756-3812
officeadmin@alvincollege.edu

Paralegal 281-756-3642
paralegal@alvincollege.edu

Pharmacy Technician 281-756-3805
pharmacytech@alvincollege.edu

Physics 281-756-5568
physics@alvincollege.edu

Polysomnography - Sleep Medicine 281-756-5655
polysom@alvincollege.edu
sleepstudy@alvincollege.edu

Process Technology 281-756-3785
processtech@alvincollege.edu

Psychology and Sociology 281-756-5680
psychology@alvincollege.edu
sociology@alvincollege.edu

Respiratory Care 281-756-5661
respiratorycare@alvincollege.edu

Social Sciences 281-756-5680
Speech 281-756-3612
Sports and Human Performance 281-756-3692
PHED@alvincollege.edu

Continuing Education Workforce Development 281-756-3787

ABE/GED 281-756-3995

Health and Medical *(Activity Director, CPR, CNA, CMA, Dental, Massage, Medication Aide, NCRT, Phlebotomy and Veterinary Assistant)* 281-756-3787

Industrial Training (CNC Mach./CDL/Welding/Pipefitting)
281-756-3787

Information Technology 281-756-5710

Safety Education (License to Carry and Motorcycle Safety)
281-756-3787

Community/Special Interest Programs.................... 281-756-3787

Alvin Community College 2019-2020 Academic Calendar

Fall Semesters 2019		Spring Semesters 2020		Summer Semesters 2020	
Apr. 22-28	Fall 2019 Online reg./enrolled students*	Nov. 13-20	Spring 2020 Online reg./enr. students *	Apr 2 - Apr 8	Summer 2020 Online reg./enr. students *
Apr. 29-Aug. 19	Fall 2019 Registration on campus	Nov. 21-Jan. 6	Spring 2020 Registration on Campus	April 9 - May 20	Summer 2020 Registration on Campus
Aug. 9	*Last Friday Closed*	Jan. 3	College Opens	May 20	Summer 1&11 Week Payment Deadline
Aug. 17	Super Saturday/Reg. 8 am - 1 pm	Jan. 4	Super Saturday/Reg. 8 am - 1 pm	May 21-June 2	Summer 1&11 Week Reg. ($50 Late Fee)
Aug. 19	16 Week/Mini 1 Payment Deadline	Jan. 6	16 Week/Mini 1 Payment Deadline	May 25	*Memorial Day Holiday*
Aug. 20-27	16 Week/Mini 1 Registration ($50 Late Fee)	Jan. 7-14	16 Week/Mini 1 Reg. ($50 Late Fee)	**June 1**	**Summer 1&11 Week Classes Begin**
Aug. 19-23	Faculty Work Days/Convocation	Jan. 6-10	Faculty Work Days/Convocation	June 4	Summer 1 Census Date
Aug. 26	**16 Week/Mini 1 Classes Begin**	**Jan. 13**	**16 Week/Mini 1 Classes Begin**	June 18	Summer 11 Week Census Date
Sept. 2	*Labor Day Holiday*	Jan. 20	*Martin Luther King, Jr. Day Holiday*	June 24	Summer 1 Withdrawal Deadline
Sept. 3	Mini 1 Census Date	Jan. 21	Mini 1 Census Date	June 29	Summer 2 Payment Deadline
Sept. 10	16 Week Census Date	Jan. 28	16 Week Census Date	June 30- Jul 9	Summer 2 Registration ($50 Late Fee)
Sept. 18	12 Week Payment Deadline	Jan. 30	12 Week Payment Deadline	July 3-4	*July 4th Holiday*
Sept. 19-25	12 Week Registration ($50 Late Fee)	Jan. 31- Feb. 10	12 Week Registration ($50 Late Fee)	July 6	Summer 1 Classes End/ Finals
Sept. 25	**12 Week Classes Begin**	**Feb. 10**	**12 Week Classes Begin**	July 7	Summer 1 Grades Due, 9 am
Oct. 2	Mini 1 Withdrawal Deadline	Feb. 18	Mini 1 Withdrawal Deadline	**July 8**	**Summer 2 Classes Begin**
Oct. 7	12 Week Census Date	Feb. 20	12 Week Census Date	July 14	Summer 2 Census Date
Oct. 14	Mini 2 Payment Deadline	Feb. 26	Mini 2 Payment Deadline	July 29	Summer 2&11 Wk Withdrawal Deadline
Oct. 15-21	Mini 2 Registration ($50 Late Fee)	Feb. 27-Mar.5	Mini 2 Registration ($50 Late Fee)	July 30	Graduation Application Deadline
Oct. 17	Mini 1 Classes End/Finals	*Feb. 28*	*TCCTA Convention*	Aug. 7	Last Friday ACC Closed/Summer
Oct. 21	Mini 1 Grades Due		*No day classes. Offices close 12 noon*	Aug. 11	Summer 2&11 Wk Classes End/Finals
Oct. 21	**Mini 2 Classes Begin**		*Friday evening classes will meet.*	Aug. 12	Summer 2&11 Wk Grades Due, 9 am
Oct. 28	Mini 2 Census Date	March 3	Mini 1 Classes End/Finals		
Nov. 13 - 20	Spring 2020 Online reg./enr. students *	March 4	Mini 1 Grades Due, 9 am		
Nov. 15	Fall Graduation Application Deadline	**March 5**	**Mini 2 Classes Begin**		
Nov. 20	16/12 Week Withdrawal Deadline	March 8-14	*Spring Break*		
Nov. 20	Mini 2 Withdrawal Deadline	March 19	Mini 2 Census Date		
Nov. 21-Jan. 6	Spring 2020 Registration on Campus	March 21	Commencement - TDCJ		
Nov. 27-29	*Thanksgiving Holidays*	Apr 2-Apr 8	Summer 2020 Online reg./enr. students *		
Dec. 6	16/12 Wk & Mini 2 Wkday Classes End	April 9-May 20	Summer 2020 Registration on Campus		
Dec. 7	16/12 Wk & Mini 2 Wkend Classes End	April 10	Spring Graduation Application Deadline		
Dec. 9	Police Academy Graduation	April 10-Apr 13	*Spring Holiday/Study Day*		
Dec. 9-14	16/12 Wk & Mini 2 Final Exams	April 21 - 27	Fall 2020 Online reg./enrolled students*	**Conventional**	**Shown in this calendar as:**
Dec. 11	ADN Pinning Ceremony	April 23	16/12 Week Withdrawal Deadline	219FA	16 Week
Dec. 12	Holiday Mini 3 Payment Deadline	April 23	Mini 2 Withdrawal Deadline	219FAM1	Mini 1
Dec. 13-16	Holiday Mini 3 Registration ($50 Late Fee)	April 27	Awards Day	219FA12	12 Week
Dec. 14	Commencement 10 am	April 28 - TBA	Fall 2020 Registration on Campus	219FAM2	Mini 2
Dec. 16	**Holiday Mini 3 Classes Begin**	April 29	Mini 3 Payment Deadline	219FAM3	Holiday Mini 3
Dec. 16	16/12 Wk & Mini 2 Grades Due, 9 am	April 30- May 4	Mini 3 Registration ($50 Late Fee)		
Dec. 17	Holiday Mini 3 Census Date	May 1	16/12 Wk & Mini 2 Wkday Classes End	220SP	16 Week
Dec. 18-Jan. 2	*Winter Break*	May 2	16/12 Wk & Mini 2 Wkend Classes End	220SPM1	Mini 1
Jan. 1	Holiday Mini 3 Withdrawal Deadline	May 4-9	16/12 Wk & Mini 2 Final Exams	220SP12	12 Week
Jan. 7	Holiday Mini 3 Classes End/Finals	May 6	ADN Pinning Ceremony	220SPM2	Mini 2
Jan. 8	Holiday Mini 3 Grades Due, 9 am	May 7	LVN Pinning Ceremony	220SPM3	Mini 3
		May 9	Commencement		
		May 11	16/12 Wk & Mini 2 Grades Due, 9 am	220SU1	Summer 1
		May 11	**Mini 3 Classes Begin**	220SU11	Summer 11
		May 12	Mini 3 Census Date	220SU2	Summer 2
		May 15	First Friday Closed		
		May 18	Mini 3 Withdrawal Deadline		
		May 19	CEWD/GED Graduation	*** Only for TSI met students**	
		May 21	Police Academy Graduation		
		May 25	*Memorial Day Holiday*		
		May 26	Mini 3 Classes End/Finals		
		May 27	Mini 3 Grades Due, 9 am		

This calendar is subject to change.
Revised 2/26/19

General Information

History

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

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Community College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus in the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an $8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment. In 1998 the College expanded into its service area with the establishment of the Pearland Center in the former C.J. Harris Elementary School in Pearland. The Pearland Center was closed in 2013 and the campus was sold in 2016.

In 2005, a $19.9 million dollar bond issue was approved, providing funds for a new science/health science building to meet the needs of expanding health programs, to provide relief for overcrowded classrooms, and to update technology and simulation labs.

In 2016, the college was named a Hispanic Serving Institution by the U.S. Department of Education. The college also received a $3.8 million grant to expand its offerings in Science, Technology, Engineering and Math fields.

That same year, the college was one of 67 in the United States to be named part of the Second Chance Pell program, which offers scholarship assistance for incarcerated students.

The enrollment of Alvin Community College has grown from 134 students in 1949 to almost 6,000, posting its highest enrollment ever in 2017. During this period of growth, Alvin Community College has had six presidents. The sixth president joined the college in 2014 and is embracing the challenge of strategically moving the college forward.

Mr. A.G. Welch	1949-1954
Dr. A.B. Templeton	1954-1964
Mr. D.P. O'Quinn	1964-1971
Dr. T.V. Jenkins	1971-1976
Dr. A. Rodney Allbright	1976 -2014
Dr. Christal M. Albrecht	2014 to present

Mission Statement

Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical and cultural educational opportunities for the diverse communities it serves.

Vision Statement

As a premier college that provides high-quality academic, technical and cultural programs, Alvin Community College's focus will be to promote student success, enhance quality of life and support economic development.

Institutional Goals

In 2015 the Board of Regents approved the following goals as part of the Strategic Plan 2016-2021:

1   Alvin Community College will develop itself as an evidence-based, data-driven organization to improve organizational efficiency and increase student achievement, completion and success.

2   Alvin Community College will plan and develop a campus in the vicinity of the west side of the taxing district, and address facilities' needs and technology update for existing campus.

3   Alvin Community College will develop branding that will be an effective representation of the institution and its mission, and will be used to market the college.

4   Alvin Community College will develop programs and partnerships to meet employment needs of the community.

5   Alvin Community College will maximize the acquisition of revenue, taking into consideration the interest and values of all stakeholders, and allocate them efficiently to the highest and best value for the institution.

6   Alvin Community College will strengthen its human resources' capacity to promote a strategically-staffed and nimble organization that embraces change, supports open communication, and provides for ongoing professional development.

Facilities

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of seventeen buildings: Learning Resources Center, Fine Arts Center, Childcare Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Continuing Education - Workforce Training/Health Science Center, Occupational Technical Building, Court Reporting Center/KACC Radio-TV Building, Nolan Ryan Center, Maintenance Complex, Transportation Center, Shipping & Receiving Building, Science/Health Science Building and Art Instruction Laboratory.

A   The first floor of the "A" building contains the Department of Information Technology, Office of the Vice President of Student Services, Admissions and Registrar's Office, Advising Services, Disability Services, Financial Aid Office, Testing Center, Veterans and Graduation Offices, Cyberlink Lab and Business Office. The second floor houses the Learning commons (Tutoring Center), Library Cafe, classrooms, the Library, and other offices.

B   The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, offices, an art gallery, and the Theater/ auditorium. The offices of the President, Vice President of Instruction, and Vice President of Financial & Administrative Services are located on the second floor.

C   The first floor of the Childcare Center houses classrooms, offices and kitchen facilities used by the Child Development Laboratory School. The Dean of Professional, Technical, and Human Performance is located on the 1st floor in C100. The second floor contains a multi-purpose conference room, faculty offices and classrooms, as well as offices used by the Upward Bound program and the Marketing department.

D   Facilities for instruction in industrial programs include an electronics lab, a welding lab and fabrication shop. In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an office administration lab. Human Resources and the Career Services office are also located in this building.

E   The Student Center consists of the Game Room, Student Activities offices, Campus Café, College Store, and Study Grounds Coffee Bar. Students may also obtain their Student ID in the Student Center.

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

G   The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Academic Dean of Arts & Sciences and Academic Dean of General Education & Academic Support.

J/I The Art Instruction facilities contains offices and space for art instruction and creation (ceramics, sculpture & jewelry making).

H   The Continuing Education Workforce Development Center contains the office of the Executive Director/Dean, Continuing Education & Workforce Development, classrooms, and laboratories supporting workforce training in health sciences, information technology, commercial driving, GED, and contract training. Campus Police is also located in this building.

S   The Science/Health Science Building contains four teaching theaters, laboratories, classrooms, faculty suites, offices of Allied Health Directors, and office of the Dean of Legal and Health Sciences.

N   The Occupational Technical Building includes a drafting lab/classroom, computer laboratories, six classrooms, faculty offices, Process Technology lab, and the Criminal Justice Training Center.

K   The Court Reporting Center/KACC Radio-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory. This center also includes faculty offices, a mock courtroom, and a performing arts venue.

R   The Nolan Ryan Center is a 12,000 square foot facility built by the Nolan Ryan Foundation and donated to the college in 1996. It contains classrooms, a community room that seats 216 people and kitchen facilities.

There are parking spaces on the main campus for approximately 1,940 vehicles and motorcycles.

Public Notice and Compliance Statements

EEOC Statement

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran status.

Civil Rights

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

Rights of Individuals with Disabilities

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

FERPA

Family Education Rights and Privacy Act and Access to Student Records: The Family Education Rights and Privacy Act of 1974 (PL 93-380), commonly known as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student.

Release of Directory Information

The following items of directory information may be released without the written consent of the student: name, address, telephone numbers, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance, most recent educational institution attended and enrollment status. The student is responsible for notifying the Registrar's Office if any of the information listed above is not to be released.

A student must complete the FERPA Non-release Form in person and provide picture identification to the Admissions and Registrar's Office staff. A student also has the right to allow designated individuals to view their non-directory information. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification to the Admissions and Registrar's Office staff. No information will be given by phone.

Students have the right under FERPA to inspect and review their education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. Records not maintained by the registrar will also be made available.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment. Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the United States Department of Education concerning alleged failures by Alvin Community College to comply with the requirements of FERPA.

> **Family Policy Compliance Office**
> **U.S. Department of Education**
> 600 Independence Avenue, SW
> Washington, D.C. 20202-4605
> Phone: (202) 260-3887

Campus Sexual Violence Elimination Act

Alvin Community College is committed to providing a safe learning and working environment through compliance with the Campus Sexual Violence Elimination Act, or Campus SaVE Act which is a 2013 amendment to the Federal Jeanne Clery Act. SaVE was designed by advocates, victims, survivors, and a bi-partisan coalition in Congress as a companion to Title IX to help bolster the response to and prevention of sexual violence in higher education. Campus crime statistics are reported on the campus police webpage - http://www.alvincollege.edu/Campus-Police.

VAWA (Violence Against Women Reauthorization Act)

Under VAWA, new students and new employees must be offered "primary prevention and awareness programs" that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. ACC offers prevention and awareness programs through the Office of Student Activities and the Vice President of Student Services.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive Federal financial assistance.

Title IX Coordinators Responsible for Implementation and Enforcement

Students may receive information about rights and grievance procedures by going to the "What is Title IX" Quick Link on the ACC Website or by contacting the office of the Vice President of Student Services at 281-757-3517. Employees and others may contact the Executive Director of Human Resources for more information on sexual harassment.

Filing a Title IX Complaint

The Office of the Vice President of Student Services and the Executive Director of Human Resources have been given the primary responsibility for responding to questions about and receiving complaints of sexual harassment or violation of civil rights of students. Students may also address their questions or complaints to the department chairperson or other college administrative personnel. In such cases, the chairperson or administrative personnel should immediately contact the Vice President of Student Services and/or the Executive Director of Human Resources for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a Title IX Discrimination Complaint (http://www.alvincollege.edu/Quick-Links/What-is-Title-IX) to the Vice President of Student Services. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected. Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances as outlined in ACC Policy.

Sexual Misconduct

It is the policy of Alvin Community College to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited, and offenders are subject to disciplinary action. "Sexual harassment" is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by an employee of the college, when:

- Submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement;
- Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
- The intended effects are to create an intimidating, hostile, or offensive environment for the student.

More information can be found on the college website at: http://www.alvincollege.edu/Quick-Links/What-is-Title-IX and http://www.alvincollege.edu/SexualAssault.

Sexual Assault, Consent, Domestic Violence, Dating Violence and Stalking Defined

Sexual assault refers to any sexual act directed against another person against the person's will; or when the survivor is incapable of giving consent and includes incest or statutory rape.

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting Incidents

ACC encourages anyone who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident immediately to Alvin Community College Campus Police Department at 281-756-3700. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Vice President of Student Services, (who also serves as the student Title IX Coordinator) at 281-756-3517, Alvin Community College Counselors 281-756-3531, or Coordinator of Student Activities 281-756-3686. College employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources at 281-756-3639. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Sex Offender Information

The College complies with the Campus Sex Crime Prevention Act (section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education, or working on college campuses. Access the State of Texas Sex Offender database at https://records.txdps.state.tx.us/SexOffenderRegistry

Child Protection and Sexual Abuse Training

Alvin Community College, in compliance with SB 1414 and Texas Education Code 51.976 mandates Sexual Abuse Awareness Training for college employees involved in any campus programs for minors' such as camps for various activities including athletics, cheerleading, debate, theater, dance, and music.

The legislation defines a "campus program for minors" as any program that is (1) operated by or on the campus of an institution for higher learning; (2) for the purpose of recreation, athletics, religion or education; (3) for at least 20 campers; (4) who attend or temporarily reside at the camp for all or part of at least four days. The college will provide information and documentation to the Texas Department of State Health Services (TDSHS) demonstrating that each employee of the campus program for minors has completed a state-approved Sexual Abuse Awareness Training Program.

Racial Harassment or Discrimination

It is the policy of Alvin Community College to maintain an academic and working environment free from all forms of harassment or discrimination and to insist that all students and employees be treated with dignity, respect, and courtesy. Comments or conduct relating to a person's race or ethnic background, which fails to respect the dignity and feelings of the individual, are unacceptable. Any behavior toward a student or employee by an employee, supervisor, or student that constitutes racial harassment or discrimination will not be tolerated. Students believing that they have been victims of racial harassment or discrimination should report such incident to the Vice President of Student Services by completing a complaint form at http://www.alvincollege.edu/Campus-Information/Student-Complaints.

Student Right-to-Know

Student Right-To-Know (SRTK) is a federally-mandated public disclosure requirement which provides data about Alvin Community College's completion and transfer rates. The purpose of SRTK is to provide the public with standardized information that might be helpful in making a college determination. Information about this data may be obtained from the Office of Institutional Effectiveness and Research. STRK rates are reported annually on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey). More information can be found at http://www.alvincollege.edu/StudentRighttoKnow.

Photo and Video Recording Policy

ACC's Marketing Department conducts photo and video shoots of students throughout the year. These photographs and videos often include students in classrooms, study areas, attending events, etc. ACC reserves the right to use these photos and videos as a part of its publicity and marketing efforts. Students who enroll at ACC do so with the understanding that these photos and videos might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes. Permission will always be requested from the student prior to use.

Religious Holy Days

Alvin Community College recognizes and respects the diversity of its members, including the diversity of religious faiths and observances. Under Texas Education Code, §51.911, Alvin Community College shall excuse a student from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Students should inform the instructor at least two weeks in advance of the absence and establish a time by which all assignments or examinations shall be completed. Any disagreement about the nature of the absence or if there is disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Vice President of Instruction. The student and instructor shall abide by the decision of the Vice President of Instruction.

Substance Abuse Policy

Alvin Community College is committed to providing a safe, healthy, and satisfying environment for its students, faculty, staff and guests. Drug and alcohol use, misuse, and abuse are complex behaviors with many negative outcomes at both cultural and individual levels. This substance policy stands in effect to minimize the potentially harmful outcomes related to student learning at Alvin Community College.

College policy prohibits the unlawful possession, use or distribution of tobacco, alcohol, and illegal and prescription drugs. See Drug & Alcohol Prevention Program (Drug-Free Schools & Communities Act) at http://www.alvincollege.edu/Students/CurrentStudents.

Social Media Statement

Social media has fundamentally changed the way communication occurs as individuals and as a college. Alvin Community College recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the college community which includes students, faculty, staff, parents, alumni, and other interested parties. Students using social media are governed by the same policies and rules of conduct that apply to all other activities at Alvin Community College. Even activities of a private nature conducted away from the College may subject a student to disciplinary action if they reflect poorly on the College, interfere with the conduct of College business, or are threatening to the safety of others. Please refer to the Student Handbook for a comprehensive list of general cautionary recommendations.

Standard of Conduct

The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the Student Handbook online at http://www.alvincollege.edu/Students/CurrentStudents.

Tobacco Policy

Per FLB local ACC policy, possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. "E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

The term includes:
1. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device. More information on smoking cessation can be found on ACC's Smoking Cessation page at www.alvincollege.edu/Smoking-Cessation.

Weapons Policy (CHF Local)

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District sponsored or related activity in violation of law and College District regulations.

Concealed Carry
Refer to TASB CHF Legal Policy at http://www.alvincollege.edu/About

Other Weapons Prohibited
The College District prohibits the use, possession, or display of any location-restricted knife, club, or prohibited weapon, as defined by law, on College District property or at a College District sponsored or related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District sponsored or related activity:
1. Fireworks of any kind, except when given prior approval by the College President for use in a display for a specific activity;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

Violations
Employees and students found to be in violation of this policy shall be subject to disciplinary action. See Policies DH, FM, and FMA.

Admissions

Steps to Getting Started

Alvin Community College is an open admission institution defined as all students being eligible for general admissions. However, admission to the College does not guarantee admission to specific competitive programs. Some departments require that the student obtain departmental approval before registering for their programs and courses, and special requirements for acceptance will apply.

To apply or to request information in person, visit the Admissions and Registrar's Office in the A Bldg. Correspondence regarding admission should be addressed to the Admissions and Registrar's Office.

All students enrolling at ACC for the first time must meet with an ACC Academic Advisor. In addition, Developmental Education students must meet with an Academic Advisor to register for classes until all Developmental Ed requirements have been completed. Students should complete testing before their advising session, or bring Texas Success Initiative (TSI) Assessment scores or proof of TSI exemption to the session (see Testing section for further details).

New Student or High School Graduate

A student is accepted as a high school graduate when they report on the admissions application that they graduated from a public, state recognized high school, a private regionally accredited high school or Texas Private School Accreditation Commission (TEPSAC) recognized high school or a home school where the instruction was supervised and/or administered by the parent.

High School Equivalency (HSE) (previously "GED")
A student is admitted as a High School Equivalency (HSE) graduate when they report on the admissions application that they completed the HSE exam in Texas or another state.

Step 1 – Apply for Admission
Complete the FREE ACC application online at www.applytexas.org.

Admission Categories
- High School Graduate
- HSE (High School Equivalency) *(formerly known as GED)*
- Former ACC Student
- Transfer Student
- Dual Enrollment
- International Student
- Individual Approval

For more information regarding Continuing Education Workforce Development (CEWD) programs, please visit http://www.alvincollege.edu/CEWD or call 281-756-3787.

Step 2 – Satisfy Bacterial Meningitis Vaccination Requirement
Required for students less than 22 years of age. For a list of exceptions, visit www.alvincollege.edu/emergency/meningitis.aspx.

Submit official immunization record or a certificate signed by a health practitioner to the Admissions & Registrar's Office (A-100) OR email to: admissions@alvincollege.edu.

- **Conscientious Objection** - Students at Alvin Community College who wish to decline the vaccination for bacterial meningitis for reasons of conscience may complete the online form available at the Texas Department of State Health Services website. https://corequestjc.dshs.texas.gov/. Submit completed form to the Admissions and Registrar's Office.

Step 3 – Apply for Financial Aid
The ACC financial aid center is located in A155.

Financial aid offers grants, scholarships, college work study, student loans and parent loans.

Apply: fafsa.ed.gov

Email: fa@alvincollege.edu

Step 4 – Submit Official Transcripts (if applicable)
- Students who have graduated from high school in the previous five years from the date of application to ACC must provide a high school transcript.
- Request college and university to submit transcripts via SPEEDE or an electronic PDF to registrar@alvincollege.edu, (preferred) or;

Bring transcripts in a sealed institution envelope(s) when meeting with an advisor, or mail to:

Alvin Community College
Admissions & Registrar's Office
3110 Mustang Road
Alvin, Texas 77511

Step 5 – Complete Placement Testing and Pre-Assessment Activity
Students (unless exempt or waived) must have TSI test scores on file prior to registration. Test scores are used to place students in appropriate courses.

- Determine if testing is required or waived at www.alvincollege.edu/Admissions-Office/Testing/Test-Exemptions. If exempt, proof of exemption is required.
- If required, take the TSI Assessment test prior to the advising session. Register and pay for testing online (www.alvincollege.edu/Admissions-Office/Testing). In-person registration and payment is available to students at the Admissions Office (A-100) prior to the actual testing date. The test fee is $39 and individual test sections are $15 each. Checks are not accepted for payment of testing fees. The TSI Assessment is untimed; please allow 3-6 hours to complete testing.
- A Pre-Assessment Activity (PAA) is required before taking the TSI Assessment. Complete the PAA on the following website: www.tsipreview.com/welcome/Alvin-Community-College. Print the Certificate of Completion and bring to the testing session.

Students who require accommodations due to a documented disability, must contact Disability Services at 281-756-3533 before registering for the TSI test.

Step 6 – Meet with an Academic Advisor
Meet with an academic advisor (required for first-time-in college students). If you have previously attended college, you are encouraged but not required to meet with an academic advisor. Sign in at the Admissions and Registrar's Office to meet with an advisor.

Step 7 – Register for Classes
Register for your classes in The POD or in person by meeting with an academic advisor.

The normal course load for the fall or spring semester is 15-16 credit hours. Course loads in excess of 18 credit hours in any combination of terms within the fall or spring semesters require approval. See an academic advisor for more information.

The normal course load for the summer semester is 7 credit hours for each five-week term or 14 credit hours for a full summer semester. Course loads in excess of 7 credit hours per term or 14 credit hours in any combination of summer semesters require approval. See an academic advisor for more information.

Step 8 – Complete New Student Orientation
Orientation is required for first-time college students and must be completed before the first semester of attendance. Go to: www.alvincollege.edu/newstudentsorientation for more information.

In addition, transfer students and first-time college students are required to complete online training from Get Inclusive regarding ACC's campus sexual assault policy. Students will receive an email regarding this requirement.

Step 9 – Make a Payment
Pay for classes online - www.alvincollege.edu (credit/debit card or e-check) or in person at the Cashier Window (A-109). Tuition installment plans are available for most terms.

Step 10 – Student ID Card
Available in the Student Activities Center (Bldg. E - Rm 124)

All enrolled students are required to carry a valid ACC student ID card when on campus. The card grants access to the Fitness Center, Learning Commons, Game Room, Testing Center, and student computer labs. Students must present a paid fee statement showing payment for the current semester and a valid picture ID to obtain a student ID.

Step 11 – Parking Permit
Apply online at http://www.alvincollege.edu/Campus-Police/Parking-Permit. Information needed: driver's license number, license plate number, and make/model of vehicle.

Permits will be available within 48 business hours of parking permit application and can be obtained at the Campus Police Office in H132. A student must have a valid, up-to-date ACC student ID to pick up parking permit.

ACC parking permits are also required for students taking ACC classes at UHCL-Pearland. Students who are only taking classes after 4:00 p.m. at JB Hensler CTE Campus or Shadow Creek HS do not need an ACC parking permit.

Step 12 – Textbooks
Purchase your textbooks at the College Store in Building E by the Student Center. Complete textbook information is available at www.alvinccstore.com.

Transfer Student

A transfer student is one who has previously attended a regionally accredited public or private institution of higher education prior to attending Alvin Community College. ACC requires transcripts* from all previous colleges as well as Texas Success Initiative (TSI) status.

Step 1 – Apply for Admission
Complete the FREE ACC application online at www.applytexas.org.

Admission Categories
- High School Graduate
- HSE (High School Equivalency) *(formerly known as GED)*
- Former ACC Student
- Transfer Student
- Dual Enrollment
- International Student
- Individual Approval

For more information regarding Continuing Education Workforce Development (CEWD) programs, please visit http://www.alvincollege.edu/CEWD or call 281-756-3787.

Step 2 – Satisfy Bacterial Meningitis Vaccination Requirement
Required for students less than 22 years of age. For a list of exceptions, visit www.alvincollege.edu/emergency/meningitis.aspx.

- Submit official immunization record or a certificate signed by a health practitioner to the Admissions & Registrar's Office (A-100) OR email to: admissions@alvincollege.edu.

- **Conscientious Objection** - Students at Alvin Community College who wish to decline the vaccination for bacterial meningitis for reasons of conscience may complete the online form available at the Texas Department of State Health Services website. https://corequestjc.dshs.texas.gov/. Submit completed form to the Admissions and Registrar's Office.

Step 3 – Apply for Financial Aid
The ACC financial aid center is located in A155.

Financial aid offers grants, scholarships, college work study, student loans and parent loans.

Apply: fafsa.ed.gov

Email: fa@alvincollege.edu

Step 4 – Submit Official Transcripts (if applicable)
- Students who have graduated from high school in the previous five years from the date of application to ACC must provide a high school transcript.

- Request college and university to submit transcripts via SPEEDE or an electronic PDF to registrar@alvincollege.edu, (preferred) or;

Bring transcripts in a sealed institution envelope(s) when meeting with an advisor, or mail to:

Alvin Community College
Admissions & Registrar's Office
3110 Mustang Road
Alvin, Texas 77511

Step 5 – Complete Placement Testing and Pre-Assessment Activity
Students (unless exempt or waived) must have TSI test scores on file prior to registration. Test scores are used to place students in appropriate courses.

- Determine if testing is required or waived at www.alvincollege.edu/Admissions-Office/Testing/Test-Exemptions. If exempt, proof of exemption is required. See page six.

- If required, take the TSI Assessment test prior to the advising session. Register and pay for testing online (www.alvincollege.edu/Admissions-Office/Testing). In-person registration and payment is available to students at the Admissions Office (A-100) prior to the actual testing date. The test fee is $39 and individual test sections are $15 each. Checks are not accepted for payment of testing fees. The TSI Assessment is untimed; please allow 3-6 hours to complete testing.

- A Pre-Assessment Activity (PAA) is required before taking the TSI Assessment. Complete the PAA on the following website: www.tsipreview.com/welcome/Alvin-Community-College. Print the Certificate of Completion and bring to the testing session.

Students who require accommodations due to a documented disability, must contact Disability Services at 281-756-3533 before registering for the TSI test.

Step 6 – Meet with an Academic Advisor
Meet with an academic advisor (required for first-time-in college students). If you have previously attended college, you are encouraged but not required to meet with an academic advisor. Sign in at the Admissions and Registrar's Office to meet with an advisor.

Step 7 – Register for Classes
Register for your classes in The POD or in person by meeting with an academic advisor.

The normal course load for the fall or spring semester is 15-16 credit hours. Course loads in excess of 18 credit hours in any combination of terms within the fall or spring semesters require approval. See an academic advisor for more information.

The normal course load for the summer semester is 7 credit hours for each five-week term or 14 credit hours for a full summer semester. Course loads in excess of 7 credit hours per term or 14 credit hours in any combination of summer semesters require approval. See an academic advisor for more information.

Step 8 – Complete New Student Orientation
Orientation is required for first-time college students and must be completed before the first semester of attendance. Go to: www.alvincollege.edu/newstudentorientation for more information.

In addition, transfer students and first-time college students are required to complete online training from Get Inclusive regarding ACC's campus sexual assault policy. Students will receive an email regarding this requirement.

Former, returning ACC students (students who have not attended for at least one academic year; fall, spring, summer) are exempt from this step.

Step 9 – Make a Payment
Pay for classes online - www.alvincollege.edu (credit/debit card or e-check) or in person at the Cashier Window (A-109). Tuition installment plans are available for most terms.

Step 10 – Student ID Card
Available in the Student Activities Center (Bldg. E - Rm 124)

All enrolled students are required to carry a valid ACC student ID card when on campus. The card grants access to the Fitness Center, Learning Commons, Game Room, Testing Center, and student computer labs. Students must present a paid fee statement showing payment for the current semester and a valid picture ID to obtain a student ID.

Step 11 – Parking Permit
Apply online at http://www.alvincollege.edu/Campus-Police/Parking-Permit. Information needed: driver's license number, license plate number, and make/model of vehicle.

Permits will be available within 48 business hours of parking permit application and can be obtained at the Campus Police Office in H132. A student must have a valid, up-to-date ACC student ID to pick up parking permit.

ACC parking permits are also required for students taking ACC classes at UHCL-Pearland. Students who are only taking classes after 4:00 p.m. at JB Hensler CTE Campus or Shadow Creek HS do not need an ACC parking permit.

Step 12 – Textbooks
Purchase your textbooks at the College Store in Building E by the Student Center. Complete textbook information is available at www.alvinccstore.com.

Dual Enrollment Student

A student is eligible to participate in the Dual Enrollment College progam when Texas Success Initiative (TSI) standards have been met or the student qualifies for an exemption or waiver. Students must also meet ACC admission requirements and have approval from high school and college representatives.

Step 1 – Apply for Admission
Complete the FREE ACC application online at www.applytexas.org.

Admission Categories
- High School Graduate
- HSE (High School Equivalency) *(formerly known as GED)*
- Former ACC Student
- Transfer Student
- Dual Enrollment
- International Student
- Individual Approval

For more information regarding Continuing Education Workforce Development (CEWD) programs, please visit http://www.alvincollege.edu/CEWD or call 281-756-3787.

Step 2 – Complete Placement Testing and Pre-Assessment Activity
Students (unless exempt or waived) must have TSI test scores on file prior to registration. Test scores are used to place students in appropriate courses.

- Determine if testing is required or waived at www.alvincollege.edu/Admissions-Office/Testing/Test-Exemptions. If exempt, proof of exemption is required. See page six.

- If required, take the TSI Assessment test prior to the advising session. Register and pay for testing online (www.alvincollege.edu/Admissions-Office/Testing). In-person registration and payment is available to students at the Admissions Office (A-100) prior to the actual testing date. The test fee is $39 and individual test sections are $15 each. Checks are not accepted for payment of testing fees. The TSI Assessment is untimed; please allow 3-6 hours to complete testing.

- A Pre-Assessment Activity (PAA) is required before taking the TSI Assessment. Complete the PAA on the following website: www.tsipreview.com/welcome/Alvin-Community-College. Print the Certificate of Completion and bring to the testing session.

Students who require accommodations due to a documented disability, must contact Disability Services at 281-756-3533 before registering for the TSI test.

Step 3 – Complete the Early Admissions Contract
Meet with an ACC Academic Advisor assigned to your high school campus or at ACC.

Step 4 – Advising and Course Registration
Meet with an Academic Advisor (required for first-time students) to discuss test results, identify career goals, create an educational plan and select courses.

Dual Enrollment students must register with an Advisor for all classes.

Step 5 – Satisfy Bacterial Meningitis Vaccination Requirement
Required for students less than 22 years of age. For a list of exceptions, visit www.alvincollege.edu/emergency/meningitis.aspx.

- Submit official immunization record or a certificate signed by a health practitioner to the Admissions & Registrar's Office (A-100) OR email to: admissions@alvincollege.edu.

- **Conscientious Objection** - Students at Alvin Community College who wish to decline the vaccination for bacterial meningitis for reasons of conscience may complete the online form available at the Texas Department of State Health Services website. https://corequestjc.dshs.texas.gov/. Submit completed form to the Admissions and Registrar's Office.

Step 6 – Make a Payment
Pay for classes online at www.alvincollege.edu (credit/debit card or e-check) or in person at the Cashier Window (A-109). Tuition installment plans are available for all terms.

Step 7 – Attend Dual Enrollment Orientation
More information can be found on the Dual Enrollment webpage.

Step 8 – Student ID Card
Available in the Student Activities Center (Bldg. E - Rm 124)

All enrolled students are required to carry a valid ACC student ID card when on campus. The card grants access to the Fitness Center, Learning Commons, Game Room, Testing Center, and student computer labs. Students must present a paid fee statement showing payment for the current semester and a valid picture ID to obtain a student ID.

Step 9 – Parking Permit (if attending classes at ACC or UHCL-P campus)
Apply online at http://www.alvincollege.edu/Campus-Police/Parking-Permit. Information needed: driver's license number, license plate number, and make/model of vehicle.

Permits will be available within 48 business hours of parking permit application and can be obtained at the Campus Police Office in H132. A student must have a valid, up-to-date ACC student ID to pick up parking permit.

ACC parking permits are also required for students taking ACC classes at UHCL-Pearland. Students who are only taking classes after 4:00 p.m. at JB Hensler CTE Campus or Shadow Creek HS do not need an ACC parking permit.

NOTE: Students who are younger than sixteen years of age and enrolled in credit classes must have a parent, legal guardian or authorized responsible adult at the ACC home campus, UHCLP, SCHS, JBH or other satellite campuses to monitor the student's activities outside of class and to be immediately available in case of an emergency.

Step 10 – Textbooks
Purchase your textbooks at the College Store in Building E by the Student Center. Complete textbook information is available at www.alvinccstore.com.

Step 11– Meet the Standards of Participation
- Students enrolled in the Dual Enrollment program must maintain a 2.0 cumulative GPA.
- House Bill 505 removed limitations on the number of classes a student may take. Students wanting to take more than two classes per semester, should do so under the recommendation and advisement of an ACC Advisor or High School Counselor

Former ACC Students

Returning ACC students (or students who have not attended for at least one academic year; fall, spring, summer) are required to submit a new admission application and transcript(s) from college(s) since previously attending ACC.

See steps under New Student or High School Graduate section.

Individual Approval

Students who do not qualify for admission under other categories, may be admitted by individual approval. Students in this category may not qualify for federal financial aid.

See steps under New Student or High School Graduate section.

International Students

International students are citizens of a country other than the United States who have an F-1 or M-1 visa for educational purposes and who intend to return to their home country upon completion of their educational program. More information can be found at http://www.alvincollege.edu/InternationalStudents.aspx.

Step 1 – Contact the International Students Advisor
Contact the International Students Advisor at international@ alvincollege.edu.

Step 2 – Complete the Following
Before any admission action can be taken, international students must submit the following at least four months prior to the beginning of the semester in which they plan to enroll:

- A completed Alvin Community College application found online at www.applytexas.org along with a $100.00 application fee.

- Provide official English language proficiency scores using either of the following tests:
  - TOEFL: A minimum score of 550 on the paper based, and 79 on the internet based with a 26 on the speaking portion.
  - IELTS: A minimum score of 6.5. Students who have completed college level coursework in English or who are from a country where English is the official language will not be required to submit TOEFL or IELTS scores.

- An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country (approximately $20,000).

- A health form or physician's statement verifying student's immunization record for Hepatitis B and Meningitis.

- For students transferring from another U.S. college or university, the student must have a transfer form from the International Student Office at the institution. ACC does not accept F-1 students with terminated I-20's.

- Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service agency as listed under Evaluation of Previous Credit from Foreign Institutions.

- Once admitted to Alvin Community College, students must obtain personal health insurance for the duration of their studies.

Step 3 – Complete Placement Testing and Pre-Assessment Activity
Students (unless exempt or waived) must have TSI test scores on file prior to registration. Test scores are used to place students in appropriate courses.

- Determine if testing is required or waived at www.alvincollege.edu/Admissions-Office/Testing/Test-Exemptions. If exempt, proof of exemption is required. See page six.

- If required, take the TSI Assessment test prior to the advising session. Register and pay for testing online (www.alvincollege.edu/Admissions-Office/Testing). In-person registration and payment is available to students at the Admissions Office (A-100) prior to the actual testing date. The test fee is $39 and individual test sections are $15 each. Checks are not accepted for payment of testing fees. The TSI Assessment is untimed; please allow 3-6 hours to complete testing.

- A Pre-Assessment Activity (PAA) is required before taking the TSI Assessment. Complete the PAA on the following website: www.tsipreview.com/welcome/Alvin-Community-College. Print the Certificate of Completion and bring to the testing session.

Students who require accommodations due to a documented disability, must contact Disability Services at 281-756-3533 before registering for the TSI test.

Step 4 – Meet with an Academic Advisor
Meet with the International Student Advisor to discuss test results, identify career goals, create an educational plan, select courses and register for courses.

Step 5 – Complete New Student Orientation

Orientation is required for first-time college students and must be completed before the first semester of attendance. Go to: www.alvincollege.edu/newstudentorientation for more information.

In addition, transfer students and first-time college students are required to complete online training from Get Inclusive regarding ACC's campus sexual assault policy. Students will receive an email regarding this requirement.

Step 6 – Make a Payment

Pay for classes online at www.alvincollege.edu (credit/debit card or e-check) or in person at the Cashier Window (A-109). Tuition installment plans are available for most terms.

Step 7 – Student ID Card

Available in the Student Activities Center (Bldg. E - Rm 124)

All enrolled students are required to carry a valid ACC student ID card when on campus. The card grants access to the Fitness Center, Learning Commons, Game Room, Testing Center, and student computer labs. Students must present a paid fee statement showing payment for the current semester and a valid picture ID to obtain a student ID.

Step 8 – Parking Permit

Apply online at http://www.alvincollege.edu/Campus-Police/Parking-Permit. Information needed: driver's license number, license plate number, and make/model of vehicle.

Permits will be available within 48 business hours of parking permit application and can be obtained at the Campus Police Office in H132. A student must have a valid, up-to-date ACC student ID to pick up parking permit.

ACC parking permits are also required for students taking ACC classes at UHCL-Pearland. Students who are only taking classes after 4:00 p.m. at JB Hensler CTE Campus or Shadow Creek HS do not need an ACC parking permit.

Step 9– Textbooks

Purchase your textbooks at the College Store in Building E by the Student Center. Complete textbook information is available at www.alvinccstore.com.

Maintaining Legal F-1 Status

The following are guidelines for international students to maintain legal F-1 status:

- Maintain a valid passport for at least six months into the future.
- Maintain full-time status with nine of the twelve required hours taken as classroom lecture courses (face to face). The remaining hours can be completed online if desired.
- Maintain good academic standing of 2.0 GPA or better.
- Meet all financial obligations at Alvin Community College.
- Only work off campus if authorization is obtained from the USCIS (U.S. Citizenship and Immigration Services).
- Contact the International Student Advisor in all of the following circumstances:
  - Changing a major as a new I-20 is required
  - Transferring to another school
  - Leaving the country as travel authorization is required at least two weeks before leaving the U.S.
  - Address, phone number, or email change (within ten days of change

Out of Country High School Diploma

Students who earned a high school diploma from an out of country high school may enter Alvin Community College under Individual Approval status.

Step 1 – Apply for Admission

Students who do not qualify for admission under other categories, may be admitted by individual approval. Students in this category may not qualify for federal financial aid. Apply to ACC online at www.ApplyTexas.org. There is no fee to apply.

Those who plan to apply for financial aid (if qualified) must have their transcripts formally translated and evaluated by an approved evaluation service. See Evaluation of Previous Credit from Foreign Institutions OR successfully complete the High School Equivalency exam (HSE) prior to seeking admission to the college.

See Steps under New Student or High School Graduate section.

Completing the Online Application for Admission

Applicants must complete the online application for admission at www.ApplyTexas.org. During the application process students will be asked questions about their name, home/current address, mailing address, personal information, program of study (major), high school information, any previous colleges attended and degrees awarded, and residency. Students must acknowledge that they have read and answered accurately all areas of the application. The application must be complete and submitted before it can be processed. Processing of an Apply Texas applications takes 24 hours. After the application has been processed, students will receive information via the email address which was submitted on the application. The information in the email is extremely important and students must read and comply with any instructions or requests.

Note: Some departments require that the student obtain departmental approval before registering for their programs and courses, and special requirements for acceptance will apply.

Transcripts for Admission

ACC requires transcripts* from all previous regionally accredited institutions attended as well as Texas Success Initiative (TSI) status. Students applying for financial aid must submit a high school or high school equivalency transcript. *

*SPEEDE- formatted transcripts are preferred for quicker posting of transfer credits; however, secure PDF electronic or printed-paper transcript are also allowed.

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to ACC or when presented in a sealed envelope issued by the institution. Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the census date of the first semester of attendance. Once submitted, transcripts become the property of ACC and cannot be returned.

Certain Educational Programs/Texas House Bill 1508

Notice to applicants to and enrollees in certain educational programs regarding the consequences of a criminal conviction on eligibility for an occupational license:

Please be advised that Alvin Community College offers some programs that prepare an individual for issuance of an initial occupational license as defined under Texas Occupations Code §

58.001. As such, applicants are encouraged to review all eligibility requirements related to degrees resulting in a license and note:

- An individual who has been convicted of an offense may be ineligible for issuance of an occupational license.

- Licensing authorities shall issue guidelines in accordance with Occupations Code § 53.025 relating to the practice of the licensing authority under this chapter. The guidelines must state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority.

- There may be other state or local restrictions or guidelines used by a licensing authority to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority. Applicants should contact their local or county licensing authority for more information.

- An individual has the right to request a criminal history evaluation letter regarding their eligibility for a license issued under Texas Occupations Code 53.102.

Questions related to eligibility requirements should be directed to the individual licensing authorities.

Admissions to Specific Departmental Programs

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

- Child Development/Education
- Diagnostic Cardiovascular Sonography
- Emergency Medical Technology Paramedic
- Law Enforcement (Police) Academy
- Neurodiagnostic Technician
- Nursing
- Nursing-Transition
- Pediatric Echocardiography
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

Departmental admission requirements are listed in the degree and certificate programs section of the catalog.

Students may be admitted to a program, subject to enrollment limits, when all of the listed departmental requirements are met. Students who do not meet the admission requirements for a specific program may be eligible to re-apply for that program after satisfactorily completing preparatory coursework. Admission to these programs is determined by the departments.

Admission to certain programs of study or specific student campus employment positions may require a criminal background check. These checks may be required by law for program approval or accreditation, or to promote campus safety. Contact the department chair to determine if a background check is required for the program.

Academic Fresh Start

A Texas resident who applies for admission to a Texas public college or university as an undergraduate, may be able to begin a new course of study with a clear academic record.

If the individual has credits for college courses taken ten or more years prior to the planned enrollment date, those credits and grades can be waived under the "Academic Fresh Start" law if it is invoked at the time of application. Please note that Academic Fresh Start is not valid for Financial Aid purposes.

The following questions are answered at www.CollegeForAllTexans. com. Complete details for the statute can be reviewed at College for All Texans as well.

- What is Academic Fresh Start?
- How does this affect your financial aid?
- What happens if you enroll under the Academic Fresh Start option, earn an undergraduate degree, and then apply to a postgraduate or professional program at a public university?

Meet with an Academic Advisor for more information on Academic Fresh Start.

Transfer of Credit to ACC

Texas Common Course Numbering System
Alvin Community College participates in the Texas Common Course Numbering System (TCCNS). This system is a voluntary, cooperative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic coursework. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

Each course is identified by a four-character "rubric" (i.e. prefix or department abbreviation) and a four-digit number. The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the third and fourth digits establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric. Zero (0) as the first digit of the number identifies a course as remedial/developmental in content. Such courses are not transferable under TCCNS guidelines, though receiving institutions are free to recognize them without obtaining special permission from the Texas Higher Education Coordinating Board.

Evaluation of Previous Traditional Education
Students are required to provide official transcripts from all regionally accredited colleges and universities previously attended as part of the admission process. An incoming transcript is evaluated no later than one semester after the student's enrollment, if the student is degree seeking. Evaluated coursework does not appear on the ACC official transcript.

Courses are freely transferable to Alvin Community College from regionally accredited institutions of post-secondary education when content and credit hours are equivalent to ACC courses. If the core curriculum is completed at a single Texas public institution, the core will transfer to ACC and satisfy ACC's core curriculum. Individual core courses transfer to ACC on a one-for-one basis, e.g. math for math, science for science, etc., until ACC's core requirement is met. College-level coursework for which there is no ACC equivalent may be transferred as elective credit. Transferred grades must meet departmental degree criteria. Transferred coursework is posted to the student's record using Texas common course numbers to assist transfer students with course selection. Course selection and the non-duplication of coursework are the responsibility of the student.

Evaluation of Previous Credit from Foreign Institutions
Alvin Community College accepts credit from foreign institutions when evaluated by one of the approved Evaluation Services. Inquiries regarding these services should be directed to the International Student Advisor at 281-756-3531.

Final determination of any credit awarded will be made by respective department chairs of the course subject.

American Association of Collegiate Registrars & Admissions Officers
International Education Services
One DuPont Circle, NW; Suite #520, Washington DC 20036-1135
Phone: 202-296-3359, Fax: 202-822-3940
http://ies.accrao.org/evaluations/

Center for Educational Documentation, Inc.
P.O. Box 170116
Boston, MA 02117
http://www.cedevaluations.com/

Educational Credential Evaluators, Inc.
P. O. Box 514070, Milwaukee, WI 53203-3470
http://www.ece.org

Foreign Credentials Service of America
1910 Justin Lane, Austin, TX 78757
http://www.foreigncredential.org

Education Evaluators International, Inc.
11 South Angell Street #348, Providence, RI 02906
http://www.educei.com

Foundation for International Services, Inc.
505 5th Avenue South, Suite 101, Edmonds, WA 98020
Phone: 425-248-2255 Email: info@fis-web.com
https://www.fis-web.com/contact-us

Global Credential Evaluators, Inc.
P.O. Box 9203, College Station, TX 77842-9203
Phone: 1-800-707-0979 http://www.gceus.com

International Academic Credential Evaluators, Inc.
PO Box 2465, Denton, TX 76202-2465
Phone: 940-383-7498 Email: staff@iacei.net
http://www.iacei.net/

International Education Research Foundation, Inc.
Credentials Evaluation Service
P.O. Box 3665, Culver City, CA 90321
http://www.ierf.org

Josef Silny & Associates, Inc
    https://www.jsilny.org/

National Association of Credential Evaluations Services
http://www.naces.org/

RIA International Education Consultants
9461 LBJ Freeway, Suite 206, Dallas, TX 75243
Phone: 214-575-5404
http://www.riaiec.org

SDR Educational Consultants
10134 Hammerly, No. 192, Houston, TX 77080
Phone: 713-460-3525 Fax: 713-460-5344
Email: sdrodrig@aol.com

Span Tran Educational Services, Inc.
2400 Augusta Dr., Suite 451, Houston, TX 77057
Phone: 713-266-8805
http://www.spantran.com

Validential
3334 East Coast Hwy #315
Corona del Mar, CA 92625
https://validential.com/

Worldwide Education Consultant Services
5521 N. Expressway 77, Brownsville, TX 78520
Brownsville Phone/Email: 956-350-4660, info@wecseval.com,
Houston Phone/Email: 281-829-9243, wecshouston@wecseval.com

World Education Services Foreign Academic Credential Evaluation
P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745
www.wes.org

Residency Information

When students are admitted to ACC, they are informed of their residence classification based on information on their application's core residency questions and supporting documentation. Tuition is based on this classification. Transfer students will maintain the residence classification issued by the last public institution attended during the 12 months prior to the term for admission.

Proof of Residence

An independent student may be asked to provide documentation for both state and in-district classification that shows the student's name and address. A dependent student may be asked to provide their dependency upon their parent(s) and their parent's current state residence documentation including parent's name and address.

Residency Statuses

Texas Resident - The following conditions allow students to be classified as Texas residents and are entitled to pay in-state resident tuition if:

1. Graduated from a public or accredited private high school in Texas or received, as an alternative to a high school diploma, the equivalent (GED) in this state; and
   a. maintained a residence continuously in Texas for the 36 months immediately preceding the date of high school graduation or receipt of the GED and continuously maintained a residence in Texas for the 12 months preceding the census date of the academic semester in which the person enrolls at ACC.
2. Established a domicile in this state not less than 12 months before the census date or the academic semester in which the person enrolls at ACC; and
   a. maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls at ACC.
3. A dependent of a parent who;
   a. established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC; and - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

Residency Terms and Definitions

Maintained a Residence: Physically reside in Texas, which could not have been interrupted by a temporary absence from the state.

Establish a Domicile: For at least 12 months prior to the census date of the semester in which the student enrolls, the student:

- owns real property (land, home) in Texas
- owns a business in Texas
- has been gainfully employed in Texas (at least part-time)
- has marriage certificate with documentation to support the spouse is a resident of Texas with any of the above.

Non-Resident: An individual who does not qualify under any of the three Texas resident categories will be classified a non-resident student.

In-District: A Texas resident who physically resides within the geographic taxing boundaries of the ACC district at the time of admission will be classified an in-district student.

Out-of-District: A Texas resident who physically resides outside the geographic taxing boundaries of the ACC district at the time of their admission will be classified an out-of-district student.

Reclassification Based on Additional or Changed Information

If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Admissions

and Registrar's Office and provide supporting documentation proving the new classification. Changes made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the term census date; changes made prior to or on the census date, will apply to the current semester.

Out-of-District to In-District: Independent students must prove residence prior to the census date for the given semester by providing one of the documents listed with their name and address. Dependent students must prove residence prior to the census date for the given semester by providing one of documents listed with their parent's name and address, along with their parent's IRS federal tax return showing the student as a dependent. (P.O. Box excluded)

- Texas permanent driver's license showing ACC District address
- Current tax receipt showing ACC District tax status
- Texas Voter Registration card showing ACC District address
- Lease agreement showing ACC District address and student's name
- Current utility bill showing service at ACC District address (P.O. Box excluded)
- Other third party documentation (check with Registrar)

Non-resident to Resident: Independent students must prove their gainful employment, established domicile and maintained residence in Texas for at least 12 months prior to the census date for the given semester by providing the documentation listed with their name and address. Dependent students must prove their parent's gainful employment, established domicile and maintained residence in Texas for at least 12 months prior to the census date for the given semester by providing the documentation listed with their parent's name and address, in addition to their parent's IRS federal tax return showing the student as a dependent.

A. Employment documentation showing student's name and location of employment that includes 12 months or an employer's statement on company letterhead and signed by the employer, indicating dates of employment (beginning and current or ending dates) and location of employment that encompass a minimum of 12 months. Other documents may be used that show the person is self-employed, employed as a homemaker, or is living off his/ her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistance-ships do not qualify; or

B. Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one type of document listed in section C.

- Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent.
- Ownership and customary management of a business, by the person seeking to enroll or the dependent's parent, in Texas which is regularly operated without the intention of liquidation for the foreseeable future.
- Marriage, by the person seeking to enroll or the dependent's parent, to a person who has established and maintained residency in Texas. Supporting documentation may be required.

C. Documentation must accompany at least one type of document listed in section B.

- Utility bill for the 12 months preceding the census date.

- Texas high school transcript for full senior year preceding the census date.
- Transcript from a Texas institution showing presence in the state for 12 months preceding the census date
- Texas driver's license or Texas ID card that has not expired and if it reflects an origination date, shows an origination date of at least 12 months prior to the census date.
- Texas voter's registration card that is issued more than 12 months prior to the census date.
- Pay stubs for the 12 months preceding the census date
- Bank statements reflecting a Texas address for the 12 months preceding the census date.
- Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date.
- Lease or rental of real property in the name of the person or dependent's parent for the 12 months preceding the census date.
- Current credit report that documents the length and place of residence of the person or the dependent's parent
- Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date.

A student's residence status may be affected by the death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or student's parents, temporary assignments of the student's parents out of Texas, etc. Further details about residency may be obtained from the Registrar's Office. Information about tuition waiver programs for non-resident individuals may be obtained from the Business Office.

Records - Student Information Change

At the time of application to Alvin Community College, the student's name, address, phone number, email, residential and mailing address, emergency contact and social security number are taken from the admissions application as disclosed by the student. This information will remain until a Student Data Change Request Form is submitted by the student to the Admissions and Registrar's Office or the student submits an online form through The POD. The following changes, however, require documentation that must be submitted by the student to the Admissions and Registrar's Office:

1. A name change requires verification of the former and new name in the form of one of the following:

- Marriage Certificate
- Divorce Decree
- Legal Court Document
- Birth Certificate
- Social Security Card with new name

- Texas Driver's License with new name (out-state driver's license MAY not be acceptable - check with Registrar or Assistant Registrar.

- NOTE: Current ID is needed for identification and for change to ACC record.

2. Social security number change/correction requires verification in the form of a social security card.

3. An address change affecting district residency requires verification in the form of one of the following:

- Driver's License
- Lease Agreement
- Other approved documentation

4. An address change effecting state residency requires verification as determined by state legislation. Contact the Admissions and Registrar's Office at 281-756-3531 for more information.

5. A date of birth change requires verification in the form of a birth certificate or a valid state driver's license.

NOTE: Email is ACC'S official method of communication with students. Correspondence is sent to the ACC student email address provided at no charge to currently enrolled students.

Records Restriction

A restriction is placed on a student's record for an incorrect address or phone number, emergency contact or an outstanding obligation, such as required documents, unreturned library books, traffic violation, child care expenses, unreturned athletic uniforms and/ or equipment, and financial aid or business obligation. The restriction will prohibit the student from future registration, receipt of an official transcript or receiving a diploma. The Admissions and Registrar's Office assists students in determining the office which placed the restriction. Students should contact the appropriate department (i.e., library, college police, etc.) to clear the obligation.

Records Accuracy Challenge

Students who desire to challenge the accuracy of their records must present a request in writing to the Registrar. Forms are available in the Admissions and Registrar's Office.

Denial, Suspension, Revocation of Admission and Limitation of 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 if there is evidence that the student's admission, or presence on campus may pose a 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 based on written and/or oral evidence. The student will be granted due process as outlined in the Student Handbook.

Earning Credit Through Prior Learning Experiences

Articulated Credit

Articulated Credit is the process of completing approved classes at the high school level that translate, or articulate, into college courses in the same discipline. Completing the high school classes within certain parameters allows the student to apply for college credit for the corresponding course at Alvin Community College at no charge. Alvin Community College will honor the Texas Advanced Technical Credit Statewide Articulated Course Crosswalk, pending approval of the high school instructor's credentials. Students may review courses offered through TATSCA online. To receive Articulated Credit, a high school student must earn an 80 or above in the approved articulated class, apply for admissions to ACC, file a petition for credit with the College Pathways Specialist in the College & Career Pathways (CCP) Office - A227, within 15 months of graduation, provide instructor credentials, and major in the articulating associate of applied science program that corresponds to the course taken at ACC. Articulated Credit will be posted to the student's transcript after successful completion of their first semester in the degree or certificate program at ACC.

Prior Learning Assesment

Prior Learning Assessment (PLA) is the process of evaluating a student's knowledge and skillset outside of a traditional college setting that can be used to award college credit towards the completion of a certificate or degree. PLA may be granted for education obtained through a variety of methods including Continuing Education mirror courses, industry certification, non-accredited private and technical college coursework, military

training, and credit by examination (departmental and national exams). PLA credit granted and listed on a regionally accredited institution's transcript will transfer to ACC. Students planning to transfer PLA credit should confer with the receiving institutions.

The evaluation of PLA credit is based upon the guidelines of the Southern Association of Colleges and Schools and Alvin Community College. Credit may also be awarded based on recommendations contained in the National Guide to Educational Credit for Training Programs (ACE Guide), published to the American Council on Education. This guide is located in the Registrar's Office, Advising Services, and the College & Career Pathways Office (CCPO).

Prior Learning Assessment credit will be evaluated and approved by the Department Chair, the Dean of the respective subject, the CCP office and the Vice President of Instruction.

General Criteria

PLA credit will only be awarded as it applies to an active ACC program of study.

- Student has paid for all fees associated with the review and/ or assessment. Fees associated with PLA credit are waived for veterans with honorable or general conditions discharge.
- There is no charge for transcription of AP/CLEP/IBD/DSST PLA credit.
- PLA credit is noted as PLA on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and Continuing Education mirror courses, which will be noted with a grade of A, B, or C and will not be calculated in the ACC GPA.
- Awarded PLA credit will not be counted towards the 15 college-level semester hours needed for residence for an Associate Degree, or the 11 college-level semester hours needed for residence in a certificate program.
- A maximum of 24 hours of PLA credit in any format may be awarded.

PLA Criteria for Departmental Exams, Skills Assessments, Industry Certifications and Portfolios

- PLA credit may be awarded when the student has successfully completed a minimum of 3 hours of ACC course work AND is currently enrolled after the census date of the requesting semester.

PLA Criteria for National Exams and Military Credit

- PLA credit may be awarded when the student has successfully completed the ACC Admissions process, and has submitted the National Exam with required score or all Military documentation.

Requesting PLA Credit

- Complete PLA Application located in the Admission and College & Career Pathways offices (CCP) or http://www.alvincollege.edu/Prior-Learning-Assessment.
- Visit with ACC Department Chair to discuss PLA options. An unofficial ACC transcript should be available during the visit. Students may print a copy of the transcript through The POD.
- Submit application to the CCP office for review of student eligibility and criteria verification.
- Pay required fees to the ACC cashier's office. There is no charge for transcription of AP/CLEP/IBD/DSST and Military PLA credit. There is a $10 per credit hour assessment fee for departmental exams and a $100 fee for each skill assessment.
- CE mirror classes carry the same tuition and fees as credit classes.
- Follow submission directions printed on PLA application according to the form of credit for which you are applying.

Types of Prior Learning Assessment

PLA-Continuing Education Mirror Courses

Mirror courses are taken through the Continuing Education Department for non-academic credit only (also known as a unit). Students interested in pursuing an academic degree can petition for PLA credit which would convert the CE unit to an academic credit.

- Students enrolling in a mirror class with known intent to request conversion to academic credit should take the class for academic credit.
- CE mirror classes carry the same tuition and fees as credit classes.
- Students wanting academic credit for CE units should complete the PLA application available in the Admissions or College and Career Pathway Office; and submit to the CCP office for criteria approval.
- Approved applications will be submitted to the Registrar's office for official evaluation and transcription.
- Academic credit will count as resident credit.
- A grade of A, B, or C will be assigned.

PLA-Credit for Military Service

PLA credit for prior military service/training is available to eligible veterans when the following criteria are met:

- PLA credit may be awarded when the student has successfully completed the ACC Admissions process, and has submitted all Military documentation.
- Graduated from an accredited public or private high school or a school operated by the US Department of Defense;
- Honorably discharged with a minimum two years of service in the armed forces or was discharged because of a disability.
- Students wanting credit for military service should complete the PLA application available in the Admissions or College and Career Pathway office; and submit to the CCP office for criteria approval.
- Students should submit approved applications and supporting documents to the appropriate Department Chair for review.

The college will automatically award the following upon the student's request:

- Two hours of physical activity credit from the DD214;
- Academic course credit directly equivalent and applicable to the student's major from the military transcript (AARTS, SMART, CCAF), based on ACE Guide recommendations.

Students are eligible for a minimum of 12 hours of college elective credit to satisfy elective course requirements in the student's degree program.

PLA-National Credit by Examination

PLA credit by examination offers students an opportunity to earn credit for previous knowledge and skills made evident by passing the exam. Types of national examinations considered for credit include Advanced Placement (AP) tests, College-Level Examination Program (CLEP), Dantes (DSST) and the International Baccalaureate Diploma Program. Content of any examination must be equivalent to a course in the current course catalog of the College. Required scores for each national exam accepted are published below. After taking the selected national exam, students wanting PLA credit should:

- Successfully complete the ACC admissions process.
- Submit official scores to the ACC Admissions and Registrar's Office. Note: CLEP exams are available at ACC. Students do not have to request submission of scores to the admissions office if taking the exam at ACC.

- Complete the PLA application and submit directly to the Registrar's office for review and approval.
- Students will be notified by the Registrar's office once credit has been transcribed.

DSST Exams (DANTES)

Test Title	Minimum Score	Hours Awarded	ACC Course
General Anthropology	400	3	ANTH 2346
Human Cultural Geography	400	3	GEOG 1302
Lifespan Developmental Psychology	400	3	PSYC 2314
Introduction to Business	400	3	BUSI 1301
Introduction to Computing	400	4	COSC 1301
Introduction to World Religions	400	3	PHIL 1304
Management Information Systems	400	3	BCIS 1305
Personal Finance	400	3	BUSI 1307
Principles of Statistics	400	3	MATH 1342

Departmental Credit by Examination

Departmental Credit by Examinations are available in certain disciplines. Students will be encouraged to take the national exam for academic courses that have been approved and are listed in the catalog. Technical programs may require additional skills assessment to demonstrate mastery of the skills being assessed. PLA credit may be awarded when the student has successfully completed a minimum of 3 hours of ACC course work AND is currently enrolled after the census date of the requesting semester.

The student must:
- Check with the Department Chair to determine if a departmental examination is offered or visit the College & Career Pathways website for the list of exams.
- Complete the PLA application and submit to the CCP office for criteria approval.
- Pay the PLA exam fee ($10 per credit hour and $100 per skill assessment) prior to attempting the exam.
- Schedule exam with the Department Chair.

A grade of A, B, or C will be awarded and posted to the student's transcript upon successful completion of the departmental exam and approval of VPI. Courses completed by departmental examination are noted as Credit by Exam on the transcript, and will not be calculated in the ACC GPA.

Industry Certifications and Career Portfolios

Experiential learning (life experiences) will be considered for credit. Students will demonstrate knowledge and skills assessment if applicable by opting to take a national or departmental examination. Students desiring to earn PLA credit in this category should follow the steps as outlined above.

- PLA credit may be awarded when the student has successfully completed a minimum of 3 hours of ACC course work AND is currently enrolled after the census date of the requesting semester.
- Visit ACC Department Chair and review identified opportunities online.
- Students presenting certificates earned on the job should:
- Complete the PLA application and submit to the CCP office for criteria approval.
- Pay the PLA exam and/or skill assessment fee prior to attempting the examination or having industry certificate reviewed.
- Submit application and all supporting documents to the appropriate Department Chair for review.

Credit by Exam - Advanced Placement / CLEP

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Financial		50	3	ACCT 2301
American Government		50	3	GOVT 2305
American Literature		50	3	ENGL 2328
Analyzing & Interpreting Literature		50	3	ENGL 2333
Art / Art History	3		6	ARTS 1303 / 1304
Art / Studio Art: Drawing	3		6	ARTS 1316 / 1317
Art / Studio Art: 2-D Design	3		3	ARTS 1311
Art / Studio Art: 3-D Design	3		3	ARTS 1312
Biology	3		8	BIOL 1406 / 1407
Biology, General		50	4	BIOL 1406
Business Law, Introductory		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	3		4	MATH 2413
Calculus BC	3		8	MATH 2413 / 2414
Chemistry		50	4	CHEM 1411
Chemistry	3		8	CHEM 1411 / 1412
College Algebra		50	3	MATH 1314
College Mathematics		50	3	MATH 1332
College Composition		50	3	ENGL 1301
English Literature		50	3	ENGL 2323
Environmental Science	3		4	GEOL 1405
French Lang, Level I		50	8	FREN 1411 / 1412
French Lang, Level II		59	11	FREN1411/ 1412 FREN 2311 / 2312
French Language & Culture	3		8	FREN 1411/ 1412
French Literature & Culture	3		14	FREN 1411/1412 FREN 2311/2312
Government & Politics / US	3		3	GOVT 2305
History of the US I: US to 1877		50	3	HIST 1301
History of the US II: 1865 to present		50	3	HIST 1302
Human Geography	3		3	GEOG 1303
Human Growth and Development		50	3	PSYC 2314
Information Systems & Computer App		50	3	BCIS 1305
Language & Composition Test	3		6	ENGL 1301 / 1302
Literature & Composition Test	3		6	ENGL 1301 / 1302
Macroeconomics	3		3	ECON 2301
Macroeconomics, Principles		50	3	ECON 2301
Management, Principles		50	3	BMGT 1327
Marketing, Principles		50	3	MRKG 1311
Microeconomics	3		3	ECON 2302
Microeconomics, Principles		50	3	ECON 2302
Physics 1	3		4	PHYS 1401
Physics 2	3		4	PHYS 1402
Physics C Electricity / Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Psychology	3	50	3	PSYC 2301
Sociology		50	3	SOCI 1301
Spanish Lang., Level I		50	8	SPAN 1411 / 1412
Spanish Lang., Level II		63	14	SPAN 1411/ 1412 SPAN 2311/ 2312
Spanish Language & Culture	3		8	SPAN1411/ 1412
Spanish Literature & Culture	3		11	SPAN 1411/ 1412 SPAN 2311
Statistics	3		3	MATH 1342
US History	3		6	HIST 1301 / 1302
World History	3		3	HIST 2321
World History	4		6	HIST 2321 / 2322
World History, Modern	3		3	HIST 2322

- CLEP general exams are not accepted.
- Credit will be evaluated from an official score report sent directly to the Registrar's Office from the testing service.
- Credit will be based upon ACC recommended passing scores. A letter grade of S (satisfactory) will be awarded.
- There is no charge for this service; request evaluation in the Admissions and Registrar's Office.

International Baccalaureate Diploma Program

The International Baccalaureate Diploma Program is a pre-college course of study for secondary school students. The IB program leads to examinations that provide documentation of achievement that qualifies a student for advanced standing. Students who successfully complete the IB Diploma Program will receive 24 semester credit hours of college credit, if certain score levels are met. The student must request that the IB office send official scores to the Alvin Community College Registrar's Office. The credit is not posted automatically, therefore, the student must request that the scores be evaluated for credit by completing the Credit by Examination Form at the Registrar's Office. Students will not be charged for this evaluation of credit. After the evaluation, IB credit will be posted to the student's transcript as credit by examination depicting the course articulated and an S (satisfactory) grade. Credit awarded by another college or university for the IB coursework is not considered transferable without an official report. The courses and the examination scores used as the basis for credit are listed below:

IB EXAM	MINIMUM SCORE	ACC COURSE
Biology SL	4	BIOL-1406
Biology HL	4	BIOL-1406, 1407
Business & Management	4	BUSI-1301
Chemistry HL	4	CHEM-1411
Chemistry HL	5	CHEM-1411, 1412
Economics SL	4	ECON-2301
Economics HL	5	ECON-2301, 2302
English HL Lang A1 or A2	4	ENGL-1301
Environmental Systems & Societies SL	4	GEOL-1405
Foreign Languages:		
French		
Language A1 or A2 or B (HL)	4	FREN-1411, 1412, 2311, 2312
Language B (SL)	4	FREN-1411, 1412
Language AB	4	FREN-1411
Spanish		
Language A1 or A2 or B (HL)	4	SPAN-1411, 1412, 2311, 2312
Language B (SL)	4	SPAN-1411, 1412
Language AB	4	SPAN-1411
History		
Europe	4	HIST-2311
Mathematics HL	4	MATH-2412, 2413
Mathematics w/further math (HL only)	4	MATH-1342
Mathematics Methods (SL)	4	MATH-1324
Mathematical Studies (SL)	4	MATH-1332
Music	4	MUSI-1306
Philosophy	4	PHIL-1301
Physics SL	4	PHYS-1401
Physics HL	4	PHYS-1401, 1402
Psychology	4	PSYC-2301

SL = Standard Level
HL = Higher Level

Testing and Texas Success Initiative (TSI)

Texas Success Initiative (TSI)

The 78th Texas Legislature implemented the Texas Success Initiative (TSI) (TX Education Code 51.3062) to give Texas public higher education more flexibility in its efforts to develop better academic skills among students who need them for success in college.

Alvin Community College academic advisors will work with students whose placement scores indicate a need to enhance their academic program. However, all students enrolling at Alvin Community College must have scores from a prior approved test or complete the TSI Assessment.

Scores from students declaring an intent to enroll in a Level One Certificate program are used for diagnostic purposes only and not for placement purposes.

Although testing is not an admission requirement, it is required for registration. Test scores are used to place students in appropriate courses. Students who have not provided official documentation for an exemption from Texas Success Initiative (TSI) must have official TSI Assessment scores prior to registration. Testing information may be found on the ACC website. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed.

Required Scores for College Readiness

TSI Reading	351+		
TSI Writing	310-339	4+ (ABE)	5+ (Essay)
TSI Writing	340+		4+ (Essay)
TSI Math	350+		

TSI Exemptions

(Scores are valid for five years)

ACT* - A composite score of 23 with:
- a minimum of 19 on math for an exemption in math and/or
- a minimum of 19 on English for an exemption in reading and writing

SAT* - (Taken prior to 3/5/16) A combined critical reading and math score of 1070 with:
- a minimum of 500 on math for an exemption in math and/or
- a minimum score of 500 on critical reading for an exemption in reading and writing

SAT* - (Taken 3/5/16 or after)
- a minimum of 480 on evidence-based reading and writing (EBRW) for an exemption in reading and writing
- a minimum of 530 on math for an exemption in math

Note: Mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowed.

TAKS*
A minimum score of 2200 in math for an exemption in math and/or 2200 in English Language Arts - with an essay score of 3 for an exemption in reading and writing.

STAAR* - end of course assessment
STAAR end-of-course (EOC) with a minimum Level 2 score of 4000 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum Level 2 score of 4000 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

Degree Exempt*
Students who have an associate or baccalaureate degree from a regionally accredited post-secondary institution or from a college recognized international institution are exempt from all Texas Success Initiative requirements.

Transfer Exempt/Passed
A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d)(1)(B) of the Texas Administrative Code (relating to Determination of Readiness to Perform Entry- Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/1324. It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.

Private/Out-of-State Transfer Exempt*
Students who transfer from a regionally accredited college or university and have earned at least three semester hours of college level credit in a designated college core class, are exempt upon entry. These credits must be verified by an official transcript.

Veteran Exempt*
Students who were honorably discharged, retired or released from active duty in the armed forces, Texas National Guard or any reserve component of the armed forces on or after August 1, 1990 may be exempt. A DD214 showing discharge status and date is required.

Military Waiver*
Students on active duty in the armed forces, the Texas National Guard, or any reserve component of the armed forces and have been serving for at least three years preceding enrollment may be exempt.

ESOL*
Students in ESOL programs may be granted an ESOL waiver from TSI testing. The ESOL waiver must be removed after the student attempts 15 hours of ESOL coursework/interventions, or attempts entry level freshman coursework.

* The student must meet with an Academic Advisor to have this status declared.

Level One Certificate Waiver
A student who is enrolled in a certificate program one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent).

Waived Level One Certificate Programs

Students enrolled in any waived program are waived from TSI Assessment and any developmental education. Course prerequisites, however will still apply. Students concurrently enrolled in an active Associate Degree or Level Two Certificate program are not eligible for this waiver.

Eligible certificate programs include:

Basic Law Enforcement Academy
Child Develop/ Early Childhood
Child Develop/ Early Child. Adm
Computer Info. Tech.
Computer Info. Tech.- Networking
Crime Scene Technician
Culinary Arts
Culinary Arts Management
Emergency Medical Technology Paramedic
Emergency Med Tech - Advanced
Industrial Design Technology
Management
Office Assistant
Pharmacy Technician
Process Technology
Radio / TV Broadcasting
Substance Abuse Counseling

TSI Not Met

Individual Education Plan

Students who do not score one or more of the minimum passing standards on the placement test at Alvin Community College are required to complete an Individual Educational Plan with an ACC Academic Advisor before beginning their first semester of college.

The Individual Educational Plan shall include:

- Academic interventions, including developmental courses and/or enrollment into a co-requisite model to meet the college readiness standard.
- Academic coaching and tutoring
- Non-developmental courses for which the student is eligible.

Developmental Course Requirement

Students who do not pass one or more sections of the TSI Assessment must complete their TSI obligations within the first academic year of attendance.

TSI obligated students who have a placement score below the college level must enroll and complete the appropriate developmental course with a grade of "C" or better. All Developmental Education students meet with an Academic Advisor to register for classes until all Developmental Education requirements have been completed.

Developmental courses receive local credit; however, they may not be used to fulfill the requirements for a degree or certificate. Grades earned in developmental courses will not be used to qualify for the Dean's or Vice President's list or graduation with honors status.

TSI Developmental Sequence

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

1. The student takes the TSI Assessment and passes.
2. The student passes with a grade of C or better in the required developmental course sequence for the subject area not passed.
3. The student completes a college level course in the subject area.

PSYC 1300 – Learning Strategies Requirement

Students enrolled in the Associate of Arts, Associate of Science or Associate of Arts in Teaching who score at the developmental level on any one section of the placement exam, are required to enroll in PSYC 1300 (Learning Strategies) during their first year of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement. Additionally, students must enroll in PSYC 1300 if it is included in their chosen degree plan.

PSYC 1300 (Learning Strategies) teaches students how learning takes place and provides opportunities to practice various learning and study strategies. Students will be able to identify their own strengths and weaknesses and apply the skills that are taught to maximize their success in college.

Registration and Enrollment

Student Responsibility in Course Selection

The College provides students with information and assistance in making academic decisions. Advising Services, program directors, and department chairs assist students with course selections. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected course, degree, or certificate program, and for enrolling in appropriate courses as specified in the degree plan. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

Students transferring credit from ACC are responsible for following the transfer policies of the receiving college or university. Students are encouraged to meet with an ACC advisor for assistance with transfer advising.

Maximum Course Load

- Fall and Spring semester   15-18 semester credit hours
- Summer Eleven Week   14 semester credit hours
- Summer Five Week   7 semester credit hours combined
- Summer Five & 11 Week   14 semester credit hours

A student must have written permission from the Vice President of Instruction or designee to register for: more than 18 credits in any combination of terms within the fall or spring semesters; more than 14 credits in any combination of summer semesters. Additionally, a student's cumulative grade point average must be a 3.0 or higher on a minimum of twelve completed hours at ACC and a justification for the increase documented to be considered for approval. Meet with an ACC Academic Advisor for more information.

Prerequisites and Co-Requisites

Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as prerequisites or co-requisites). These requirements may be satisfied by successful completion of previous courses; by passing scores on the TSI Assessment; or by concurrent enrollment in a specific course. Compliance with prerequisites and co-requisites is mandatory for TSI-obligated students. Prerequisites and co-requisites are identified in the Course Descriptions section of this catalog.

Classification of Students

- Freshman: 1 to 29 semester credit hours
- Sophomore: 30 - 60 semester credit hours
- Upperclassman: more than 60 semester credit hours

Full-time Status

- Fall and Spring   12 or more semester credit hours
- Summer Eleven Week   8 or more semester credit hours
- Summer Five Week   4 or more semester credit hours

A semester hour of credit is equivalent to at least three hours of work per week (one hour of faculty instruction and two hours of out of class student work) for approximately fifteen to sixteen weeks or an equivalent amount of work over a different period of time. Classes with a laboratory, clinical, or other academic component may add a semester hour of credit to a course.

NOTES:
Students receiving financial aid must meet the credit-hour requirements for their financial aid program.

Students receiving VA benefits should consult with the VA Advisor to determine enrollment status.

Students seeking loan deferrals should consult with Financial Aid to determine course load requirements.

Class Schedules

Class schedules are considered an extension of the catalog. The class schedule contains courses being offered during the given semester and are released for all scheduled registrations. At the time schedules are released, it is the intention of the College to teach the classes according to the information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant. WebACCess provides the most current listing of available courses.

Course Numbers

Each course number has a meaning. If the course number begins with a "1", the course is freshman level. If a course number begins with a "2", the course is sophomore level. The second digit indicates the credit hours. The third and fourth numbers are departmental indicators for the type of course and sequence.

New Student Orientation

On campus (face to face) New Student Orientation is mandatory for all first time college students. For dates, time and reservations, go to: www.alvincollege.edu/newstudentorientation.

Dolphin Camp is a two-day extended orientation session offered during the summer to first generation college students. The camp provides students with the chance to get a crash course in college life, meet new students and start developing the relationships needed for college success.

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.

Audit Registration

Audit registration, based upon space availability, 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 who need to refresh or revisit skills.

Audit registration is conducted with and Academic Advisor 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 may be eligible to audit up to six (6) hours per semester without payment of tuition and fees, on a space-available basis for any course the College offers (Texas Education Code 54.210). These courses will not fulfill degree requirements. Contact the ACC Business Office to determine eligibility. Also see guidelines at College for All Texans. Full tuition exemption information can be found at College for All Texans/Types of Financial Aid.

Class Attendance

Alvin Community College students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Departments and faculty may have other attendance policies for their course.

Students who are enrolled in developmental courses because of TSI requirements must attend classes and participate in instructional activities. Students unable to attend should contact their instructors as soon as possible concerning the absence.

Dropping Students for Non-Attendance
On the Census Day of each term, students who have never attended a class, will be dropped by the Registrar for non-attendance from that course. In the case of online and hybrid courses, attendance will be determined in terms of participation, as defined by the Department of Education and as described in the course syllabus and Faculty Handbook. Tuition refunds will be based on the date students are dropped, at the appropriate refund percentage, as posted in the course schedule for each term. Students who are dropped for non-attendance will be notified of the action taken by the Registrar. Instructors will also be notified when students are dropped from their class for non-attendance.

Excused Absence for Active Military Service

Upon notice from a student, an institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Education Code 51.9111(c); 19 TAC 4.9(a)–(b). For more information see: "FC" legal policy on the college website.

Withdrawal from Class

Withdrawals may affect financial aid, veteran's benefits, athletic eligibility and even insurance benefits. Students are encouraged to discuss the withdrawal decision with the course instructor and the academic and financial aid advisors. Students are not withdrawn for failure to attend classes. Students seeking to withdraw from a developmental education course must obtain permission from the instructor and the department chair and/or Dean.

When withdrawing include: Name, Student ID or SSN, date of birth, course rubric (ENGL), number (1301), and section (01).

Withdrawal Options
- **http://form.jotformpro.com/form/50835004997966** A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact advising@alvincollege.edu if an email receipt is not received.
- Quick Links tab/Withdrawal Information
- In The POD via the Advising link. A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact advisingservices@alvincollege.edu if an email receipt is not received.
- In Person: Admissions & Registrar's Office – A100

Active Military Withdrawal

Those called into active duty may see the Vice President of Student Services to:
- Request refund of the tuition and fees
- Receive an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript.
- Receive an appropriate final grade if the student has satisfactorily completed a substantial amount of the course. NOTE: No penalty assessed to students receiving financial aid.

Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received at the Admissions and Registrar's Office or received via email after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W. Courses may not be dropped after the posted deadline.

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 may be allowed for students who can show good cause for dropping more; see the exception list below. Once the six course drop limit has been reached, students will not be allowed to drop. Drops included in the limit will be recorded on the student transcript. Students should discuss their options with a counselor, advisor, or instructor, as well as making use of campus resources before deciding to drop a course.

NOTE: If a student has accrued at least 50 semester credit hours and has not enrolled for 24 consecutive months, a one-time only additional course drop beyond the maximum number of courses (6-drop limit law) may be received. Please visit with an Academic Advisor for further information.

Exceptions may be granted by the Vice President of Student Services or designee due to extenuating circumstances:
- A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
- The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
- The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
- The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family and such active duty interferes with the student's ability to satisfactorily complete the course.
- The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
- Other good cause as determined by the institution of higher education.

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 student residency status and the number of hours taken. Residency status for tuition purposes will be reclassified or corrected when a student files a Residency Reclassification Petition accompanied with supporting documentation in the Admissions and Registrar's Office. Students may not attend classes unless tuition and fees are paid. Students who fail to meet the payment deadline will be withdrawn for nonpayment and will be required to re-register should they desire to enroll. Registration does not guarantee a student will receive their original schedule of initially enrolled courses.

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 and science labs. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the class schedule.

Active Duty Military Tuition

Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the VA Certifying Advisor.

Higher Tuition for Third Attempt Courses

College level courses (excluding developmental) taken for the third time and thereafter, will be billed an additional fee equal to the current out-of-district hourly rate. 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 from Texas taxpayers. Selected courses are exempt from the repeat charges.

The following courses are exempt from this rule:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2347	ARTS 2357	*CRTR 1207
*CRTR 1257	*CRTR 1259	CRTR 2301
CRTR 1306	CRTR 2231	MUEN- all exempt
CRTR 2335	MUAP - all exempt	PHED 1123
PHED 1150, 2150	PHED 2100, 2101	PHED 2102, 2103
PHED 2117, 2118	PHED 2119, 2120	PHED 2122, 2123
PHED 2138		

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 extra hours, nor do any courses taken at a private or out-of-state institution.

Excessive Developmental Education Courses

Students who exceed 18 hours of developmental courses at Alvin Community College will be billed an additional fee equal to the current out-of-district hourly rate.

Speakers of other languages enrolled into Developmental Education interventions should not exceed 27 hours of developmental coursework, of which at least 9 hours consist of ESOL remediation (TAC, rule 13.107).

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. 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 Advising Services for complete details.

Tuition Installment Plan

Students may opt to pay for tuition and fees using the installment plan. This plan allows a student to pay a down payment at enrollment and the remaining tuition and fees in installments thereafter. The dates of the installments are set by the college. A nonrefundable $30 fee is assessed at the time the installment plan is executed.

The installment plan is a legally binding contract. Installment plans are available beginning with registration through late registration. Any student failing to make an installment payment will be placed on restriction hold, blocking registration and transcript services.

Students who have been on restriction hold four times for late or missed payments, including ACH returned payments, will no longer be eligible to enroll in the payment plan.

Tution Refund Policy

Refunds will be processed 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.
- If tuition and fees are paid with financial aid, the refund is applied first to the tuition and fees and then to the student.
- Refunds for Title IV grants are made according to the refund schedule available in the Financial Aid Office.

See course schedule for refund dates.

Refund Policy: Continuing Education Workforce Development
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 three 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.

Tuition and Fees

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.

Fall 2019 & Spring 2020

Cred. Hrs	Tuition Res-In	Res-Out	Non-Res	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
1	$46	$92	$140	$7	$90	$30	$30	$30	$15	$10	$212	$258	$304	$352
2	92	184	280	14	90	30	30	30	15	10	219	311	403	499
3	138	276	420	21	90	30	30	30	15	10	226	364	502	646
4	184	368	560	28	90	30	30	30	15	10	233	417	601	793
5	230	460	700	35	90	30	30	30	15	10	240	470	700	940
6	276	552	840	42	90	30	30	30	15	10	247	523	799	1,087
7	322	644	980	49	90	30	30	30	15	10	254	576	898	1,234
8	368	736	1120	56	90	30	30	30	15	10	261	629	997	1,381
9	414	828	1260	63	90	30	30	30	15	10	268	682	1,096	1,528
10	460	920	1400	70	90	30	30	30	15	10	275	735	1,195	1,675
11	506	1012	1540	77	90	30	30	30	15	10	282	788	1,294	1,822
12	552	1104	1680	84	90	30	30	30	15	10	289	841	1,393	1,969
13	598	1196	1820	91	90	30	30	30	15	10	296	894	1,492	2,116
14	644	1288	1960	98	90	30	30	30	15	10	303	947	1,591	2,263
15	690	1380	2100	105	90	30	30	30	15	10	310	1,000	1,690	2,410
16	736	1472	2240	112	90	30	30	30	15	10	317	1,053	1,789	2,557
17	782	1564	2380	119	90	30	30	30	15	10	324	1,106	1,888	2,704
18	828	1656	2520	126	90	30	30	30	15	10	331	1,159	1,987	2,851
19	874	1748	2660	133	90	30	30	30	15	10	338	1,212	2,086	2,998
20	920	1840	2800	140	90	30	30	30	15	10	345	1,265	2,185	3,145
21	966	1932	2940	147	90	30	30	30	15	10	352	1,318	2,284	3,292
22	1012	2024	3080	154	90	30	30	30	15	10	359	1,371	2,383	3,439

Summer 2020

Cred. Hrs	Tuition Res-In	Res-Out	Non-Res	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
1	$46	$92	$140	$7	$90	$30	$30	$30	$15	$10	$212	$258	$304	$352
2	92	184	280	14	90	30	30	30	15	10	219	311	403	499
3	138	276	420	21	90	30	30	30	15	10	226	364	502	646
4	184	368	560	28	90	30	30	30	15	10	233	417	601	793
5	230	460	700	35	90	30	30	30	15	10	240	470	700	940
6	276	552	840	42	90	30	30	30	15	10	247	523	799	1,087
7	322	644	980	49	90	30	30	30	15	10	254	576	898	1,234
8	368	736	1120	56	90	30	30	30	15	10	261	629	997	1,381
9	414	828	1260	63	90	30	30	30	15	10	268	682	1,096	1,528
10	460	920	1400	70	90	30	30	30	15	10	275	735	1,195	1,675
11	506	1012	1540	77	90	30	30	30	15	10	282	788	1,294	1,822
12	552	1104	1680	84	90	30	30	30	15	10	289	841	1,393	1,969
13	598	1196	1820	91	90	30	30	30	15	10	296	894	1,492	2,116
14	644	1288	1960	98	90	30	30	30	15	10	303	947	1,591	2,263
15	690	1380	2100	105	90	30	30	30	15	10	310	1,000	1,690	2,410
16	736	1472	2240	112	90	30	30	30	15	10	317	1,053	1,789	2,557
17	782	1564	2380	119	90	30	30	30	15	10	324	1,106	1,888	2,704
18	828	1656	2520	126	90	30	30	30	15	10	331	1,159	1,987	2,851

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 (non-refundable)
Stu. Serv: Student Service Fee
Sec. Fee: Security Fee
LRC Fee: Learning Resources Center Fee
Bursar Fee: Business Office Fee

Tuition per/hour:
In District: $46
Out of District: $92
Non-Resident: $140

Diploma Replacement Fee	$45
ID Card Replacement Fee	$5
Installment Plan Setup Fee (non-refundable)	$30
Installment Plan Late Payment Fee	$50
Late Registration Fee	$50
On-Line Course Fee	$35
PLA (Prior Learning Assessment) Credit by Exam	$10 /per semester hr
PLA Skills Assessments (Technical Programs)	$100
Technical Course Fee	$10 /per tech course
Transcript Fee	$7.50 /transcript

*Students with four delinquent payments on their installment plan will be ineligible to set up a future installment payment plan.

*Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the VA Certifying Advisor.

Special Course Fees

Special course fees are charged for various courses to offset expenses for materials and supplies etc. These fees are listed in the following section and are published each semester in the class schedule.

Special Course Fees

Cadet Supplies

CJLE-1211 ....$475.00

EMT Clinical Fee (EMSP-1160) $84.00

Malpractice Insurance

CVTT-1161 ....$9.00

DAAC-1364 ....$9.00

DSAE-1360, 2361, 2461, 2462 ....$9.00

DSPE-1265, 2261, 2461, 2462 ....$9.00

DSVT-1360, 2361, 2461, 2462 ....$9.00

EMSP-1160, 1160, 1261, 2160, 2261 ....$9.00

ENDT-1463, 2463, 2661 ....$9.00

PHRA-1361, 2262 ....$9.00

PSGT-1260, 2660, 2661 ....$9.00

RNSG-1260, 1262, 1461,2462, 2463 ....$9.00

RSPT-1166, 1266, 2266, 2267 ....$9.00

VNSG-1160, 1660, 1661 ....$9.00

Lab Fees

DAAC-1304, 1305, 1309, 1311, 1317, 2306, 2307, 2341, 2343, 2354.....................$5.00

SCWK-1313 ....$5.00

PHRA-1340 ....$10.00

ACCT-2301, 2302 ....$15.00

ACNT-1303, ACNT-1311 ....$15.00

ARCE-1452 ....$15.00

ARTS-1311, 1312, 1316, 1317, 2316, 2317,
2326, 2341, 2346, 2347, 2356, 2357, 2366......................................$15.00

BCIS-1305 ....$15.00

BMGT-1382, 2382 ....$15.00

CDEC-1311, 1318, 1356, 1358, 1384, 2307, 2384, 2426, 2428 ....$15.00

CHEF-1264, 1265 ....$15.00

CJLE-1211, 1506, 1512, 1518, 1524 ....$15.00

CJSA-2323, 2364, 2365 ....$15.00

COMM-1318, 1319, 1336, 1337, 2303, 2311, 2324, 2332.................$15.00

COSC-1301, 1420, 1436, 1437, 2325, 2336 ....$15.00

CRTR-1207, 1208, 1214, 1257, 1259, 1306,
1312, 1404, 2206, 2217, 2231, 2280, ...$15.00

CRTR-2281, 2301, 2303, 2311, 2312, 2313, 2335 ....$15.00

CTEC-1401, 2380 ....$15.00

DAAC-1364, 2380 ....$15.00

DFTG-1305, 1409, 1433, 1445, 2406, 2419,
2423, 2430, 2435, 2440, 2445, 2450, 2457 ....$15.00

EDUC-1301. 2301 ....$15.00

EMSP-1160, 1166, 1205, 1261, 1338, 1356,
2160, 2166, 2206, 2261, 2305, 2330, 2444 ....$15.00

ENDT-1345, 1350, 2320, 2425, 2463 ....$15.00

ENTC-1423 ....$15.00

ESOL-0301, 0302...$15.00

FREN-1411, 1412, 2311, 2312 ....$15.00

HITT-1305 ....$15.00

IMED-1416, 2415 ....$15.00

INRW-0309, 0310, 0311...$15.00

ITMT-1357, 1358, 2301, 2302, 2305, 2322......................................$15.00

ITNW-1313, 1325, 1353, 1354, 1358, 2321.....................................$15.00

ITSC-1305, 1307, 1407 ....$15.00

ITSE-1431, 2345, 2409, 2417 ....$15.00

ITSW-1404 ....$15.00

ITSY-1342 ....$15.00

LGLA-1380, 2381 ....$15.00

MATH-0310, 0311, 0312, 0324, 0332, 0342.....................................$15.00

MUEN-1141, 1142, 2141, 2142, 2151...$15.00

NCBM-0110, 0112, 0200 ....$15.00

PHRA-1345, 1347, 1361, 1413, 1441, 1449, 2262 ....$15.00

POFI-1204, 1301, 1341, 1349, 2301 ....$15.00

POFL-1340 ....$15.00

POFM-1317...$15.00

POFT-1300, 1309, 1319, 1325, 1329, 1382, 2382 ....$15.00

PSYC-2389...$15.00

PTAC-1302, 1308, 1310, 1332, 1354, 2314, 2420, 2436, 2438, 2446 ....$15.00

RNSG-1262 ....$15.00

RSPT- 1262, 1266, 1310, 1331, 1429, 2166,
2230, 2267, 2305, 2314, 2414, 2453 ....$15.00

RTVB-1301, 1309, 1321, 1325, 1355, 1380,
1381, 2331, 2337, 2340, 2380, 2381 ....$15.00

SCIT-1414 ....$15.00

SOCI-2389

SPAN-1411, 1412, 2311, 2312, 2313, 2315......................................$15.00

TECA-1303, 1311, 1318, 1303, 1317 ....$15.00

VNSG-1160, 1227, 1423, 1660, 1661 ....$15.00

ASTR-1403, 1404 ....$20.00

BIOL-1406, 1407, 2401, 2402, 2420 ....$20.00

CHEM-1405, 1411, 1412, 2423, 2425 ....$20.00

GEOL-1401, 1403, 1404, 1405, 1445, 1447.....................................$20.00

PHYS-1401, 1402, 1403, 1404, 2425, 2426 ....$20.00

RSPT-2239 ....$20.00

PSGT-1260, 1340, 1400, 2205, 2660, 2661 ....$20.00

RNSG-1129, 1219, 1240, 1260, 1327, 1461,
1523, 2435, 2462, 2463, 2504, 2514 ....$20.00

ENDT 1463 ....$26.00

DMSO-1342...$30.00

DSAE-1303, 1340, 1360, 2303, 2304, 2335, 2337, 2361, 2461, 2462 ....$30.00

DSPE-1265, 1300, 2249, 2255, 2257, 2259, 2261, 2461 ....$30.00

DSVT-1300, 1360, 2318, 2330, 2335, 2361, 2461, 2462 ....$30.00

HPRS-1304 ....$30.00

ENDT-2661 ....$32.00

PSGT-2411...$40.00

CHEF-1301, 2201 ....$48.00

PSTR-1301 ....$48.00

EMSP-1501, 2243...$50.00

CHEF-1302, 1310, 1340, 1341, 1345, 2302.....................................$72.00

EMSP-1355, 2434..$100.00

Music (All MUAP courses)..$195.00

PE Fee (All PHED course) $10.00

Testing Fee

EMSP-1338 ....$60.00

EMSP-1356 ....$50.00

EMSP-2330 ....$190.00

EMSP-2444 ....$95.00

PHRA-1345 ....$298.00

PHRA-2262 ....$158.00

RNSG-1327 ....$356.00

RNSG-1523 ....$223.00

RNSG-2435 ....$193.00

RNSG-2504 ....$193.00

RNSG-2514 ....$193.00

RSPT-1166 ....$130.00

RSPT-1262 ....$50.00

RSPT-2230 ....$345.00

RSPT-2266 ....$110.00

RSPT-2267 ....$100.00

RSPT-2310 ....$75.00

RSPT-2453 ....$140.00

VNSG-1160 ....$242.00

VNSG-1660 ....$242.00

VNSG-1661 ....$242.00

Special course fees are subject to change without notice.

Financial Aid

The student financial aid program at Alvin Community College provides financial assistance in the form of grants, scholarships, loans and work/study 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 requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- Complete the Free Application for Federal Student Aid (FAFSA) online at FAFSA.ed.gov
- Choose a program of study (degree or certificate);
- Submit all requested documents to the Financial Aid Office located in the A building.

Students must apply for financial aid online and submit a new application for re-evaluation each year. A FAFSA should be submitted as early in the year as possible to ensure funds are available for the payment deadline. Additional information is available on the ACC Financial Aid webpage: http://www.alvincollege.edu/Financial-Aid. All information remains confidential. Individual assistance is available to assist students with completing the financial aid application.

Tuition and fees must be paid in full, or a payment plan set up, before a student may attend classes. If a student's financial aid is not available when tuition payment is due, the student is responsible for tuition and fees. Students needing financial assistance should apply for financial aid well in advance prior to the semester start.

Applications are accepted throughout the year, however, some funds are limited and awarded on first come first serve basis. Apply Early!

Financial Aid Census Date

The Financial Aid Census Date is the day that the ACC Financial Aid Office will look at a student's enrollment for the semester. The number of eligible registered hours will determine the Financial Aid Award for the semester. The Financial Aid Census Date will be posted on the ACC Financial Aid homepage.

Federal Assistance Programs

Federal Pell Grant
This grant makes funds available to eligible undergraduate students who are enrolled in classes leading toward an approved ACC degree or certificate program. Students who desire to participate in this program must submit a FAFSA.

Year Round Pell allows a student to receive a Federal Pell Grant (Pell Grant) fund for up to 150 percent of the student's Pell Grant Scheduled Award for an award year. The student must be otherwise eligible to receive a Pell Grant. Note that any Federal Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Use, (LEU).
Grants do not have to be repaid, except under certain circumstances. Federal Pell Grants are adjusted based on enrollment on the Financial Aid Census date for each semester. Also, students who totally withdraw from classes may be subject to repayment of Federal Pell Grant.

Federal Supplemental Educational Opportunity Grants
Supplemental Educational Opportunity Grants (SEOG) are awarded to students with the most 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
Direct Lending Program (DL) - funds come directly from the federal government. Eligibility rules and loan amounts are identical under both programs, including need requirements. Students must complete a FAFSA for the appropriate year to begin the process of applying for a loan. Federal loans may be deferred (no payments required) for students that are enrolled in at least six hours per semester.

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 a 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 a 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 a 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.
4. If a student fails to earn a passing grade for the semester, attendance in each class with be checked. A pro-rated portion of the federal aid may be owed.

Return of Federal Title IV funds will be distributed according to statutory regulations. 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 Academic Progress Requirements

Federal regulations require standards of satisfactory progress for students who receive federal or state 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.

General Information

This information is subject to change without notice.

- The Federal Satisfactory Academic Progress Requirements apply to all hours (ACC, transfer hours, and other hours as listed below) and degree/certificate programs that have been attempted, regardless of whether or not financial aid was received for those hours.
- Official transcripts from all previous schools must be received and evaluated by ACC before financial aid eligibility can be determined.
- ACC checks Satisfactory Academic Progress at the end of each semester (fall, spring, and summer).
- Financial aid may fund only one repeat of a previously passed course.
- Students may only receive aid at one institution per semester.
- Financial aid may be used for mini semester courses if the student has funds remaining from the term in which the course is taken.
- Satisfactory Academic Progress cannot be determined for students that receive a grade of "I". A final grade must be posted before eligibility for aid can be determined.

Drops, Withdrawals, Repeats (R), F and FX

- Students are required to contact the ACC Financial Aid Office before dropping or withdrawing from classes.
- Students who drop, withdraw, repeat (R), or receive F or FX in courses, may have to repay financial aid.
- Dropping, withdrawing, repeating (R), and receiving F or FX has a negative effect on a student's completion rate, GPA, and may affect eligibility for aid.
- Students who earn a zero (0) GPA for a semester are required to pay for and successfully pass at least six (6) hours with their own funds. This is in addition to any funds that may be owed.
- Satisfactory Academic Progress may be re-evaluated after the student has successfully passed at least six (6) hours.
- Reevaluation may result in the student being placed on Financial Aid Warning or Probation based on the Satisfactory Academic Progress calculation.

Completion Rate

- Students must maintain a 67% overall completion rate of all hours attempted.
- All attempted and completed hours from ACC and previous schools will be calculated in the completion rate. This includes all letter grades (A, B, C, D, F and FX), withdraws (W), incompletes (I), repeats (R), credit by exam and prior learning credit (S), and in-progress classes (IP). Grades of F, W, I, R, and IP will have a negative effect on the completion rate calculation.

Minimum GPA

Students must maintain a minimum 2.0 cumulative GPA while attending ACC.

Penalties for Failing to Meet the Minimum Completion Rate or GPA

Financial Aid Warning

- Students will be placed on Financial Aid Warning status if they do not maintain an overall 67% completion rate and a 2.0 cumulative GPA, and the Satisfactory Academic Progress calculation indicates that the student may meet the requirements within one semester.
- Students will be notified via email of the Financial Aid Warning status.
- Students will be eligible to receive financial aid for one semester while on Financial Aid Warning status.
- If a 67% overall completion rate and 2.0 cumulative GPA are not met by the end of the semester that the student is placed on Financial Aid Warning, the student will be placed on Financial Aid Probation.

Financial Aid Probation

- Students will be placed on Financial Aid Probation if the 67% overall completion rate and 2.0 cumulative GPA requirements are not met by the end of the semester that the student was placed on Financial Aid Warning status.
- Students will be notified via email of the Financial Aid Probation status.
- Students may submit a written appeal (form available on the ACC website) to request reinstatement of their financial aid eligibility. Only students with documentable and extenuating circumstances will be considered. (Example: death or illness of a loved one). Appeals submitted without documentation will not be considered.
- An appeal must include a thorough explanation of the circumstances with documentation, and an explanation of what circumstances have changed that allow the student to meet all requirements in the future.
- Grades of "I" cannot be appealed. A final grade must be posted before eligibility for aid can be determined. Students must meet with an Academic Advisor to establish an academic plan to determine recommended future enrollment in order to complete their degree/certificate while meeting all Satisfactory Academic Progress requirements. A copy of the academic plan must be submitted with an appeal. As part of the appeal decision, the ACC Appeal Committee has the authority to limit the number of courses students enroll in and require that they enroll in certain courses.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee. Students are notified via email of the appeal decision. The decision of the ACC Appeal Committee is final.

Reinstatement of Financial Aid Eligibility

If an appeal is denied, students must pay out-of-pocket for school until they have met all of the Satisfactory Academic Progress Requirements.

Degree/Certificate Plan

- Students must have a declared program on file (degree or certificate) in order to receive financial aid.
- Students are only allowed to have one active degree program at ACC. Students may declare associated certificates within the same degree program.
- Students can only enroll in classes that are required for their ACC degree/certificate plan.
- Financial aid may be reduced or cancelled if enrolled classes are not required for the ACC degree/certificate plan on file.
- All attempted and completed hours from ACC and previous schools will be calculated in the attempted hours towards a degree/certificate plan. This includes all letter grades (A, B, C, D, F and FX), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).

Maximum Time to Complete Degree/Certificate

- Students must complete their degree/certificate program by attempting no more than 150% of the hours required for the degree/certificate program. Example: A degree requires 60 hours to complete, so a student must finish the degree requirements with no more than 90 hours attempted (60 x 1.5 = 90 hours).
- All hours attempted at ACC and previous schools will be calculated in the attempted hours. This includes all letter grades (A, B, C, D, F and FX), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).
- Students are considered to have met the maximum time to complete their degree/certificate plan, and are no longer eligible for aid, when the number of hours required to

graduate with the degree/certificate is greater than or equal to the number of hours remaining in the maximum time calculation for the degree/certificate plan.
- Students will be notified via email if they have exceeded the maximum time to complete their degree/certificate.
- Students who have exceeded the maximum time frame for completing the ACC degree/certificate on file, may submit a written appeal (available on the ACC website) to request an extension of financial aid eligibility.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee, and students are notified via email of the decision. The decision of the ACC Appeal Committee is final.

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.

Texas Education Opportunity Grant (TEOG)

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.

Tuition Exemptions

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Detailed information regarding exemptions may be found at College for All Texans, http://www.collegeforalltexans.com.

Scholarships and Other Programs

A variety of scholarships are available from private and public sources. Scholarship selection criteria may be based on demonstrated financial need, academic merit, college major, or other specific qualifications. The funding organization determines the scholarship amount, criteria, and deadlines for application.

Scholarship applications are available on the ACC Financial Aid website: http://www.alvincollege.edu/Financial-Aid.

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.

Athletic Grants-in-Aid

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

Veterans Benefits/TA/GI Bill® (Federal)

Alvin Community College is approved for veteran's educational training. Students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the ACC Veterans Advisor in the ACC Advising office for applications and additional information. Students are encouraged to apply for benefits online at www.vets.gov/education. Eligibility to receive benefits is determined by the Veterans Administration. Certification of enrollment is not an automatic process; veterans must request certification each semester. All students receiving federal benefits must have an active degree plan on file. Only courses on the degree plan can be certified, and additional courses can be certified in the semester the student graduates. Courses are not eligible for certification if they have already been successfully completed.

Veterans may also be eligible to receive federal financial aid. Veterans will receive additional information regarding loans and federal aid via email. Students who plan to receive VA benefits must meet with a Financial Aid Advisor prior to receiving loans. Academic advising is mandatory for all veterans. Disability Services, Career Counseling and individual counseling are available to veterans upon request. Please contact the Veterans Certifying Official at veterans@alvincollege.edu for more information. All recipients of benefits must comply with standards of academic progress as follows:

Standards of Academic Progress for VA Students

Satisfactory Progress

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

Probation

Failure to maintain a 2.0 (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 CGPA rises above a 2.0.

Unsatisfactory Progress

Probation students who fail to maintain a semester GPA of 2.0 will be placed on VA suspension. Any student making a 0.0 GPA will automatically be placed on VA suspension. Suspensions will be reported to the VA and the student will not be certified for benefits.

Reinstatement of VA Education Benefits

Students under VA suspension may submit a written appeal to request reinstatement of the Veterans Benefits. Students must prove extenuating circumstances to be considered for an appeal. The appeal will be approved by the Vice President of Student Services. Students may only appeal once at ACC. If the student again fails to meet Satisfactory Academic Process the student will no longer be eligible to receive VA benefits at ACC.

HAZLEWOOD ACT (STATE OF TEXAS)

The Hazlewood Exemption provides exemption of payment for tuition and certain fees to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Veterans must meet the following requirements:

- Show DD-214
- Confirm entrance (home of record or place of entry) from the State of Texas
- Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was post 9/11
- Receipt of an honorable or under honorable conditions discharge
- Served at least 180 days of active duty (excluding basic training time)
- Resident of Texas for a minimum of 12 months prior to college registration
- Not in default for any TX educational student loan
- Submit official transcripts from all TX regionally accredited colleges or universities.

The "Hazlewood Legacy Act" permits eligible veterans to assign their unused hours to their children.

All Hazlewood applicants and recipients must meet the institutions financial aid requirements for satisfactory academic progress.

New applicants

First time Hazlewood veterans and dependents must apply two weeks prior to the payment deadline. If the application is submitted by the deadline, but not yet approved, the student must make arrangements to pay from personal funds. The student will be reimbursed once approved for Hazlewood benefits. First time applications submitted after the deadline will be processed for the following term.

Previous Recipients

Students who have used their Hazlewood benefits previously at ACC may apply through late registration.

The Veteran's Specialist processes the application for benefits and notifies the student by email. For additional information, go to: http://www.tvc.texas.gov/Hazlewood-Act.aspx.

Grades and Transcripts

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, F or FX. The grades of AU, I, IP, R, S, W and WE, have no point value and are not included in any grade point calculation. (See chart on following page.)

Example: A three semester credit hour course with a grade of "A" produces 12 grade points. For more details, a GPA calculator is provided on the college website.

Cumulative Grade Point Averages are 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 Averages are 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, including developmental courses. Semester GPA's are not rounded up.

Grades for Repeated Courses

If a student repeats a course in which a grade (A-FX) 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. Other colleges may compute the grade point average in a manner different from that of Alvin Community College.

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. Grades are available to students by the following means:

*   In-person request of a transcript - Admissions and Registrar's Office
*   The POD (current students)

Grade Appeal

A student has one year from the date a grade is assigned to submit a grade appeal. A student shall not be permitted to submit a grade appeal because of general dissatisfaction with the grade, when a penalty has been assigned to the grade, or due to the outcome of a course as a result of a grade. In addition, disagreement with the instructor's professional judgment of the quality of the student's work and performance shall not be permitted as the basis for a grade appeal.

During an appeal, the student is required to first meet with the faculty member for discussion and to seek resolution. If resolution does not occur at the faculty level, the student may first appeal to the Dean and then the VPI for further consideration. The VPI may schedule a conference with the student or refer the appeal to the Academic Appeals Committee.

Complete procedures for a course grade appeal can be found in ACC's local policy, FLDB at http://pol.tasb.org/home/index/214. A course grade complaint form can be obtained at:http://www. alvincollege.edu/Campus-Information/Student- Complaints.

Transcript Requests

Students can obtain their semester grades and print unofficial grade transcripts through The POD. There are two methods by which students may request official transcript ($7.50 per request):

*   The POD (for currently enrolled students)
*   ACC Website (for former students)
*   In person at the ACC Admissions and Registrar's Office – A100. Transcripts provided directly to the student will be marked "Issued to Student," and may not be accepted as official by other institutions.

Payment is accepted by credit/debit card. The options for an official transcript delivery is through SPEEDE (with approved trading partners) or through Parchment (secure PDF or paper). Follow the instructions located under each option in The POD.

Transcript requests will be serviced as long as all incoming transcripts have been received at ACC, financial obligations to the College have been met and any student record restrictions (holds) have ended.

Grade-Point Value

Grade	Description	Points Per Semester Credit Hour
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
FX	Failure from non-attendance	0.00
AU	Audit	Grade points are not assigned.
I*	Incomplete	Grade points are not assigned.
IP	In Progress: Temporary notation that appears on a student's official transcript. It indicates semester hours in progress.	Grade points are not assigned.
S	Satisfactory: The S grade is used for ORNT-0100 only.	Grade points are not assigned.
U	Unsatisfactory: The U grade is used for ORNT-0100 only.	Grade points are not assigned.
W	Withdrawn: Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.	Grade points are not assigned.
WE	Withdrawn with Exception: Students who file withdrawal requests by the published deadline with the Vice President of Student Services and have a legitimate exception will receive a WE grade. Instructors may not issue a WE as the final grade.	Grade points are not assigned.

*An I grade may be extended by the course instructor for one additional semester only when circumstances beyond the control of the student such as catastrophic illness or family emergency, warrant such an exception. Documentation of such circumstances is required. The decision of the course instructor is final. An I grade will convert to an F if a valid grade change is not submitted by the new deadline.

Grade Range

As a general guide, the following letter grades are assigned for percentage grades:
- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Less than 60

Exceptions to this grading system may exist for certain programs and are published in the course syllabus.

Graduation

Students must submit a graduation application in The POD by the published deadline in the semester's schedule. Students may graduate, if the following criteria are met:

1. All program course requirements have been completed by enrollment or approved course substitution.
2. A minimum of 15 college-level semester hours were earned in residence for an associate degree; 11 college-level semester hours were earned in residence for a certificate. Semester hours granted for prior learning education do not apply toward residence hours.
3. A minimum 2.0 grade point average was earned in courses which apply to the degree or certificate.
4. TSI requirements were met, if pursuing an obligated degree/certificate.

The College will automatically award a degree or certificate when requirements are evaluated as complete for students who are enrolled and may not have applied to graduate.

Graduation Under a Particular Catalog

To graduate, a student 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 done during the admission process. To change a program, a Program Change Form must be filed with an Advisor. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate programs. Students are limited to one active academic associate degree or one active technical associate degree and its corresponding certificate at a time.

Students may petition for graduation under the program and catalog year on file at ACC for five years from the date of last enrollment. A student must have been enrolled during the catalog year in which they are petitioning to graduate from. If petition for graduation is made six years or more from date of last enrollment, the catalog in effect at the time of the petition is used to determine program completion.

Alvin Community College will also evaluate credits for the award of the AA General Studies degree using the current catalog year. If the student qualifies for a degree it will be posted to the ACC transcript.

Reverse Transfer Graduation

Alvin Community College has entered into agreements with many Texas universities which allows the automatic evaluation of credits earned after the student transfers. Students who sign agreements at their university will have their university credits reverse transferred to ACC for the possible award of an Associate Degree.

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 providing the request does not exceed three years.

- 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.
- A diploma is requested, the application and fee have been received.

Alvin Community College will also evaluate credits for the award of the AA General Studies degree using the current catalog year. If the student qualifies for either degree it will be posted to the ACC transcript.

Earning Additional Associate Degrees

A student who has received an associate degree from ACC or any other regionally-accredited institution of higher education may obtain an additional associate degree in another area. However, students should meet with an academic advisor before initiating the pursuit of another associate degree.

This provision is subject to the following stipulations:

1. For each additional associate degree, a minimum of 15 semester credit hours, unique to that degree, must be completed at ACC. These credit hours may not repeat credit applied to a previous degree and must apply to the additional degree.
2. All courses required by any specific program must be completed.

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 department chair, dean and the Vice President of Instruction. Substitutions approved for a degree will be applied to the corresponding certificate as well. Application for a course substitution must be initiated through the Admissions and Registrar's Office or the department chair.

Graduation Grade Point Average

Graduation GPA 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

Graduation honors grade point average is recorded on the student's graduation transcript and diploma as follows:

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

Honors GPA is calculated by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College, excluding developmental courses and grades of R. If a course is repeated, both grades will be calculated. Honors GPA's are not rounded up.

Participation in Commencement with Honors

Associate degree candidates whose cumulative grade point average at Alvin Community College is 3.5 or higher from the previous semester will receive honors recognition during the commencement ceremony.

Commencement Ceremony

Graduates are encouraged to participate in commencement ceremonies. ACC conducts a commencement ceremony in December for fall graduates and in May for spring and summer graduates. In order for a student to qualify to participate in the May ceremony, they must have completed their courses and met their degree or certificate requirements during the spring semester OR they must be currently registered (and paid in full or have set up a payment plan) in their last courses (12 hours maximum during summer) with anticipated completion by the end of the summer semester.

More information about the ceremonies will be sent to students several weeks before the scheduled date and will be available on the college website as well.

Student Success and Student Services

Instructional Services

Services for Students with Disabilities
Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities. Disability Services focuses on assisting students with disabilities make a successful transition to college by providing accommodations. All students with disabilities are encouraged to register with Disability Services and provide documentation in order to determine appropriate accommodations. Appointments with the Disability Services coordinator should be made at least 60 days prior to the beginning of the semester that a student plans to attend.

More information and resources regarding transition, documentation, and services can be found on the ACC webpage under Disability Services. Information and assistance is available by meeting with an advisor in admissions, calling 281-756-3533 or by emailing ods@alvincollege.edu.

The Learning Commons –The Learning Lab and Library
Learning Lab (Tutoring Center)
The Learning Commons is comprised of the Learning Lab and the Library. Both are located on the second floor of building A and provide areas for study, completing assignments and group work. The Learning Lab is an open concept learning center that provides free academic assistance for students in a relaxed, informal atmosphere.

Math tutoring is provided for all levels of classes in the Math Success Center located in the Learning Lab. Students who need assistance with writing assignments may visit the Writing Center for drop in tutoring. Additional individual and small group tutoring is offered in areas such as English, reading, history, government, economics, physics, chemistry and biology (anatomy & physiology).

Academic Coaching also takes place in the Learning Lab. Academic Coaches help students develop success strategies and clarify goals. The Learning Lab staff offer workshops on a variety of topics. Currently enrolled ACC students may also access online tutoring 24/7 from the comfort of their homes.

Library
The library is also located on the second floor of Building A. The automated catalog, periodical subscriptions, and databases are accessible from the internet. Librarians can give students off-campus access to the databases which require a login password. The mission of the Alvin Community College Library is to support the curriculum of the college by providing access to research tools and materials. The Library also encourages and supports students by providing information literacy workshops. Other student resources include use of a printer, scanner, fax machine, and photocopier. Copies are ten cents per page. Study rooms are available for individual and group study. Students must show a valid student ID card to borrow materials.

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

TexShare, a statewide system, allows reciprocal borrowing privileges at participating college and university libraries in Texas. Through TexShare, the college has access to over 85 content and periodical databases enabling patrons to access the full content of thousands of magazine articles. Also, the college provides access to the Credo Reference Collection database. Bibliographic instruction is provided to patrons in the library and classrooms. Group presentation instruction and assistance is offered to students to help them prepare for in-class presentations. Students may also receive assistance with their technical and computer questions.

Additional Instructional Programs

Dual Enrollment
College Enrollment for High School Students
The Dual Enrollment program is designed for high school students desiring a head start on their college career. Through partnerships with neighboring school districts, the program allows students to enroll in college classes that simultaneously earn them high school credit as well. Dual Enrollment college students may take available classes on their high school campus or at ACC.

Dual Degree
To help students reach their educational goals in a timely manner, local ISDs and Alvin Community College offer qualified students the opportunity to simultaneously earn a high school diploma and an Associate of Arts Degree in General Studies. The Dual Degree program is a rigorous program that requires extra time and dedication. Interested students should contact their high school counselor or an ACC Advisor for more information. Information is also available at www.alvincollege.edu/dualcredit or by emailing the department at dualenrollment@alvincollege.edu.

Honors Program
The Alvin Community College Honors Program provides students unique academic opportunities. Students are encouraged to develop projects to challenge themselves and enhance their ability to succeed at higher levels academically.

The Honors Program allows students a flexible, collaborative setting in which these students will enjoy a vibrant and stimulating classroom experience. Honors designation on a student's transcript demonstrates to universities that a student is academically serious and deserves due consideration for admission. Students who successfully finish 12 hours of credit will receive special recognition at graduation.

It can also enhance a student's ability to earn scholarships from $250 to $700 that will help defray the increasing costs of higher education. Additionally, a student may be selected to attend local, regional or national conferences.

Honors classes, as well as eligibility to develop an honors project in a regular class, are reserved for students who have demonstrated a high level of achievement at ACC or in high school.

Students must meet at least one of the following criteria:

- A GPA of at least 3.25 with at least 12 hours
- An ACT score of at least 26
- An SAT score of at least 1100
- Graduation in the top 20% of your high school class
- Approval by the class instructor

Students desiring to develop an honors project in a non-honors class should approach his/her instructor within the first week of class. Together, the student and the instructor will choose the appropriate project and enter into a contract stipulating what is expected.

For more information contact the program director at 281-756-3623.

Upward Bound
Upward Bound is a year-round federally funded program that provides college preparation skills to highly motivated Alvin High School 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 which include family income, teacher recommendations, test scores, academic need and personal interviews. Contact the Upward Bound Program Director for details. 281-756-3849.

Information Technology Services

The POD
Alvin Community College integrates applications, course work, calendars, and campus information on **The POD**, which can be accessed by current students via the ACC homepage. The POD encompasses and links to the following services using **ACCess ID** (one ID and password to use with The POD, Blackboard and Office 365).

Student Planning
Search and register for classes
Find grades
Request transcripts
Update contact information
Student Planning to plot courses and plan to degree or certificate completion Use program evaluation to determine what classes are needed
Check financial aid status

Microsoft Office 365
ACC offers MS Office 365 applications and a student email address to all current students and NO cost. Office 365 is accessible through The POD Your account is: "AccessID"@student.alvincollege.edu. The benefits include:
50GB Outlook email account, calendar and contacts
Online access to email and Office 365 applications
5 FREE copies of MS Office to download and install on any of your devices

One Drive
Benefits include:
1TB of online storage
No need for a USB
Access your files from school labs, work, at home, or anywhere on any device with an Internet connection

Student Email
Important Note: Emails to your "@student.alvincollege.edu" address is the official means of electronic communication at ACC.

Mobile friendly and easy to set up on your Android or Apple device.
Provided at NO cost to students.
Receive student discounts from many online vendors using your student email address.
Easy setup on your phone.
Visit the Campus Technology section of The POD for more information.

WiFI ACCess
Wi-Fi access is available throughout the majority of the campus. Specific networks are now available to students and employees that offer a more secure and un-throttled Internet experience. Campus guests and members of the community can connect and access Internet resources via Wi-Fi, but may notice slower response times than the student and employee networks.

Students and employees are strongly encouraged to connect to the ACCStudent or ACCEmployee WiFi networks with their ACCess ID for a more secure and better Internet experience.

Think CyberSafety: Alvin Community College Information Technology staff will NEVER ask for your password or any personal information. Emails posing as members of ACC IT (or as automated emails), requesting your user id or password for any reason, should be immediately deleted and reported to the IT Service Desk, x3544, itservices@alvincollege.edu.

Computer Labs
Campus computer labs are available for use by ACC students. Labs are available on a first-come, first-serve basis and are open for use to anyone with a valid ACC student ID. Wireless Internet access is available throughout most areas of the campus.

For more information, locations and hours:
• Computer Labs and Resources Webpage
• Email: ITServices@alvincollege.edu
• Call: 281-756-3544

Campus Services

Advising Services
The first step in a student's collegiate experience is to complete the admissions and advising process. The staff in the Admissions and Advising Offices 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 an Academic Advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college advisors. Academic advising services include:

• Assistance for undecided students in selecting a program
• Interpretation of TSI Assessment
• Assistance with the registration process
• Assistance with course selection
• Transfer information
• Orientation to college services and resources
• Assistance with the career planning process
• Assistance with college study skills

Assessment and Care Team
The Assessment and Care Team consists of a multi-disciplinary group of ACC employees including counselors, faculty, police, and student services staff. The ACT is committed to providing ACC staff, employees and students with supportive resources through a practical, collaborative, and thoughtful approach to the prevention, identification, assessment, intervention and holistic management of situations that may be disruptive in a student's academic progress or to the well-being of campus employees. To educate and empower all members of the College community, resources and procedures are available to prevent, deter, and respond to concerns. The ACT offers assistance to departments and individuals in determining indicators that may be of concern along with resources to support the learning environment.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through the following report methods:

• Online form, http://www.alvincollege.edu/ACT,
• Email to: ACareTeam@alvincollege.edu,
• Call Alvin Community College Police Department at 281-756-3700 or
• 832-250-3365 (after hours).

Campus Police
The Alvin Community College Police Department's primary goal is to provide a safe environment for all persons who use the campus. The department is staffed with police officers who are commissioned by the State of Texas and are charged with the responsibility of receiving, investigating, and reporting all criminal activities. Department policies require that officers immediately respond to and investigate any criminal offenses or incidents. All investigations that involve students or employees are reported to the appropriate offices for follow-up if necessary. The College Police Department also provides a variety of services to students and employees, such as motor assists, first aid, lost and found, information, campus escort, as well as other services.

Alvin Community College buildings are accessible between the hours of 7:00 a.m. - 10:00 p.m. Monday - Friday and Monday - Thursday (summer). Some areas are accessible Saturdays and Sundays from 8:00 a.m. to 4:00 p.m. Secured areas are closed when College employees are not present. The College Police Department monitors the College 24 hours a day, seven days a week. If you have any questions regarding rules, regulations, laws or related concerns, please feel free to call or come by the department in Building H, Room 132.

ACC Campus Police can assist with the following:

- Campus Escort - Should you feel uncomfortable going to your vehicle, contact the College Police Department at 281-756-3700, and a police officer will be provided.
- Emergency Messages (see Emergency Notification)
- Lost and Found – Contact Campus Police to claim lost items or turn in items found.
- Parking Permits - Apply online at http://www.alvincollege.edu/Campus-Police/Parking-Permit. Information needed: driver's license number, license plate number, and make/model of vehicle. Permits will be available within 48 business hours of parking permit application and can be obtained at the Campus Police Office in H132. A student must have a valid, up-to-date ACC student ID to pick up parking permit. ACC parking permits are also required for students taking ACC classes at UHCL-Pearland. Students who are only taking classes after 4:00 p.m. at JB Hensler CTE Campus or Shadow Creek HS do not need an ACC parking permit.
  NOTE: Students who are younger than sixteen years of age and enrolled in credit classes must have a parent, legal guardian or authorized responsible adult at the ACC home campus, UHCLP, SCHS or other satellite campus to monitor the student's activities outside of class and to be immediately available in case of an emergency.
- Vehicle Assists - Officers are available to assist with difficulties starting a vehicle, changing a flat tire, or locked keys in a vehicle. To have a vehicle unlocked you must provide a valid driver's license.

Campus Police Department
Building H, Room 132

To report an emergency:
On or Off Campus 281-756-3700 or 911

ACC Police at Shadow Creek High School
281-389-1870

Career Services
The Career Services staff is available to assist students and graduates with their career goals. Whether you are undecided or ready to make a career move, the staff can help you maximize your career potential by exploring your interests and matching them with employment opportunities. The staff connects students with our powerful network of employers and community partners. Career Services provides a large suite of online tools and resources, as well as, personalized assistance with resume writing and interviewing technique.

Specific services include:
• NeoGov – Application System
• Resume and Cover Letter Writing Assistance
• Mock Interviews
• Career/Employer Information Resources and Computer Lab
• Career-Related Workshops and Programs
• Campus Interviews with Company Recruiters
• Job Fairs

Career Services is located in Building D, room C132, and is open Monday – Thursday 8:00am-5:00pm and Friday 8:00am-12:00pm. Please call to schedule an appointment 281-756-3560.

Career Planning and Assessment
The Career Planning and Assessment Program helps student define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program is recommended for students that have completed other career interest inventories and are still undecided on a major. The Career Planning and Assessment Program includes two online assessments, the Myers-Briggs Type Indicator and the Strong Interest Inventory. To register for these assessments go to alvincollege.edu and click on the "Marketplace" tab, then click on "Career Testing" on the left side of the page. A link will be provided after payment. Once completed, a career counseling session is required for interpretation of the Myers-Briggs Indicator and Strong Interest Inventory assessments. To schedule an appointment with a Career Counselor call 281-756-3531.

Student Employment
NeoGov is an applicant database used to advertise faculty, staff, and student employment opportunities. All Alvin Community College students and graduates must register to use NeoGov. NeoGov is available 24 hours a day, 7 days a week. Once registered, students may search and apply for jobs, subscribe, and receive employment bulletins. Many opportunities are directly related to degrees and certificates offered at Alvin Community College. College departments also advertise to fill college work-study or student worker positions.

All job postings may be found at www.alvincollege.edu - click on Jobs@ACC and search for student jobs. Once you have selected the jobs, click on the link, and then the "Apply" button.

Employment Services
Employers seeking to fill full-time or part-time positions, as well as internships, must create a user profile with Career Coach at https://employers.emsicc.com/alvincollege/login.

Child Development Laboratory School
The Child Development Laboratory School is a licensed childcare facility for children ages 18 months to 6 years. The goals are to provide a teaching laboratory for college students who are preparing for careers in early childhood professions and to provide a developmentally appropriate educational setting for young children. The lab school is a full time program only. ACC Students have priority in childcare enrollment.

College Store
The College Store, offering books, school supplies, ACC t-shirts and sundry items, is operated for the convenience of students and faculty. It is located in the Student Center in Building E. Book-buy-back is conducted by the College Store on a daily basis during regular College store hours.

Student Complaints
The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Complete procedures for complaints can be found in ACC's local policy, FLD at http://pol.tasb.org/home/index/214. A complaint form can be completed at: http://www.alvincollege.edu/Campus-Information/Student-Complaints.

Counseling Services
Advising Services employs Licensed Professional Counselors who can assist enrolled students, free of change, with issues that may negatively impact academic success. Counseling services include referrals to community resources, study skills assistance, career counseling and interpretation of career assessments, mental health

consultation, crisis intervention and short-term personal counseling. Counseling records are kept confidential and separate from all other college records. Exceptions to confidentiality will apply when 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 these instances, state law requires that Licensed Professional Counselors notify the proper authorities.

Drug and Alcohol Prevention

Alvin Community College strongly believes that the abuse of alcohol and/or drugs negatively impacts a person's ability to meet educational goals. The college offers a program for drug education and prevention and is coordinated by the Vice President of Student Services, Office of Student Activities, and Advising Services. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered throughout the academic year to increase awareness of the consequences of drug and alcohol abuse.

Emergency Notification System

Alvin Community College utilizes RAVE Emergency Notification system to warn of any possible threats or emergencies on or around the campus including, but not limited to active shooter, severe weather and college closings. Students must provide emergency contact information during registration. This information is used to automatically enrolled students in RAVE each semester of attendance. Employee information is entered upon employment with ACC. Students and employees can update their emergency data through The POD or at the Admissions and Registrar's Office.

Campus Closure for Inclement Weather or Emergency Situations

If severe weather or emergency situations require the college to cancel classes, students will be notified through local television and radio stations, KACC 89.7, the ACC website, social media and through the RAVE Emergency Notification System. Students are automatically enrolled in RAVE each semester of attendance. Students must provide emergency contact information and should update this information through The POD or at the Admissions and Registrar's Office.

Emergency notifications will be sent via text, phone call and/or email. Students are responsible for keeping the college informed of current contact information.

Make-up days for official college closings will be scheduled as needed.

Family Emergencies

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

Emergency Management/Evacuation Plan

An Emergency Management Plan can be found on the college web site that outlines procedures for various emergency situations. Training and evacuation procedures are conducted annually 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.

Financial Literacy Resources

Various financial literacy resources can be found at http://www.alvincollege.edu/Financial-Literacy. These resources are designed to help improve students' understanding of financial concepts and services.

Fitness Center

The ACC Fitness Center is located in Building F and includes a gym, racquetball courts, tennis courts, weight training/cardio room, locker rooms, and saunas. The Fitness Center is free for current students who have paid activity fees, faculty, and staff with a current Alvin Community College ID. Individuals and families who wish to use the Fitness Center, may purchase a membership for a fee. Guests may utilize the Fitness Center for a $5.00 per day fee. The Fitness Center will be closed during all authorized times that the college is closed. These times will include, but are not limited to, Labor Day, Thanksgiving, Christmas, New Year's Day, Spring Break, Easter Weekend, Memorial Day, and July 4th. The Fitness Center will also follow a four-day work week during the summer and will be open Monday through Thursday only. For additional membership information or questions, call 281-756-3691.

Food and Beverage Services
Cafeteria
A cafeteria is located in the student center in Building E.

Study Grounds Coffee Bar
Study Grounds serves a variety of coffees, teas, specialty drinks and gourmet desserts. Study Grounds is a great place to meet with other students to relax and study. It is located in the bookstore in Building E and is open Monday – Friday.

Vending
Vending machines for a quick snack or beverage are located in various buildings on campus.

Food and Toiletry Assistance
Students in need of assistance with food or toiletry items should contact: food@alvincollege.edu or toiletries@alvincollege.edu.

Foster Care Liaison Officer for Students Currently/Formerly in DFPS Conservatorship
The Texas Education Agency requires that each institution of higher education appoint a Foster Care Liaison Officer (FCLO) to assist in coordinating education support services and other relevant information directly to individuals who are currently or were previously placed in foster care. The FCLO serves as a point of contact for adopted, unaccompanied (independent) and homeless students as well. For more information about these services or to schedule a meeting with ACC's FCLO, call 281-756-3531.

Lactation Room
The lactation room is located in H building in Room 130 near the ACC Campus Police. The area is equipped with chairs, end tables, electrical outlets, hand washing area and a lockable door.

Marketplace
ACC's Marketplace is available for "shopping" and paying for services and workshops such as:
- ACC Foundation
- ACC ID Cards
- ACC Teachers Association (ACCTA)
- Alvin Nursing Student Association (ANSA)
- Art Department Special Events
- Career Testing
- Child Development Lab School
- Citations/Replacement Parking Permit
- Concerts
- Continuing Education Classes
- CPE for TEA Employees
- CPR Training
- Diagnostic Cardiovascular Sonography (DCVS)
- EMT
- Music Academy
- Phi Theta Kappa Membership
- Respiratory Care Department
- Testing

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 and wellness to cultural awareness; entertainment, as well as intramural sports. Special events include: Open House, Student Leadership Conference and much more. Contact the Student Activities Office at 281-756-3686 for more information.

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. Students have the opportunity to participate in intramural sports, as well as an extensive sports and human performance program.

Student Game Room

The ACC Game Room is open to all currently enrolled ACC students with a current student ID.   Pool and ping pong tables, foosball, video gaming systems and board games are available in the game room. More information can be found in The POD under Student Activities.

Student ID Card

All enrolled students are required to carry a valid student ID card when on campus. The card grants access to the Fitness Center, Learning Lab, Testing Center, student computer labs, Game Room and many other student services. The first ID card is free, and replacement cards are $5. Students must present a tuition receipt showing payment for the current semester and a valid picture ID such as driver's license, state-issued ID, passport, or military ID. Students must renew their ID's each semester of attendance. Students may obtain ID's in the Student Center/Student Activities Office.

Student Organizations

College life is more than just going to class and studying. By joining and becoming active in an ACC student club or organization you have the opportunity to make new friends, build leadership skills, help the community and gain valuable experiences universities and employers are looking for on resumes. For more information regarding club membership, activities and requirements, contact the club sponsor by email.

Alvin Nursing Students Association (ANSA) (Nursing Students Only)
Sponsor: Debra Fontenot   dfontenot@alvincollege.edu

Anime & Video Game Club
Sponsor: Ellen Birdwell   ebirdwell@alvincollege.edu

Baptist Student Ministries (BSM)
Sponsor: Ashlea Massie   amassie@alvincollege.edu

Black Student Association
Sponsor: Earnest Burnett   eburnett@alvincollege.edu

Broadcasting Club
Sponsor: Jason Nichols   jnichols@alvincollege.edu

Catholic Newman Association
Sponsor: Carlos Ordonez   cordonez@alvincollege.edu

Church of Christ Fellowship
Sponsor: Cammy Guggisberg   cguggisberg@alvincollege.edu

Cinema Club
Sponsor: Ian Baldwinn   ibaldwin@alvincollege.edu

Culinary Club (Culinary Arts Students Only)
Sponsor: Leslie Bartosh   lbartosh@alvincollege.edu

Disabilities Rights Education Advocacy & Motivation (DREAM)

Fitness Club
Sponsor: Stacy Ebert   sebert@alvincollege.edu

Gather Campus Ministries
Sponsor: Jeanine Wilburn   jwilburn@alvincollege.edu

Hart to Hart (Open to any Independent, Foster/Adopt Students)
Sponsor: Diana Stiles   dstiles@alvincollege.edu

Hispanic College Alliance
Sponsor: Saul Olivares   solivares@alvincollege.edu

History Club
Sponsor: Johanna Hume   jhume@alvincollege.edu

Honors Student Organization (Honors Students Only)
Sponsor: Elizabeth McLane   emclane@alvincollege.edu

International Students Club
Sponsor: Tracy Jones   tjones@alvincollege.edu

Martial Arts Club
Sponsor: Roger Bell   rbell@alvincollege.edu

Meditation Club
Sponsor: Albert Pasaoa   apasaoa@alvincollege.edu

Phi Theta Kappa (Invitation Only)
Sponsor: Keith Vyvial   kvyvial@alvincollege.edu

Pride Alliance
Sponsor: Johanna Hume   jhume@alvincollege.edu

Running Club
Sponsor: Jason Nichols   jnichols@alvincollege.edu

Sonography Club -(SASS) (DCVS Students Only)
Sponsor: Suzanne Poston   sposton@alvincollege.edu

Student Government Association (SGA)
Sponsor: Olivia Henderson   ohenderson@alvincollege.edu

Student Veterans of America (SVA) (Student Veterans Only)
Sponsor: Toby Herzog   therzog@alvincollege.edu

Whovian Club
Sponsor: Rebecca McClain   rmcclain@alvincollege.edu

The Writer's Club
Sponsor: Charley Bevill   cbevill@alvincollege.edu

Stay Connected

ACC App
The College provides a free student app for Apple and Android devices. Search Alvin Community College in your app store.

ACC News
Stay current with the latest news and happenings around campus with the daily blog at: http://alvincommunitycollege.tumblr.com/

ACC's Website - www.alvincollege.edu

BlueTube
BlueTube is a campus electronic communication system that informs students of activities, new classes and campus emergencies.

KACC
The KACC 89.7 FM app is available for Apple iOS and Android phones and will stream live broadcast of the station including classic rock music, live events and local sports.

KACC-TV
KACC-TV streams live college, city and community events. Visit http://www.alvincollege.edu/communications for more information.

Wireless Access
Wireless Internet access is available throughout most areas of the campus. Simply connect to ACCWIFI.

Students Rights, Responsibilities and Discipline

Student Handbook, Rights and Responsibilities

The Student Handbook provides more detailed information regarding student rights and responsibilities, student activities and organizations, student services, complaint procedures, college policy and more. Access ACC's Student Handbook, Rights and Responsibilities at: http://www.alvincollege.edu/Students/CurrentStudents#Anchor-Admissions or in The POD under Campus Services/Student Support.

Classroom Conduct

Instructors are authorized to establish rules of conduct within the classroom. Instructors may ask a student to leave the classroom whenever the behavior is believed to be disruptive or inappropriate. Disruptive students are subject to disciplinary action as shown in the ACC Student Handbook available at http://www.alvincollege.edu/Students/CurrentStudents. Detailed student rights, responsibilities, conduct and discipline policies should be reviewed in the handbook by all current students.

Children in Class/Minors/Visitors

Only officially enrolled students are allowed to attend classes and participate in instructional activities such as tutoring, assessment, and learning lab services. Students who are younger than sixteen years of age and enrolled in credit classes must have a parent, legal guardian or authorized responsible adult at the ACC main campus, SCHS, JBH or any other satellite campuses, to monitor the student's activities outside of class and to be immediately available in case of an emergency. Infants and minor children are not allowed in the classroom, laboratories, employee offices, or other facilities of the college. Employees are encouraged to report incidents of unattended children to their immediate supervisor or campus police.

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.

Classroom Use of Electronic Devices

Alvin Community College establishes the right of each faculty member to determine the use of personal electronic devices in the classroom.

1. Faculty may restrict or prohibit the use of personal electronic devices in their classroom, lab, or any other instructional setting. Faculty may allow students to use laptops or other devices for taking notes or classwork.
2. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.
3. In establishing restrictions, faculty must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.son
4. Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the faculty.
5. Students who fail to comply with faculty restrictions or prohibition will be subject to the discipline policies as published in the ACC Student Handbook, or be asked to leave the class.

Academics

Code of Scholastic Integrity and Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Since personal integrity is important in all aspects of life, students at ACC are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of scholastic dishonesty will not be tolerated and are subject to disciplinary measures. See the ACC student handbook for more information.

Academic Honors and Awards

Awards Day
Awards Day is held during the spring semester. Scholarships and academic honors are awarded and campus leaders are recognized.

Vice President's List
The Vice President's List honors the scholastic achievement of students enrolled in 12 or more hours who have a semester GPA of 3.60 or higher.

Dean's List
The Dean's List honors the scholastic achievement of students enrolled in 8-11 hours who have a semester GPA of 3.75 or higher.

NOTE: Grades earned in developmental courses will not be used to qualify for the Dean's or Vice President's list.

Presidential Scholar

Presidential Scholars are selected during the spring term. A student may receive the award one time. 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 minimum 3.90 grade point average on all college level courses taken at ACC,
- Have no grade below a B on any course taken at ACC,
- Completed at least 12 college-level semester hours taken at ACC during the previous calendar year, and
- Have no record or pending charges of disciplinary action or academic dishonesty.

Phi Theta Kappa - Honor Society
Mu Upsilon is the local chapter of the Phi Theta Kappa International Honor Society. This prestigious organization recognizes and encourages scholarship, leadership, service and fellowship. A letter or email of invitation is provided to eligible students and membership is limited to students who meet the following requirements.

- Minimum 3.5 GPA
- Completed 15 college credit hours
- Declared major on file

Academic Probation/Suspension

Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on all coursework including developmental education. 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.

Students who do not make satisfactory progress in the following programs will be subject to removal from the program:

- Diagnostic Cardiovascular Sonography-Adult Echocardiology Diagnostic Cardiovascular Sonography-Pediatric Echocardiology
- Diagnostic Cardiovascular Sonography-Vascular Sonography
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Neurodiagnostics
- Nursing
- Nursing-Transition
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

Core Requirements

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives

- Critical Thinking Skills (CT) - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills (COM) - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Empirical and Quantitative Skills (EQS) - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- Teamwork (TW) - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Social Responsibility (SR) - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
- Personal Responsibility (PR) - to include the ability to connect choices, actions and consequences to ethical decision-making.

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.") A student's transcript will indicate core completion.

Core Completers

Core completers will receive credit for each course transferred. Students will not be required to pass additional core curriculum courses at the transferred public institution unless the Texas Higher Education Coordinating Board (THECB) has approved an expanded core curriculum at that institution.

Incomplete Core

Students who do not complete the core curriculum may still transfer any credits earned. Students are then required to complete core requirements at the transferred institution.

Resolution of Transfer Disputes

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

1. If an institution of higher education does not accept course credit earned by a student at another institution, 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.

CORE OBJECTIVES

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
X = Required Core Objectives O = Optional Core Objectives							
Communication	6	X	X	O	X	O	X
Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.							
Mathematics	3	X	X	X	O	O	O
Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.							
Life and Physical Sciences	6	X	X	X	X	O	O
Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.							
Language, Philosophy & Culture	3	X	X	O	O	X	X
Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.							
Creative Arts	3	X	X	O	X	X	O
Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.							
American History	6	X	X	O	O	X	X
Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.							
Government/Political Science	6	X	X	O	O	X	X
Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.							
Social & Behavioral Sciences	3	X	X	X	O	X	O
Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.							
Component Area Option	6	X	X	O	O	O	O
a. A minimum of 3 SCH must meet the definition and corresponding Core Objectives specified in one of the foundational component areas							
b. As an option for up to 3 semester credit hours of the Component Area Option, an institution may select course(s) that:							
(i) Meet(s) the definition specified for one or more of the foundational component areas; and							
(ii) Include(s) a minimum of three Core Objectives, including Critical Thinking Skills, Communication Skills, and one of the remaining Core Objectives of the institution's choice.							

CORE CURRICULUM
Associate of Arts and Associate of Science Degrees
Effective Fall 2019

Component Area	Courses	Hours
Communication **010**	**Required:** ENGL 1301 **and** ENGL 1302 _or_ 2311	6
Mathematics **020**	**Select one:** MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Life & Physical Sciences **030** *(formerly Natural Sciences)*	**Select two:** ASTR 1403, 1404 BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1411, 1412, 2423, 2425 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1301, 1401, 1402, 1403, 1404, 2425, 2426	6
Language, Philosophy & Culture **040** *(formerly Humanities)*	**Select one:** COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 FREN 2311, 2312 HUMA 1301, 1302 PHIL 1301, 1304, 2306 SPAN 2311, 2312, 2313, 2315	3
Creative Arts **050** *(formerly Visual & Performing Arts)*	**Select one:** ARTS 1301, 1303, 1304 COMM 2366 DRAM 1310, 1351, 1352 2362, 2366 MUSI 1306, 1307, 1310	3
American History **060** *(formerly U.S. History)*	**Select one group:** HIST 1301 and 1302 or 2301, HIST 2327 and 2328 or 2301	6
Government / Political Science **070** *(formerly Political Science)*	**Required:** GOVT 2305 **and** 2306	6
Social & Behavioral Sciences **080**	**Select one:** ECON 2301, 2302 GEOG 1303 PSYC 2301 SOCI 1301	3
Component Area Options **090**	**Select one from each group:** **Group One:** SPCH 1315, 1318, 2335 **Group Two:** PSYC 1300 (recommended) **or** Any course contained in the Core Curriculum that has not already been used to fulfill requirements for each Component Area	6
TOTAL CORE CURRICULUM CREDITS		**42**

Revised: 01-18-19

Field of Study Curriculum

A "field of study curriculum," is used to satisfy the lower division requirements for a bachelor's degree in a specific academic area at a post-secondary institution.

Field of study curriculums are available at Alvin Community College for the following departments:
- Business
- Communications
- Computer Science
- Criminal Justice
- Mexican-American Studies
- Music
- Nursing

Educational Guarantee

Transfer Credit Programs

Alvin Community College hereby guarantees to students who have graduated with the associate of arts or associate of science degree that 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 under the following conditions:

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.

The transfer plan must include:
- courses to be taken for transfer,
- name of college to which student plans to transfer,
- the name of degree and major selected,
- 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 Vice President of Instruction, 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 12 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 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 appropriate Dean 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. Additional training for skill deficiencies shall be limited to nine (9) tuition-free credit hours under conditions described above.

Distance Education

Distance education is an option for students who work irregular hours or have other time commitments. ACC offers two different ways to complete a distance education class in a secure online environment - Internet (IN) or Hybrid (HY).

Internet (IN)
An Internet (IN) class is conducted almost, if not entirely, online. Some instructors may require that students come to campus for orientations, field trips, or to take tests in an approved testing location. Students must have access to the reliable high-speed Internet in order to be able to complete all course requirements. Internet classes are conducted through Blackboard, which is ACC's Learning Management System. Students may request a course syllabus in advance to determine if course is fully online or not.

Hybrid (HY)
Hybrid courses combine online learning and face-to-face instruction in a manner that reduces the number of classroom meetings. Students attend a portion of the class in the traditional classroom at regularly scheduled times and complete the remaining portion of the class online using Blackboard.

What programs are available online?
The Distance Education Department offers the following degrees and certificates that can be earned completely online:
- Associate of Arts (A.A.) in Sociology
- Associate of Arts (A.A.) in Psychology
- Associate of Arts- General Studies (A.G.S.)
- Management Degree (A.A.S.)
- Management Certificate

Meet with an ACC Academic Advisor for more information.

What is the Online Readiness Course - ORNT 0100?
In order to increase student success in the online learning environment all students taking an online class are required to take the Online Readiness Course (ORNT 0100). This is a no cost self-paced course that should be successfully completed by the 7th class day. The average completion time for this course is one hour. This course is designed to break down the technological barriers and other issues that prevent student success in the online learning environment.

Students registering for an online course for the first time must register for the required ORNT 0100 before they can register for an online course.

What is Blackboard?
Blackboard is ACC's Learning Management system. Your Internet and hybrid classes can be accessed via Blackboard by clicking "THE POD" at the top of the ACC homepage. Once you have logged into THE POD, you should see your courses, depending on your device, either on the right-hand side or bottom of your screen under "My Classes."

What is Bb Student App?
Bb Student™ is an app that enables students and faculty to access and update much of the core content already available on Blackboard from their mobile devices.

How do students obtain Bb Student?
- Android Marketplace™ on Android devices
- BlackBerry App World® on BlackBerry® smartphone devices
- Palm App Catalog on HP webOS devices
- App Store on iPhone®, iPod touch®, and iPad™
  - Search for "Bb Student"
  - Install the app
  - Search for Alvin Community College
  - Login with the same ID/password used to log into Blackboard

Career Pathways

As a premier college that provides high-quality academic and technical programs, ACC has identified eight Career Pathways to assist students on their path to success.

BUSINESS & MARKETING

Degrees
Business Administration, A.S.
Communication (Radio/TV Broadcasting), A.S.
Communications (Radio/TV Broadcasting), A.A.S.
Management, A.A.S.
Office Administration – Administrative Assistant, A.A.S.

Certificates
Career Training and Real Estate, CE Certificate
Communication (Radio/TV Broadcasting), Tech Certificate
Management, Tech Certificate
Office Administration – Administrative Support, Tech Certificate
Office Administration – Office Assistant, Tech Certificate

EDUCATION

Degrees
Teaching, A.A.
Child Development, A.A.S.

Certificates
Child Development/Early Childhood, Tech Certificate
Child Development/Early Childhood – Administration, Tech Certificate

HEALTH

Degrees
Associate Degree Nursing, A.A.S.
Diagnostic Cardiovascular Sonography – Adult Echocardiography, A.A.S.
Diagnostic Cardiovascular Sonography – Pediatric Echocardiography, A.A.S.
Diagnostic Cardiovascular Sonography – Vascular Sonography, A.A.S.
Emergency Medical Technician, A.A.S.
Health Science, A.S.
Health Information Management, A.A.S.
Human Services, A.A.S.
LVN – ADN Transition, A.A.S.
Neurodiagnostic Technology, A.A.S.
Pharmacy Technician, A.A.S.
Polysomnography, A.A.S.
Respiratory Care, A.A.S.
Sports and Human Performance, A.A.

Certificates
Certified Nursing Assistant, CE Certificate
Clinical Medical Assistant, CE Certificate
CPR, CE Certificate
Dental Assistant, CE Certificate
Diagnostic Cardiovascular Sonography – Adult Echocardiography, Adv Tech Certificate
Diagnostic Cardiovascular Sonography – Pediatric Echocardiography, Adv Tech Certificate
Diagnostic Cardiovascular Sonography – Vascular Sonography, Adv Tech Certificate
Emergency Medical Technician, Tech Certificate
Emergency Medical Technology – Paramedic, Tech Certificate
Medical Coding, Tech Certificate
Medical Office Billing Coding, CE Certificate
Medication – Administration, CE Certificate
Neurodiagnostic Technology, Advance Tech Certificate
Nursing Assistant, Tech Certificate
Pharmacy Technician, Tech Certificate
Phlebotomy Technician, CE Certificate
Substance Abuse Counseling, Tech Certificate
Veterinary Assistant, CE Certificate
Vocational Nursing, Tech Certificate
Vocational Training, CE Certificate

LAW, GOVERNMENT & PUBLIC SERVICE

Degrees
Criminal Justice, A.A.
Law Enforcement Police Administration, A.A.S.
Paralegal, A.A.S.

Certificates
Basic Law Enforcement Academy, Tech Certificate
Paralegal, Tech Certificate

LIBERAL ARTS

Art, A.A.
Drama, A.A.
General Studies, A.A.
History, A.A.
Music – Instrumental Concentration, A.A.
Music – Theater Concentration, A.A.
Music – Voice Concentration, A.A.
Psychology, A.A.
Sociology, A.A.

MANUFACTURING, CONSTRUCTION & LOGISTICS

Automotive, Tech Certificate (AISD Only)
CNC Machining, CE Certificate
Millwright, CE Certificate
Pipefitting, CE Certificate
Truck Driving, CE Certificate
Welding, CE Certificate
Welding, Tech Certificate (AISD Only)

SCIENCE, TECHNOLOGY, ENGINEERING & MATH

Degrees
Biological Science, A.S.
Computer Information Technology – Computer Information Systems, A.S.
Computer Information Technology – Networking, A.A.S.
Computer Information Technology – Programming, A.A.S.
Industrial Design Technology, A.A.S.
Mathematics, A.S.
Physical Science, A.S.
Process Technology, A.A.S.

Certificates
Basic Computer Business Applications Workshop, CE Certificate
CADD Operator, Tech Certificate
Computer Information Technology – Networking, Tech Certificate
Computer Information Technology – Programming, Tech Certificate
Industrial Design, Tech Certificate
Process Technology, Tech Certificate

TOURISM & HOSPITALITY

Degree
Culinary Arts, A.A.S.

Certificates
Culinary Arts, Tech Certificate
Culinary Management, Tech Certificate

A.A. – Associate of Arts • A.A.S. – Associate of Applied Science • A.S. – Associate of Science
Adv Tech Certificate – Advanced Technical Certificate • CE Certificate – Continuing Education Certificate • Tech Certificate – Technical Certification

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:

Degree: Associate of Arts (A.A.)

Purpose: The Associate of Arts Degree (A.A.) is awarded to students who fulfill the requirements in Art, Criminal Justice, Drama, General Studies, History, Music, Psychology, Sociology or Sports & Human Performance curricula. Students who complete these curricula normally transfer to a four-year college

Program Requirements: These curricula 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 clearly understand and adhere to the requirements of the major department in the college or university to which he or she expects to transfer.

General Studies   281-756-3718
Associate of Arts Degree Program (A.A.)

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.* The Associate of Arts in General Studies fulfills the Texas statute which requires each public community college to offer a multidisciplinary degree.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
⁺Creative Arts	Select from Creative Arts Core Curriculum	3
⁺ENGL 1301	Composition I	3
⁺Mathematics	Select from Mathematics Core Curriculum	3
⁺PSYC 1300	Learning Framework	3
		12
Second Semester		
ᶜElective	Select Academic College Level Courses	3
⁺ENGL 1302	Composition II	3
⁺HIST 1301	United States History I	3
⁺SPCH	Select a SPCH from Component Area - Group 1	3
		12
Third Semester		
Elective	Select Academic College Level Courses	3
⁺GOVT 2305	Federal Government	3
⁺Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		9
SECOND YEAR		
First Semester		
Elective	Select Academic College Level Courses	3
⁺GOVT 2306	Texas Government	3
⁺Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
⁺Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		12
Second Semester		
ᶜElectives	Select Academic College Level Courses	9
⁺HIST 1302	United States History II	3
⁺Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
		15

Total Minimum Credits required for the Associate of Arts - General Studies Degree...**60**

⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

ᶜ Any General Academic Electives not taken as core curriculum. Students should consult with an advisor to determine electives based on the chosen field of study and preferred transfer institution.

> The semester format chosen for the degrees and certificates represented in this catalog are provided for the convenience of the student and should be used as a suggested sequence for course selection. It is not intended to imply or guarantee that the degree or certificate will be completed by the published number of semesters. Students are encouraged to seek advising prior to each registration from Advising Services or the Department Chair of the selected program.

General Studies

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
ARTS 1316	Drawing I	3
ARTS 2346	Ceramics I	3
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
+ ARTS 1303	Art History I	3
ARTS 1311	Design I	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
		12
Third Semester		
+ American History	Select from American History Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum - Group 1	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		9
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
ARTS 2326	Sculpture I	3
+ ENGL 1302	Composition II	3
+ GOVT 2305	Federal Government	3
		12
Second Semester		
ARTS Elective	Select from ARTS courses	3
ARTS 2316	Painting I	3
+ GOVT 2306	Texas Government	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15

Total Minimum Credits Required for an Arts Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Criminal Justice (CIP 43.0107)   281-756-3779

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

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.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+American History	Select from American History Core Curriculum	3
+Component Area Options	Select 6 hours from Component Area Options Core Curriculum	6
△ A CRIJ 1301	Introduction to Criminal Justice	3
+ENGL 1301	Composition I	3
		15
Second Semester		
+American History	Select from American History Core Curriculum	3
△CRIJ 1310	Fundamentals of Criminal Law	3
△ A CRIJ 2313	Correctional Systems & Practices	3
+ENGL 1302 **or**	Composition II **or**	3
+ENGL 2311	Technical Writing	
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
		15
SECOND YEAR		
First Semester		
+Creative Arts	Select from Creative Arts Core Curriculum	3
△ A CRIJ 1306	Court Systems & Practices	3
△CRIJ Elective	Select any CRIJ course	3
+GOVT 2305	Federal Government	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		15
Second Semester		
△CRIJ 2328	Police Systems & Practices	3
+GOVT 2306	Texas Government	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+Mathematics	Select from Mathematics Core Curriculum (MATH-1332 recommended)	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15

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

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
A Articulated credit from an approved and successfully completed high school program may substitute for this class.
△ Denotes Field of Study (FOS) courses.

Drama (CIP 50.0501)   281-756-3607

Associate of Arts Degree Program (A.A.)

<div align="right">**Drama**</div>

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
⁺ DRAM 1351	Acting I	3
⁺ ENGL 1301	Composition I	3
⁺ Mathematics	Select from Mathematics Core Curriculum	3
⁺ PSYC 1300	Learning Framework	<u>3</u>
		12
Second Semester		
⁺ DRAM 1120	Theater Practicum I	1
DRAM 1341	Makeup	3
⁺ ENGL 1302	Composition II	3
⁺ Language, Philosophy & Culture	COMM 1307, HUMA 1301, or PHIL 1301 Recommended	3
⁺ Social & Behavioral Sciences	PSYC 2301 or SOCI 1301 Recommended	<u>3</u>
		13
Third Semester		
⁺ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	<u>6</u>
		6
SECOND YEAR		
First Semester		
⁺ American History	Select from American History Core Curriculum	3
DRAM 1121	Theater Practicum II	1
DRAM 2331 **or** ⁺DRAM 1352	Stagecraft II or Acting II	3
⁺ GOVT 2305	Federal Government	3
SPCH 1318	Interpersonal Communication	<u>3</u>
		13
Second Semester		
⁺ American History	Select from American History Core Curriculum	3
⁺ DRAM 1310	Introduction to Theater	3
DRAM 1330	Stagecraft I	3
DRAM 2120	Theater Practicum III	1
DRAM 2336	Voice for Theater	3
⁺ GOVT 2306	Texas Government	<u>3</u>
		16

Total Minimum Credits Required for Drama Degree **60**

⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Note: With the exception of DRAM 1310, courses required for the drama degree are offered on a two-year cycle. Please contact the department chair to plan your schedule.

History (CIP 54.0101)   **281-756-3948**

Associate of Arts Degree Program (A.A.) with a Field of Study in Mexican-American Studies
The following courses have been adopted by the THECB as a Field of Study Curriculum in Mexican-American Studies: HUMA 1305, HIST 2327 or 2328, GOVT 2311, ENGL 2351, HUMA 1311, any SPAN.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
⁺ ENGL 1301	Composition I	3
⁺ GEOG 1303	World Regional Geography	3
⁺ HIST 1301	United States History I	3
⁺ PSYC 1300	Learning Framework	3
		12
Second Semester		
⁺ ENGL 1302	Composition II	3
⁺ Mathematics	Select from Mathematics Core Curriculum	3
⁺ GOVT 2305	Federal Government	3
⁺ HIST 1302	United States History II	3
		12
Third Semester		
⁺ Creative Arts	Select from Creative Arts Core Curriculum	3
⁺ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		6
SECOND YEAR		
First Semester		
> History Degree Path	Select from History Degree Path (based on major)	3
> History Degree Path	Select from History Degree Path (based on major)	3
> History Degree Path	Select from History Degree Path (based on major)	3
⁺ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
PHIL 1301	Introduction to Philosophy	3
		15
Second Semester		
> History Degree Path	Select from History Degree Path (based on major)	3
> History Degree Path	Select from History Degree Path (based on major)	3
> History Degree Path	Select from History Degree Path (based on major)	3
⁺ Component Area Options	Select from Component Area Options Core Curriculum - Group 1	3
PHIL 2306	Introduction to Ethics	3
		15

Total Minimum Credits Required for History Degree **60**

⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
> History Degree Paths
Path 1: FOS Mexican-American Studies
HUMA 1305, HIST 2327 or 2328, GOVT 2311 (Second Year Fall) and ENGL 2351, HUMA 1311, any SPAN (Second Year Spring)
Path 2: History
GOVT 2306, HIST 2321, HIST 2301 (Second Year Fall) and HIST 2322, HIST 2328, SOCI 1301 (Second Year Spring)

Music - Instrumental Concentration (CIP 50.0903)   281-756-3587

Associate of Arts Degree Program (A.A.) with a Field of Study in Music

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
+ENGL 1301	Composition I	3
∆ MUAP	Applied Music - Chosen Instrument	2
∆ **a** MUEN 1122	Concert Band	1
∆ MUSI 1116	Sight Singing & Ear Training I	1
b MUSI 1181	Class Piano I	1
∆ MUSI 1311	Music Theory I	3
Music Elective	Select any MUAP or MUEN course	1
		12
Second Semester		
+ENGL 1302	Composition II	3
+Mathematics	Select from Mathematics Core Curriculum	3
∆ MUAP	Applied Music - Chosen Instrument	2
∆ **a** MUEN 1123	Concert Band	1
∆ MUSI 1117	Sight Singing & Ear Training II	1
b MUSI 1182	Class Piano II	1
∆ MUSI 1312	Music Theory II	3
		14
Third Semester		
+GOVT 2305	Federal Government	3
		3
SECOND YEAR		
First Semester		
+American History	Select from American History Core Curriculum	3
∆ MUAP	Applied Music - Chosen Instrument	2
∆ **a** MUEN 2122	Concert Band	1
∆ **+**MUSI 1307	Music Literature	3
∆ MUSI 2116	Sight Singing & Ear Training III	1
b MUSI 2181	Class Piano III	1
∆ MUSI 2311	Music Theory III	3
		14
Second Semester		
+American History	Select from American History Core Curriculum	3
+GOVT 2306	Texas Government	3
∆ MUAP	Applied Music - Chosen Instrument	2
∆ **a** MUEN 2123	Concert Band	1
∆ MUSI 2117	Sight Singing & Ear Training IV	1
b MUSI 2182	Class Piano IV	1
∆ MUSI 2312	Music Theory IV	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core	3
		17

Total Minimum Credits Required for Music-Instrumental Concentration Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

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

b Can be substituted with MUAP 1269, 1270, 2269, and 2270.

∆ Field of Study - Refer to pages 51 and 52 for more information on Field of Study curriculum.

Music - Voice Concentration (CIP 50.0903)

281-756-3587

Associate of Arts Degree Program (A.A.) with a Field of Study in Music

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ ENGL 1301	Composition I	3
∆ MUAP 1281	Applied Music - Voice	2
∆ MUEN 1141	Concert Choir	1
∆ MUSI 1116	Sight Singing & Ear Training I	1
b MUSI 1181	Class Piano I	1
∆ MUSI 1311	Music Theory I	3
Music Elective	Select any MUAP or MUEN course	1
		12
Second Semester		
+ ENGL 1302	Composition II	3
+ Mathematics	Select from Mathematics Core Curriculum	3
∆ MUAP 1282	Applied Music - Voice	2
∆ MUEN 1142	Concert Choir	1
∆ MUSI 1117	Sight Singing & Ear Training II	1
b MUSI 1182	Class Piano II	1
∆ MUSI 1312	Music Theory II	3
		14
Third Semester		
+ GOVT 2305	Federal Government	3
		3
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
∆ MUAP 2281	Applied Music - Voice	2
∆ MUEN 2141	Concert Choir	1
∆ + MUSI 1307	Music Literature	3
∆ MUSI 2116	Sight Singing & Ear Training III	1
b MUSI 2181	Class Piano III	1
∆ MUSI 2311	Music Theory III	3
		14
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ GOVT 2306	Texas Government	3
∆ MUAP 2282	Applied Music - Voice	2
∆ MUEN 2142	Concert Choir	1
∆ MUSI 2117	Sight Singing & Ear Training IV	1
b MUSI 2182	Class Piano IV	1
∆ MUSI 2312	Music Theory IV	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core	3
		17

Total Minimum Credits Required for Music - Voice Concentration Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

b Can be substituted with MUAP 1269, 1270, 2269, and 2270.

∆ Field of Study - Refer to page 50 for more information on Field of Study curriculum.

Field of Study Curriculum for Music 281-756-3587

The Field of Study Curriculum for Music is the set of lower-division courses that must be applied to the bachelor's degree with a major in Music. The Field of Study Curriculum for Music should be followed by community and technical colleges to structure a transfer curriculum in music.

Field of Study Courses

The Field of Study Curriculum for Music shall consist of 31 lower-division semester credit hours that are fully applicable to a bachelor's degree with a major in Music. The entire block of courses shall be applied to a bachelor's degree with a major in Music or on a course-by-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 1311, 1312, 2311, 2312 (Music Theory)	4	12
MUSI 1116, 1117, 2116, 2117 (Sight Singing & Ear Training)	4	4
Music Literature		
MUSI 1307	1	3

Students who first enrolled in courses in the Music Field of Study Curriculum prior to the adoption of the 2017 revisions should not be required to repeat content or unnecessarily accumulate semester credit hours. Students should be transitioned to the revised Field of Study Curriculum, with their previously completed Field of Study courses applied to the revised Field of Study requirements under the same terms as those that apply to a student who transfers from one institution to another. The student shall then complete the remaining requirements under the current Field of Study Curriculum.

Keyboard (Piano) Competency

Keyboard (piano) proficiency is a requirement for most baccalaureate degrees in music. Instruction in keyboard skills is generally offered in the first two years of undergraduate study. Therefore, it is strongly recommended that community college degree plans include courses in group piano or applied piano lessons even though they are not part of the Field of Study Curriculum for Music. Keyboard proficiency courses approved for transfer are courses in group piano or applied piano lessons that concentrate specifically on the development of skills for passing keyboard proficiency examinations. Keyboard courses that concentrate primarily on performance literature are not considered keyboard proficiency courses. *Completion of courses leading to keyboard proficiency does not necessarily satisfy the requirement at a receiving institution.*

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the Field of Study Curriculum for Music must satisfy competency and proficiency requirements of the receiving institution. Diagnostic assessment of transfer students is permissible only if the receiving institution routinely conducts diagnostic assessment of its native students at the same point in the program of study. Should a transferring student fail to demonstrate proficiency, the student may be encouraged, but not required, to retake relevant courses to gain proficiency.

Courses in Addition to the Field of Study Curriculum for Music

Completion of the Field of Study Curriculum for Music shall not prevent a receiving institution from requiring additional lower-division courses needed for specialized programs of a bachelor's degree with a major in Music. Courses selected for inclusion in the Field of Study Curriculum for Music are those considered 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. For example, course work in vocal diction is not included in the Field of Study Curriculum for Music but may transfer by agreement between institutions.

General Education Courses

The Field of Study Curriculum for Music should serve as the basis for structuring the associate degree. Each two-year college determines which courses from its approved general education core curriculum, along with the Field of Study Curriculum for Music, constitute a 60-semester-credit-hour transfer block. Students shall complete the remaining general education core curriculum in effect at the receiving institution.

Music - Musical Theater Concentration (CIP 50.0563)   281-756-3587

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ DRAM 1351	Acting I	3
+ ENGL 1301	Composition I	3
+ GOVT 2305	Federal Government	3
MUAP 1281	Applied Music: Voice	2
+ PSYC 1300	Learning Framework	3
		14
Second Semester		
DRAM 1341	Makeup	3
+ ENGL 1302	Composition II	3
+ GOVT 2306	Texas Government	3
MUAP 1282	Applied Music: Voice	2
R MUEN 1159	Vocal Ensemble (Musical Theater I)	1
		12
Third Semester		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
		6
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ DRAM 1352	Acting II	3
+ Language, Philosophy & Culture	COMM 1307, HUMA 1301, or PHIL 1301 recommended	3
+ Mathematics	Select from Mathematics Core Curriculum	3
MUAP 2281	Applied Music: Voice	2
		14
Second Semester		
+ American History	Select from American History Core Curriculum	3
DRAM Elective	DRAM 2336 strongly recommended	2
MUAP 2282	Applied Music: Voice	2
R MUEN 2159	Vocal Ensemble (Musical Theater II)	1
+ Social & Behavioral Sciences	PSYC 2301 or SOCI 1301 Recommended	3
+ SPCH 1318	Interpersonal Communication	3
		14

Total Minimum Credits Required for Musical Theatre Degree 60

 + Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

 R May be repeated for credit

Note: Drama courses required for the musical theatre degree are offered on a two-year cycle. Please contact the department chair to plan your schedule.

Psychology (CIP 42.0101) 281-756-5680

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+Creative Arts	Select from Creative Arts Core Curriculum	3
+ENGL 1301	Composition I	3
+Mathematics	Select from Mathematics Core Curriculum	3
+PSYC 1300	Learning Framework	3
+PSYC 2301	General Psychology	3
		15
Second Semester		
+Component Area Options	Select from Component Area Options Core Curriculum - Group 1	3
+ENGL 1302	Composition II	3
PSYC 2317	Statistical Methods in Psychology	3
PSYC 2314	Lifespan Growth & Development	3
PSYC 2319	Social Psychology	3
		15
SECOND YEAR		
First Semester		
+American History	Select from American History Core Curriculum	3
+GOVT 2305	Federal Government	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
PSYC Elective	Choose from PSYC Elective List (below)	3
		15
Second Semester		
+American History	Select from American History Core Curriculum	3
Elective	Select Academic College Level Course	3
+GOVT 2306	Texas Government	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
PSYC Elective	Choose from PSYC Elective List (below)	3
		15

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

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection

NOTE: Some courses required for the psychology degree are offered on a two-year cycle. Please contact the department chair to plan your schedule.

PSYC Elective List:

PSYC 2306 Human Sexuality	PSYC 2315 Psychology of Adjustment
PSYC 2307 Adolescent Psychology	PSYC 2316 Psychology of Personality
PSYC 2308 Child Psychology	PSYC 2389 Co-op/Internship

Sociology (CIP 45.1101)

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+Creative Arts	Select from Creative Arts Core Curriculum	3
+ENGL 1301	Composition I	3
+Mathematics	Select from Mathematics Core Curriculum	3
+PSYC 1300	Learning Framework	3
+SOCI 1301	Introduction to Sociology	<u>3</u>
		15
Second Semester		
+American History	Select from American History Core Curriculum	3
+ENGL 1302	Composition II	3
PSYC 2317	Statistical Methods in Psychology	3
SOCI 2319	Minority Studies	3
SOCI 2326	Social Psychology	<u>3</u>
		15
SECOND YEAR		
First Semester		
+GOVT 2305	Federal Government	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
SOCI 1306	Social Problems	3
+SOCI 2306	Human Sexuality	<u>3</u>
		15
Second Semester		
+American History	Select from American History Core Curriculum	3
+Component Area Options	Select from Component Area Options Core Curriculum - Group 1	3
+GOVT 2306	Texas Government	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
SOCI 2301	Marriage & The Family	<u>3</u>
		15

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

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Sociology

Sports & Human Performance (CIP 31.0511)

281-756-3692

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
PHED 1301	Foundations of Kinesiology	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
		12
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ BIOL 1406	Biology for Science Majors I	4
PHED 1304	Health and Wellness	3
+ PSYC 1300	Learning Framework	3
		13
Third Semester		
c PHED Electives	Select Physical Activity Course	2
+ GOVT 2305	Federal Government	3
		5
SECOND YEAR		
First Semester		
+ ENGL 1302	Composition II	3
PHED 1346	Drug Use and Abuse	3
+ Mathematics	Select from Mathematics Core Curriculum (MATH-1332 recommended)	3
c PHED Electives	Select Physical Activity Course	1
+ GOVT 2306	Texas Government	3
		13
Second Semester		
PHED 1306	First Aid	3
+ BIOL 2401	Anatomy and Physiology I	4
+ SPCH 1315	Public Speaking	3
Creative Arts	Select from Creative Arts Core Curriculum	3
		13
Third Semester		
c PHED Electives	Select Physical Activity Courses	1
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		4

Total Minimum Credits Required for Sports & Human Performance Degree. **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

c Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.

Associate of Arts in Teaching (CIP 13.1210)   281-756-3643

Leading to Initial Texas Teacher Certification, EC - Grade 6, Other Certification Areas

Purpose: The AAT is designed to provide a set of courses within the Teacher Certification areas which will transfer to a public college or university in the state of Texas that offers educator preparation programs. The transfer student must meet the admission requirements from the accepting college or institution.

Program Requirements: Students will complete a criminal background check upon enrollment in education courses.

*Students should seek advisement for specific university transfer plans and course transferability.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
Elective	Select Academic College Level Course or TECA Course	3
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
+ ENGL 1302	Composition II	3
+ MATH 1314	College Algebra or higher	3
		12
Third Semester		
+ GOVT 2305	Federal Government	3
+ GOVT 2306	Texas Government	3
		6
SECOND YEAR		
First Semester		
EDUC 1301	Introduction to Teaching Profession	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ MATH 1350	Math for Teachers I	3
+ SPCH 1315	Public Speaking	3
		12
Second Semester		
EDUC 2301	Introduction to Special Populations	3
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
MATH 1351	Math for Teachers II	3
		12
Third Semester		
Elective	Select Academic College Level Course or TECA Course	3
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
		6

Total Minimum Credits Required **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Associate of Arts in Teaching (CIP 13.1210)

281-756-3643

Leading to Initial Texas Teacher Certification, Grades 7 – 12

Purpose: The AAT is designed to provide a set of courses within the Teacher Certification areas which will transfer to a public college or university in the state of Texas that offers educator preparation programs. The transfer student must meet the admission requirements from the accepting college or institution.

Program Requirements: Students will complete a criminal background check upon enrollment in education courses.

*Students should seek advisement for specific university transfer plans and course transferability.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
⁺ American History	Select from American History Core Curriculum	3
⁺ ENGL 1301	Composition I	3
⁺ Mathematics	Select from Mathematics Core Curriculum	3
⁺ PSYC 1300	Learning Framework	3
		12
Second Semester		
Academic Discipline	Select from courses in Area Teaching Field	3
⁺ American History	Select from American History Core Curriculum	3
⁺ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
⁺ ENGL 1302	Composition II	3
		12
Third Semester		
⁺ GOVT 2305	Federal Government	3
⁺ GOVT 2306	Texas Government	3
		6
SECOND YEAR		
First Semester		
Academic Discipline	Select from courses in Area Teaching Field	3
EDUC 1301	Introduction to Teaching Profession	3
⁺ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
⁺ SPCH 1315	Public Speaking	3
		12
Second Semester		
Academic Discipline	Select from courses in Area Teaching Field	3
EDUC 2301	Introduction to Special Populations	3
⁺ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
⁺ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		12
Third Semester		
Academic Discipline	Select from courses in Area Teaching Field	3
⁺ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
		6

Discipline:
History
Mathematics
Science

Total Minimum Credits Required **60**

⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Associate of Science Degree

Degree: Associate of Science (A.S.)

Purpose: The Associate of Science Degree (A.S.) is awarded to students who fulfill the requirements of the Biological Science, Business Administration, Communications, Computer Information Systems, Health Science, Mathematics, or Physical Science curriculum. Students who complete these curriculums normally transfer to a four-year college.

Program Requirements: Although the major emphasis in these curriculums is in mathematics, biological science, and physical science, the curricula also include courses in the computer science, 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 (CIP 26.0101)   281-756-5669

Associate of Science Degree Program (A.S.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ BIOL 1406	Biology for Science Majors I	4
+ ENGL 1301	Composition I	3
+ MATH 1314	College Algebra	3
+ PSYC 1300	Learning Framework	3
		13
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ BIOL 1407	Biology for Science Majors II	4
+ CHEM 1411	General Chemistry I	4
+ ENGL 1302	Composition II	3
		14
Third Semester		
+ CHEM 1412	General Chemistry II	4
+ Component Area Options	Select 3 hours from COA Group 1 - Recommend SPCH 1315 - Public Speaking	3
		7
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ CHEM 2423 **or** BIOL 2401	Organic Chemistry **or** Anatomy and Physiology I	4
+ GOVT 2305	Federal Government	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		13
Second Semester		
+ CHEM 2425 **or** BIOL 2402 **or** BIOL 2406	Organic Chemistry II **or** Anatomy and Physiology II **or** Environmental Biology	4
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2306	Texas Government	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
		13

Total Minimum Credits Required for Biological Science Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Business Administration (CIP 52.0101)

281-756-3812

Associate of Science Degree Program (A.S.) with a Field of Study in Business

Purpose: 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 have been adopted by the THECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 1305, SPCH 1315 or SPCH 1321 (one speech course only), ACCT 2301 and 2302.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ ENGL 1301	Composition I	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
△ BCIS 1305	Business Computer Applications	3
+ Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ ENGL 1302	Composition II	3
+ MATH 1324	Mathematics for Business and Social Sciences	3
		12
Third Semester		
+ American History	Select from American History Core Curriculum	3
BUSI 1301	Business Principles	3
		6
SECOND YEAR		
First Semester		
△ ACCT 2301	Principles of Financial Accounting	3
BUSI 2301	Business Law	3
△+ ECON 2301	Principles of Macroeconomics	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
		12
Second Semester		
△ ACCT 2302	Principles of Managerial Accounting	3
△+ ECON 2302	Principles of Microeconomics	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
△+ MATH 1325	Calculus for Business and Social Sciences	3
		12
Third Semester		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
△+ SPCH 1315 **or**	Public Speaking **or**	
△ SPCH 1321	Business & Professional Communication	3
		6

Total Minimum Credits Required for Business Administration Degree **60**
 + Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

△ Field of Study Curriculum, see page 22.

Communications - Radio/TV Broadcasting (CIP 09.0701)   281-756-3767

Associate of Science Degree Program (A.S.) with a Field of Study in Communication

Purpose: The degree is designed to meet the needs of students who plan to transfer to a four-year college or university.

Program Requirements: Upon satisfactory completion of this curriculum, the student will be awarded the Associate of Science Degree with a major in Communication - Radio/TV Broadcasting

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
Δ + COMM 1307	Introduction to Mass Communication	3
COMM 1336	Video Production I	3
COMM 2311	Media Writing	3
+ ENGL 1301	Composition I	3
		12
Second Semester		
+ American History	Select from American History Core Curriculum	3
COMM 1337	Video Production II	3
COMM 1318	Photography I	3
+ ENGL 1302	Composition II	3
		12
Third Semester		
Δ COMM Elective	Select COMM Elective from Course List Below	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		6
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
COMM 2303	Audio Production	3
+ GOVT 2305	Federal Government	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		12
Second Semester		
Δ + COMM 2366	Introduction to Cinema	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum (MATH-1332 recommended)	3
+ SPCH	Select a SPCH from Component Area Options Core Curriculum - Group 1	3
		12
Third Semester		
+ Component Area Options	Select from Component Area Options Core Curriculum - Group 2	3
+ GOVT 2306	Texas Government	3
		6

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree. **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Δ Field of Study Curriculum, see page 22.

Communication Elective List

Δ COMM 1319	Photography II
Δ COMM 2324	Practicum in Electronic Media
Δ COMM 2327	Introduction to Advertising
Δ COMM 2331	Radio/Television Announcing
Δ COMM 2332	Radio/Television News

Computer Information Technology -
Computer Information Systems (CIP 11.0201)

281-756-3812

Associate of Science Degree Program (A.S.)

Purpose: This is a recommended course of study for students who plan to pursue a baccalaureate degree or higher in Computer Science. It does not prepare students for direct entry into a computer science 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.

The Field of Study curriculum is designed to satisfy the lower division requirements for a bachelor's degree in a specific area at four-year colleges in the state of Texas. Credits earned in Field of Study curriculum transfer to other four year colleges in the state of Texas. Field of Study completion does not guarantee admission to a four-year institution in the state.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ENGL 1301	Composition I	3
+Mathematics	Mathematics Core Curriculum	3
+Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum	3
ΔCOSC 1436	Programming Fundamentals I - C++	4
		13
Second Semester		
+ENGL 1302	Composition II	3
Δ+MATH 2413	Calculus I	4
+GOVT 2306	Texas Government	3
ΔCOSC 1437	Programming Fundamentals II - JAVA	4
ΔCOSC 2325	Computer Organization and Machine Language	3
		17
Third Semester		
Δ+MATH 2414	Calculus II	4
		4
SECOND YEAR		
First Semester		
+American History	Select from American History Core Curriculum	3
Δ*COSC 2336	Programming Fundamentals III - Data Structures	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
Δ+PHYS 2425	College Physics I	4
		13
Second Semester		
+American History	Select from American History Core Curriculum	3
+GOVT 2305	Federal Government	3
+Language Philosophy & Culture	Select from Language Philosophy & Culture Core Curriculum	3
Δ+PHYS 2426	College Physics II	4
		13

Total Minimum Credits Required for AS Computer Information Systems Degree **60**

NOTE: This pathway requires MATH-2413 Calculus I which is the first mathematics course applicable to this degree. Some students may be required to take pre-requisite courses prior to course enrollment.

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course

Δ Field of Study

Health Science (CIP 51.0000)   281-756-5660

Associate of Science Degree Program (A.S.)

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	Credits
FIRST YEAR		
First Semester		
BIOL 1322 **or** HECO 1322	Nutrition & Diet Therapy	3
+ ENGL 1301	Composition I	3
+ Mathematics	Mathematics Core Curriculum (Recommend MATH 1342)	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
+ American History	American History Core Curriculum (Recommend HIST 1301)	3
+ CHEM 1405 or 1411	Introductory Chemistry I or General Chemistry I	4
+ ENGL 1302	Composition II	3
+ SOCI 1301	Introduction to Sociology	3
		13
Third Semester		
+ American History	American History Core Curriculum (Recommend HIST 1302)	3
+ Component Area Options	Select 3 hours from COA Group 1 - Recommend SPCH 1315	3
		6
SECOND YEAR		
First Semester		
+ BIOL 2401	Anatomy and Physiology I	4
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2305	Federal Government	3
+ PSYC 2301	General Psychology	3
		13
Second Semester		
+ BIOL 2402	Anatomy and Physiology II	4
+ GOVT 2306	Texas Government	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
PSYC 2314	Lifespan Growth & Development	3
		13
Third Semester		
+ Elective	Life & Physical Science Course (Recommend BIOL 2420)	3
		3

Total Minimum Credits Required for Health Science Degree. **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Mathematics (CIP 27.0101)   **281-756-3707**

Associate of Science Degree Program (A.S.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ ENGL 1301	Composition I	3
+ MATH 1314	College Algebra	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ ENGL 1302	Composition II	3
+ GOVT 2305	Federal Government	3
+ MATH 2412	Pre-Calculus Math	4
		13
Third Semester		
Elective	Select from Academic College Level Course(s)	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		6
SECOND YEAR		
First Semester		
+ Component Area Options	Select from Component Area Options Group 1 Core Curriculum	3
+ GOVT 2306	Texas Government	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ MATH 2413	Calculus I	4
		13
Second Semester		
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ MATH 2414	Calculus II	4
		13
Third Semester		
Electives	Choose Academic College Level Course(s)	3
		3

Total Minimum Credits Required for Mathematics Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Mathematics

Physical Science (CIP 40.0101)   **281-756-5669**

Associate of Science Degree Program (A.S.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ ENGL 1301	Composition I	3
+ MATH 2412	Pre-Calculus Math	4
+ Physical Science Degree Path	Select from Physical Science Degree Path	4
+ PSYC 1300	Learning Framework	3
		14
Second Semester		
+ American History	Select from American History Core Curriculum (Recommend HIST 1301)	3
+ ENGL 1302	Composition II	3
+ MATH 2413	Calculus I	4
+ Physical Science Degree Path	Select from Physical Science Degree Path	4
		14
Third Semester		
+ American History	Select from American History Core Curriculum (Recommend HIST 1302)	3
+ Component Area Options Group 1	Select from Component Area Options Group 1 (Recommend SPCH 1315)	3
		6
SECOND YEAR		
First Semester		
+ GOVT 2305	Federal Government	3
+ Physical Science Degree Path	Select from Physical Science Degree Path	3
+ Physical Science Degree Path	Select from Physical Science Degree Path	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		13
Second Semester		
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2306	Texas Government	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Physical Science Degree Path	Select from Physical Science Degree Path	4
		13

Total Minimum Credits Required for Physical Science Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Physical Science Degree Paths:

Chemistry majors take CHEM 1411 and CHEM 1412 (First Year) and CHEM 2423, CHEM 2425 and PHYS 2425 (Second Year).

Geology majors take GEOL 1403 and GEOL 1404 (First Year) and CHEM 1411, CHEM 1412 and GEOL 1405 (Second Year).

Physics majors take CHEM 1411 and CHEM 1412 (First Year) and PHYS 2425, PHYS 2426 and MATH 2414 (Second Year).

Physical Science

Associate of Applied Science Degree Programs

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

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
Communications-Radio/TV Broadcasting
Computer Information Technology - Computer Programming
Computer Information Technology - Computer Networking
Criminal Justice - Law Enforcement & Police Administration
Culinary Arts
Diagnostic Cardiovascular Sonography-Adult Echocardiography
Diagnostic Cardiovascular Sonography-Pediatric Echocardiography
Diagnostic Cardiovascular Sonography - Vascular Sonography
Emergency Medical Technology
Health Information Management
Human Services - Substance Abuse Counseling

Industrial Design Technology
Management
Neurodiagnostic Technology
Nursing ADN
Nursing Transition (LVN to ADN)
Office Administration- Administrative Assistant
Paralegal
Pharmacy Technician
Polysomnography - Sleep Medicine
Process Technology
Respiratory Care

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 should occur in the last semester of the student's educational program.

Advanced Technical Certificate Programs (ATC)

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

*Diagnostic Cardiovascular Sonography-Adult Echocardiography

*Diagnostic Cardiovascular Sonography- Pediatric Echocardiography

*Diagnostic Cardiovascular Sonography-Vascular Sonography

*Neurodiagnostic Technology

Certificate Programs

[Level One Certificate (CERT1); Level Two Certificate (CERT2)]

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

CADD Operator (CERT1)
Child Development/Early Childhood (CERT1)
Child Development/Early Childhood Administration (CERT1)
Communications-Radio/TV Broadcasting (CERT1)
Computer Information Technology - Computer Programming (CERT1)
Computer Information Technology - Computer Networking (CERT1)
Criminal Justice - Basic Law Enforcement Academy (CERT1)
Culinary Arts (CERT1)
Culinary Arts - Culinary Management (CERT1)
Emergency Medical Technician Paramedic (CERT1)
Emergency Medical Technician Advanced (CERT1)
Human Services - Substance Abuse Counseling (CERT1)
Industrial Design Technology (CERT1)

Management (CERT1)
Medical Coding (CERT2)
Nursing Assistant (CERT1)
Office Administration - Administrative Support (CERT2)
Office Administration - Office Assistant (CERT1)
Paralegal (CERT2)
Pharmacy Technician (CERT1)
Process Technology (CERT2)
Vocational Nursing (CERT2)

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

Child Development (CIP 19.0706)   281-756-3643

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

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	Credits
FIRST YEAR		
First Semester		
CDEC 1311	Educating the Young Child	3
CDEC 1318	Wellness of the Young Child	3
+ ENGL 1301	Composition I	3
+ Government/Political Science **or**	Select from Government/Political Science Core Curriculum **or**	
+ American History	Select from American History Core Curriculum	3
		12
Second Semester		
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
TECA 1303	Family, School, Community	3
		12
Third Semester		
+ American History **or**	Select from American History Core Curriculum **or**	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	
CDEC 1384	Cooperative Ed. in Child Development I	3
		6
SECOND YEAR		
First Semester		
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC/TECA Elective	Select from CDEC or TECA electives	3
Elective	Select from BUSI, BMGT, BUSG, ACNT, HRPO	3
+ Life & Physical Sciences **or**	Select from Life & Physical Sciences Core Curriculum **or**	
+ Mathematics	Select from Mathematics Core Curriculum	3
		12
Second Semester		
CDEC 2307	Math & Science for Early Childhood	3
CDEC/TECA Electives	Select from CDEC or TECA electives.	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ SPCH 1315	Public Speaking	3
		12
Third Semester		
+ Social & Behavioral Science	Select from Social & Behavioral Sciences Core Curriculum	3
* TECA 1354	Child Growth and Development	3
		6

Total Minimum Credits Required for a Child Development Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Child Development

Child Development / Early Childhood Certificate (CERT1) (CIP 19.0706)   281-756-3643

Purpose: The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs, and related occupations. 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	Credits
First Semester		
CDEC 1311	Educating the Young Child	3
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC 1318	Wellness of the Young Child	3
Elective	Select from CDEC courses	3
		12
Second Semester		
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math & Science for Early Childhood	3
Elective	Select from CDEC courses	3
		12
Third Semester		
*CDEC 1384	Cooperative Ed. in Child Development I	3
Elective	Select from CDEC courses	3
		6

Total Credits Required for Child Development/Early Childhood Certificate **30**

*Capstone course.

Child Development / Early Childhood Administration Certificate (CERT1) (CIP 19.0706)

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

Course Number	Course Title	Credits
First Semester		
CDEC 2426	Administration of Program for Children I	4
Elective	Select from CDEC	6
		10
Second Semester		
CDEC 1319	Child Guidance	3
* CDEC 2428	Administration of Program for Children II	4
Elective	Select from: BMGT, BUSG, or ACNT Courses	3
		10

Total Credits Required for Certificate of Child Development/Early Childhood Administration **20**

*Capstone Course

Communications - Radio/TV Broadcasting (CIP 09.0701)   281-756-3767

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

Purpose: The program is designed to prepare the student for careers in the field of broadcast communications with specific study in broadcasting and digital media, audio and video production.

Program Requirements: Upon satisfactory completion of this curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Radio/TV Broadcasting.

The listing below may serve as a guideline to curriculum completion. The student is encouraged to meet with the Department Chair or Academic Advisor for proper course selection that considers the student's career and academic goals.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+COMM 1307	Introduction to Mass Communication	3
+ENGL 1301	Composition I	3
RTVB 1301	Broadcast/Digital Media News Writing	3
RTVB 1325	TV Studio Production	3
		12
Second Semester		
COMM 1318	Photography I	3
RTVB 1321	TV/Video Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
+SPCH 1315 **or** 1318 **or** 2335	Public Speaking **or** Interpersonal Communication **or** Argumentation & Debate	3
		12
Third Semester		
RTVB or COMM Elective	Select Elective from RTVB or COMM Course Rubric	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		6
SECOND YEAR		
First Semester		
+Mathematics	Select from Mathematics Core Curriculum (MATH-1332 recommended)	3
RTVB 1309	Audio/Radio Production I	3
RTVB 1355	Radio and Television Announcing	3
RTVB 2337	TV/Video Production Workshop	3
		12
Second Semester		
+American History	Select from American History Core Curriculum	3
+COMM 2366	Introduction to Cinema	3
RTVB 2331	Audio/Radio Production III	3
*RTVB 2340	Portfolio Development	3
		12
Third Semester		
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
RTVB **or** COMM Elective	Select Elective from RTVB **or** COMM Courses	3
		6

Total Credits Required for Communications-Radio/TV Broadcasting Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone Course

Communications - Radio/TV Broadcasting Certificate (CERT1) (CIP 09.0701)   281-756-3767

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: Upon satisfactory completion of this curriculum, the student will be awarded a Radio/TV Broadcasting Certificate.

The listing below may serve as a guideline to curriculum completion. The student is encouraged to meet with the Department Chair or Academic Advisor for proper course selection that considers the student's career and academic goals.

Course Number	Course Title	Credits
First Semester		
+ COMM 1307	Introduction to Mass Communication	3
RTVB 1301	Broadcast/Digital Media News Writing	3
RTVB 1309	Audio/Radio Production I	3
RTVB 1325	TV Studio Production	3
		12
Second Semester		
RTVB 1321	TV/Video Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 2331	Audio Radio Production III	3
RTVB 2340	Portfolio Development	3
		12
Third Semester		
RTVB **or** COMM Elective	Select from RTVB **or** COMM Courses	3
* RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
		6

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

+ Denotes core requirement.

*Capstone course requirement.

Computer Information Technology - Computer Programming (CIP 11.0201)   281-756-3812

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

Purpose: The Computer Information Technology program is designed primarily for students seeking an associate of applied science (A.A.S.) degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

Program Requirements: Upon successful completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
BCIS 1305	Business Computer Applications	3
Δ COSC 1436 **or**	Programming Fundamentals I - C++ **or**	4
ITSE 1407	Introduction to C++ Programming	
ITNW 1325	Fundamentals of Networking	3
ITNW 1358	Network+	3
ITSE 1431	Introduction to Visual BASIC Programming	<u>4</u>
		17
Second Semester		
Δ COSC 1437 **or**	Programming Fundamentals II - JAVA **or**	4
ITSE 2417	Java Programming	
+ ENGL 1301	Composition I	3
IMED 2415	Web Design II	4
+ MATH 1314 **or**	College Algebra **or**	
+ MATH 1332	Quantitative Reasoning	<u>3</u>
		14
SECOND YEAR		
First Semester		
Δ*COSC 2336 **or**	Programming Fundamentals III - Data Structure **or**	3
ITSE 2345	Data Structures	
ITSE 2409	Database Programming	4
ITMT 1357	Administering a Windows Server Operating System	3
ITMT 1358	Windows Client Operating System	3
+ SPCH 1315 **or**	Public Speaking **or**	
+ PSYC 1300	Learning Framework	<u>3</u>
		16
Second Semester		
Δ COSC 2325 **or**	Computer Organization & Machine Language **or**	3
ITSE 2337	Assembly Language Programming	
ITSW 1404	Introduction to Spreadsheets	4
+ Language, Philosophy & Culture **or**	Select from Language, Philosophy & Culture Core Curriculum **or**	3
+ Creative Arts	Select from Creative Arts Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	<u>3</u>
		13

Minimum Total Credits Required for A.A.S. Computer Information Technology Degree...**60**

+Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone Course
ΔField of Study

Computer Information Technology　　　　　　　　　　　　**281-756-3812**

Computer Programming Certificate (CERT1)

(CIP 11.0201)

Purpose: The Certificate of the Computer Information Technology program is designed primarily for students seeking employment with organizations that use computers to process, manage, and communicate information.

Program Requirements: Upon satisfactory completion of the three-semester curriculum, the student will be awarded the Certificate in Computer Information Technology.

Course Number	Course Title	Credits
First Semester		
BCIS 1305	Business Computer Applications	3
ITNW 1325	Fundamentals of Networking	3
ITNW 1358	Network+	3
ITSE 1407	Introduction to C++ Programming	4
ITSE 1431	Introduction to Visual Basic Programming	<u>4</u>
		17
Second Semester		
ITSE 2337	Assembly Language Programming	3
IMED 2415	Web Design II	4
* ITSE 2417	Java Programming	4
ITSW 1404	Introduction to Spreadsheets	<u>4</u>
		15

Total Credits Required for Computer Information Technology Certificate **32**

* Capstone Course

∆ Field of Study

Computer Information Technology - Computer Networking (CIP 11.0201) 281-756-3669

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

Purpose: This is a recommended course of study for students who plan to pursue a baccalaureate degree or higher in Computer Science. It does not prepare students for direct entry into a computer science 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	Credits
FIRST YEAR		
First Semester		
+Component Area Options	Select from Component Area Options Core Curriculum (Recommend PSYC-1300)	3
ITMT 1357	Administering a Windows Server Operating System	3
ITMT 1358	Windows Client Operating Systems	3
ITNW 1325	Fundamentals of Networking	3
ITNW 1358	Network+	3
		15
Second Semester		
+Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ENGL 1301	Composition I	3
ITMT 2301	Win Srv 2008 Ntwrk Infrastructure Config.	3
ITMT 2302	Windows Server 2008 AD Configuration	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
SECOND YEAR		
First Semester		
BCIS 1305	Business Computer Applications	3
ITNW 1313	Computer Virtualization	3
ITNW 2321	Networking with TCP/IP	3
ITSY 1342	Information Technology Security (Security+)	3
+MATH 1332	Quantitative Reasoning I	3
		15
Second Semester		
+ENGL 1302	Composition II	3
ITMT 2305	Designing & Implementing Server Infrastructure	3
*ITMT 2322	Windows Server 2008 Application Platform Config.	3
ITNW 1353	Supporting Network Server Infrastructure	3
ITNW 1354	Implementing and Supporting Services	3
		15

Minimum Total Credits Required for A.A.S of Computer Networking Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Computer Information Technology   **281-756-3669**
Computer Networking Certificate (CERT1)

(CIP 11.0201)

Course Number	Course Title	Credits
First Semester		
BCIS 1305	Business Computer Applications	3
ITMT 1358	Windows Client Operating System	3
ITNW 1325	Fundamentals of Networking	3
ITNW 1358	Network+	3
		12
Second Semester		
ITMT 2301	Windows Server 2008 Network Infrastructure Config.	3
ITMT 2302	Windows Server 2008 AD Configuration	3
*ITMT 1357	Administering a Windows Server Operating System	3
ITNW 1313	Computer Virtualization	3
		12

Total Credits Required for Computer Information Technology Computer Networking Certificate **24**

* Capstone Course

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

Criminal Justice-Law Enforcement & Police Administration (CIP 43.0107)   281-756-3779

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

Purpose: The curriculum in Criminal Justice 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.

Program Requirements:
1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 60 approved credit hours.
3. Students who have completed or plan to complete the Basic Law Enforcement Certificate (Police Academy) are required to see an advisor for course guidance.

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

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
A CRIJ 1301	Introduction to Criminal Justice	3
A CRIJ 1306	Court Systems and Practices	3
A CRIJ 1307	Crime in America	3
CJLE 1327 **or**	Interviewing and Report Writing for Criminal Justice Professions **or**	3
Elective	Select 3 hours from Elective Group below	
+ Speech	Select 3 hours from SPCH 1315 or 1318	3
		15
Second Semester		
A CRIJ 1313 **or**	Juvenile Justice System **or**	3
Elective	Select 3 hours from Elective Group below	
A CRIJ 2313	Correctional Systems and Practices	3
+ ENGL 1301	Composition I	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum (PSYC 2301 recommended)	3
+ Language, Philosophy & Culture **or**	Select from Language, Phil. & Culture Core (COMM 1307 recommended) **or**	
Creative Arts	Select from Creative Arts Core Curriculum	3
		15
Third Semester		
A CRIJ 2314	Criminal Investigation	3
CRIJ 2323 **or**	Legal Aspects of Law Enforcement **or**	3
Elective	Select 3 hours from Elective Group below	**6**
SECOND YEAR		
First Semester		
CRIJ 2301	Community Resources in Corrections	3
CJSA 2323 **or**	Criminalistics II **or**	3
Elective	Select 3 hours from Elective Group below	
CJSA 2365 **or**	Practicum **or**	3
Elective	Select 3 hours from Elective Group below	
+ Mathematics	Select from Mathematics Core Curriculum (MATH-1332 recommended)	3
		12
Second Semester		
* CRIJ 2328	Police Systems and Practices	3
A CRIJ 1310 **or**	Fundamentals of Criminal Law **or**	3
Elective	Select 3 hours from Elective Group below	
CJSA 2364 **or**	Practicum **or**	3
Elective	Select 3 hours from Elective Group below	
GOVT 2306 **or**	Texas Government **or**	
Elective	Select 3 hours from Elective Group below	3
		12

Total Credits Required for Criminal Justice Degree. **60**

+   Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

A   Articulated credit from an approved and successfully completed high school program may substitute for this class.

*   Capstone Course

Elective Group

BCIS 1305	Business Computer Applications	CRIJ 1310	Fundamentals of Criminal Law
CJLE 1211	Basic Firearms	CRIJ 1313	Juvenile Justice System
CJLE 1327	Interviewing & Report Writing	CRIJ 2323	Legal Aspects of Law Enforcement
CJLE 1506	Basic Peace Officer I	CJSA 2323	Criminalistics II
CJLE 1512	Basic Peace Officer II	CJSA 2364	Practicum - Criminal Justice/Safety Studies
CJLE 1518	Basic Peace Officer III	CJSA 2365	Practicum - Criminal Justice/Safety Studies
CJLE 1524	Basic Peace Officer IV	GOVT 2306	Texas State & Local Government
CJLE 1329	Basic Peace Officer V		

Criminal Justice - Basic Law Enforcement Academy Certificate (CIP 43.0107) 281-756-3780
Police Academy (CERT1)

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, Police 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 (TCOLE) and be certified to take the TCOLE licensing examination. In addition, students will earn a total of 25 credit hours. The Academy has graduated over 100 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.

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 a U.S. Citizen;
3. Be 21 years of age at the time of completion of the course or seek special approval from the Academy Director;
4. Successfully pass a Vocabulary and Reading Comprehension proficiency exam prior to the enrollment process;
5. Provide a valid Texas Driver's license;
6. Provide a Birth Certificate;
7. Provide a high school diploma/GED + college transcripts (if applicable);
8. Agree to purchase and wear the prescribed academy uniform;
9. Complete TCOLE L-2 (Declaration Medical Condition) and TCOLE L-3 (Declaration of Psychological and Emotional Health);
10. Accurately complete a personal history statement;
11. Sign required waiver forms as presented by the college;
12. Abide by the rules of the Academy and Administrative orders;
13. Pay special fees associated with the Academy courses;
14. Meet the minimum standards for licensing as required by TCOLE (Texas Administrative Code 217.1) which are applicable to a training environment.

The following is a summary of the standards and should any conflict occur between the summarized standards and the TCOLE standards, then the TCOLE standards will govern: (TCOLE 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.
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.

Special Registration Requirements:
Since this course is governed by the TCOLE 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 attend an orientation prior to the start of the academy.

Course Requirements:

Day Academy students must enroll in Basic Peace 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 in any of the courses and their licensing endorsement. Night Academy students must meet the same requirements as the Day Academy students, but have the Fall and Spring semester to complete the series.

Special Fees charged by the college:

1. Ammunition/Range Fee $475.00
2. Driving Fee $15.00
3. CPR Card Fee $5.00
4. TCOLE Exam Fee $25.00
5. Required Supply Fee $30.00

Purchases expected by the student:

1. Required uniforms and related supplies.
2. Required books.
3. PE clothes, shoes.
4. General supplies.

Course Number	Course Title	Credits
CJLE 1211	Basic Firearms	2
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 1329	Basic Peace Officer V	3

Total Credits Required for Basic Law Enforcement Academy Certificate. **25**

Culinary Arts (CIP 12.0503)   281-756-3949

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

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, seven management classes, two semesters of practicum and general education classes from the common core curriculum. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
CHEF 1205	Sanitation and Safety	2
CHEF 1301	Basic Food Preparation	3
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
		16
Second Semester		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310 **or**	Garde Manger **or**	3
CHEF 1340	Meat Preparation and Cooking	
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1310 **or**	Nutrition and Menu Planning **or**	
IFWA 1318	Nutrition for the Food Service Professional	3
		15
Third Semester (summer)		
BCIS 1305	Business Computer Applications	3
CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
CHEF 1291	Current Events in Culinary Arts	2
		7
SECOND YEAR		
First Semester		
+ENGL 1301	Composition I	3
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
+MATH 1332	Quantitive Reasoning	3
		11
Second Semester		
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
+Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+PSYC 1300 **or**	Learning Framework **or**	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
RSTO 2301	Principles of Food and Beverage Controls	3
		11

Total Credits Required for A.A.S. Culinary Arts Degree. **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Culinary Arts Certificate (CERT1) (CIP 12.0503)   281-756-3949

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 23 hours of culinary arts classes, 10 hours of management classes, a computer science class and a semester long practicum. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	Course Title	Credits
First Semester		
CHEF 1205	Sanitation and Safety	2
CHEF 1301	Basic Food Preparation	3
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
		16
Second Semester		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310 **or**	Garde Manger **or**	3
CHEF 1340	Meat Preparation and Cooking	
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318 **or**	Nutrition for the Food Service Professional **or**	3
IFWA 1310	Nutrition and Menu Planning	
		15
Third Semester (Summer)		
BCIS 1305	Computer Applications I	3
*CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
CHEF 1291	Current Events in Culinary Arts	2
		7

Total Credits Required for Culinary Arts Certificate **38**
*Capstone Course

Culinary Arts - Culinary Management Certificate (CERT1) (CIP 12.0503)

Purpose: To provide students with basic management skills utilized in today's food service industry. This certificate is designed to complement 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 18 hours of culinary management classes, a computer science class and a semester long practicum. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	Course Title	Credits
First Semester		
CHEF 1205	Sanitation and Safety	2
HAMG 1321	Introduction to the Hospitality Industry	3
HAMG 1324	Hospitality Human Resources Management	3
IFWA 1217	Food Production and Planning	2
		10
Second Semester		
BCIS 1305	Computer Applications I	3
CHEF 1291	Current Events in Culinary Arts	2
IFWA 1318	Nutrition for the Food Service Professional	3
RSTO 2301	Principles of Food and Beverage Controls	3
		11
Third Semester (Summer)		
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
		2

Total Credits Required for Culinary Management Certificate. **23**
*Capstone Course

Diagnostic Cardiovascular Sonography   281-756-5650

Associate of Applied Science Degree Program (A.A.S.)
(In either Adult Echocardiography, Vascular Sonography, or Pediatric Echocardiography)

Purpose: The Diagnostic Cardiovascular Sonography Program offers a two-year curriculum to prepare individuals for an allied health career in Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography 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 Sonographers 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, lab, 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), 25400 US Hwy. 19 North, Suite 158, Clear Water, FL 33763, Tel: 727-210-2350. All three specialty tracks and both degree options are accredited.

I.   **Admission Requirements: Application Deadline February 15 - Application available online.**
  A.   To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:
   1.   Be a high school or GED graduate.
   2.   Apply to ACC and fulfill the college admission requirements, including the TSI Assessment.
   3.   Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office. Not currently on suspension or academic probation from ACC or any other college or dismissal or repeated failure from any other sonography program.
   4.   Complete all pre-requisites with a grade of C or better including: ENGL 1301, BIOL 2401, BIOL 2402, MATH Core, PHYS 1401 (or any 4-credit college level or applied Physics can be accepted, including SCIT 1420 or CTEC 1401).
   5.   Take the HESI A2 exam and submit scores to the DCVS department. Applicants are required to take the following sections of the exam: Math, Reading, Comprehension, Vocabulary & General Knowledge. Grammar and Anatomy & Physiology. USA exam scores may be used in place of HESI A2 if taken prior to October 15, 2019..
   6.   Complete a minimum of 2 hours of observation in Adult Echocardiography, 2 hours in Pediatric Echocardiography, and 2 hours in Vascular Sonography for a total of 6 observatory hours. Call 281-756-5625 to schedule the observation hours. These are required at the time of application.
   7.   Attend one of the FREE MANDATORY DCVS information sessions. Go to www.alvincollege.edu/DCVS for information session dates and registration.
   8.   Complete and submit the application to the Diagnostic Cardiovascular Sonography Program. Use the check list provided in the application packet to ensure all components of the requirements are met.
   9.   **Upon acceptance, provide proof of immunizations: Hepatitis B (all 3 injections) AND/OR Hep B Titer, MMR (2 doses or positive titer), and Varicella (2 doses or positive titer), current TDaP (within 10 years). If records are not available, then updated immunizations or titer tests are required to show immunity. History of disease is NOT accepted. Also provide proof of Negative TB screen skin test or chest x-ray performed specifically for TB screening purposes.**
   10. Submit two reference forms. References must be professional or academic, current, and sealed. See required form in application packet for instructions.
   11. Complete the personal statement.
   12. Upon acceptance, pass a criminal background check and drug screen.
   13. Once accepted, attendance at New Student Program Orientation is mandatory.
   14. Timeline: February - Applications due, March - Acceptance packets are sent, April - Criminal background Checks, Mandatory orientation, June - Start program, August - CPR and document tracker due.
  B.   Students who are in progress with all or some of the prerequisites during the spring semester may still apply with the following requirements:
   1.   Professor must send an email as of February 15th indicating your progress/status in that pre-requisite to sposton@alvincollege.edu.
   2.   Students in progress will be accepted on contingency if space permits after those who have completed all the pre-requisites.
  C. Transfer of DCVS Courses:
   1.   Students who have completed Sonography courses at another college or diagnostic cardiovascular Sonography program (diploma, associate degree or baccalaureate) must meet the criteria for admission to the DCVS Program at Alvin Community College.
   2.   Transfer may only be accepted if the prior Sonography program enrollment was within the past year. Any DCVS course completed more than one (1) year prior to the time the student is accepted will require demonstration of retention of knowledge and skills before

being accepted for transfer.

3. Credit by transfer or substitution for DCVS course(s) will be considered only if the course contains similar content with comparable credit and contact hours (classroom, laboratory and clinical) to the course offered at ACC. The transfer student is responsible for providing the catalog course description and course syllabus. The course information provided must match the course listed on the official transcript with a grade of C or better.

4. Course substitution approval will follow current ACC guidelines as stated in the college catalog. WECM (technical) course substitutions will be reviewed by the DCVS program director and Dean.

5. Only students who leave their previous school in good standing will be considered for admission to ACC. ACC DCVS program will not admit a student who was on probation, dismissal, or withdrawn due to unprofessional or unsafe practices. ACC DCVS program will not admit a student who has 2 previous unsuccessful attempts in the prior Sonography program courses.

6. Transfer students are only accepted if there is space (laboratory scanning station and clinical site placement) available within the current cohort.

II. Prior Learning Assessment Opportunity:
A. Who is eligible for prior learning assessment?
1. Practicing Echocardiographers and Vascular Sonographers who wish to earn their degree.
   This option applies to those who are registered in Adult or Pedi Echocardiography or Vascular Sonography with at least 2 years of experience and would like to earn an Associate Degree. Requires advance permission from program director
2. Individuals who have had prior learning of or experience with the subject matter of a particular course.
B. DCVS program courses may be challenged in sequence through Prior Learning Assessment. Credit is awarded by departmental examination, national registry credential, experience or self-study and distance education.
C. Advanced standing applies to sonographers who are registered and would now like to complete the associate degree program.
D. Sonography professionals with at least two (2) years full-time experience in the field will have the opportunity to challenge DCVS courses.
E. These courses must be challenged in sequence unless permission is otherwise granted by the program director.
F. Not all DCVS courses may be challenged. For each credit hour granted by prior learning assessment, credit by examination, credit by experience or credit for advanced standing may be obtained as follows:
1. Academic courses: See catalog for current guidelines.
2. DCVS Courses: Advanced standing for a course in which both the lecture and laboratory are taught on campus may be obtained by passing the written comprehensive examination with a minimum score of 85% and by passing the laboratory practical examination(s) with a minimum score of 85% if applicable.

Note: Admission requirements, pre-requisites and academic courses are still required.

III. Auditing
A. Practicing Echocardiographers and Vascular Sonographers who wish to take courses for refresher or registry exam review.
1. This option is available to all Sonographers with advanced permission from program director
2. These students may register as an audit to sit in on any course offered through the DCVS Program for refresher or registry review on a space available basis. Contact the program Director for more information.

IV.. Get a Head Start:
A. 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. DMSO 1210 is a hybrid course offered every semester.
B. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge. DSAE 2303 is a hybrid course offered every semester.

V. Progression Policies:
A. Students will abide by the admission and curriculum requirements of Alvin Community College and the DCVS Department at the time they are admitted or re-admitted to the program.
B. Once a student has enrolled in the DCVS Program, all DCVS curriculum courses must be completed in the proper sequence (lock-step) as shown in the catalog degree plan, or must have the approval of the Program Director.
C. No grade below a C will be acceptable.
D. ALL students must demonstrate competence in affective, cognitive, and psychomotor domains as required by accreditation standards outlined by CAAHEP. In order to protect the public, students who are not competent by the end of the program will not graduate.
E. Students may be dismissed from the program if class, lab or clinical performance is unsafe or unprofessional as determined by a clinical preceptor, instructor, program or clinical director after the proper sequence of documentation, notification and due process is completed according to ACC Board policy. This action may be taken at any time during the semester or program.
F. Only two (2) attempts in any DCVS course will be permitted. If a student does not successfully complete a course in the DCVS core with two attempts they are no longer able to continue in the program and are not eligible to return.

G. A student requiring hospitalization, serious illness, pregnant 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 class, lab and in the clinical setting. A student may not be allowed to return to the clinical or lab area if he/she is unable to perform the required job tasks or if he/she must be on medications which may interfere with his/her ability to perform satisfactorily or is unable to perform the required job functions.

H. Due to the physical nature of the profession, technical standards, and job requirements, there is no "light duty" in this program. If a student cannot perform the required duties for any reason they will be allowed to withdraw in good standing and return, as soon as they are cleared by their physician, when that course if offered again. A plan for completion will be established that meets the needs of the student and the college time line.

I. Students must complete the program within five (5) years after initial acceptance. If a student returns to complete the program after 5 years they must start over at the very beginning and repeat the entire program.

VI. Readmission of Former ACC DCVS Students:

A. A student who has withdrawn in good standing from the DCVS program and now wishes to re-enter must:
1. abide by the current admission and curriculum requirements of the department:
2. notify the Program Director by the application deadline for program readmission; Feb 15 for AAS and Oct 15 for ATC.
3. provide the DCVS Department with an up-to-date transcript of any college work done since previous program enrollment.
4. repeat drug screen and criminal background check if the gap in enrollment is more than 1 year.
5. renew all required clinical items such as: TB skin test, CPR, Seasonal Flu shot.
6. renew all required programs such as: the Document Tracker, Ultralinq and Trajecsys.

B. Students who have withdrawn or failed due to technical or academic deficiencies may be readmitted to the program on a probationary status. If the student fails to maintain a satisfactory grade point average (GPA 2.0), attendance, and class, lab and clinical, and acceptable conduct during the first semester after the readmission, he/she may be dismissed from the program and will not be eligible for readmission at any future date.

C. Students not enrolled for more than one (1) semester must be evaluated on their clinical skills before returning to the clinical site(s). Supervised scanning opportunities will be offered and should be performed to retain skills.

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Diagnostic Cardiovascular Sonography 281-756-5650

Adult Echocardiography (CIP 51.0910)

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

Course Number	Course Title	Credits
Program Pre-requisites - Must be completed or in progress in order to apply.		
P + BIOL 2401	Anatomy and Physiology I	4
P + BIOL 2402	Anatomy and Physiology II	4
P + ENGL 1301	Composition I	3
P + PHYS 1401 **or**	College Physics I **or**	4
SCIT 1420 **or**	Physics for Allied Health **or**	
P CTEC 1401	Applied Petrochemical Technology	
P + MATH 1314 **or**	College Algebra **or**	
P + MATH 1332	Quantitative Reasoning	3
		18
FIRST YEAR		
First Semester (Summer 11 week)		
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
HPRS 1304	Basic Health Profession Skills	3
		8
Second Semester (Fall 16 week)		
CVTT 1161	Clinical - Cardiovascular Technology	1
DSAE 1340	Diagnostic Electrocardiography	3
** + Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		7
Third Semester (Spring 16 week)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST Intro to Echo	3
		9
SECOND YEAR		
First Semester (Summer 11 week)		
DSAE 2304	Echocardiography Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST Echo I	3
Language, Philosophy & Culture **or**	Select from Language, Philosophy & Culture Core Curriculum **or**	
Creative Arts	Select from Creative Arts Core Curriculum	3
		9
Second Semester (Fall 16 week)		
DSAE 2337	Echocardiography Evaluation of Pathology II	3
DSAE 2461	Clinical - DMST Echo II	4
		7
Third Semester (Spring 16 week)		
DSAE 2335	Advanced Echocardiography	3
* DSAE 2462	Clinical - DMST Echo III	4
		7

(Consider DSPE 1300-Introduction to Pedi Echo Tech or DSVT 1300-Principles of Vascular Tech for cross-training.)

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Adult Echocardiography **65**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

PPrerequisite courses must be completed or in progress by the application deadline. Deadline is February 15th.

*Capstone Course

**These courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Diagnostic Cardiovascular Sonography

Pediatric Echocardiography (CIP 51.0910)

281-756-5650

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

Course Number	Course Title	Credits
Program Pre-requisites - Must be completed or in progress in order to apply.		
P + BIOL 2401	Anatomy and Physiology I	4
P + BIOL 2402	Anatomy and Physiology II	4
P + ENGL 1301	Composition I	3
P + PHYS 1401 **or**	College Physics I **or**	4
SCIT 1420 **or**	Physics for Allied Health **or**	
P CTEC 1401	Applied Petrochemical Technology	
P + MATH 1314 **or**	College Algebra **or**	
P + MATH 1332	Quantitative Reasoning	<u>3</u>
		18
FIRST YEAR		
First Semester (Summer 11 week)		
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
HPRS 1304	Basic Health Profession Skills	<u>3</u>
		10
Second Semester (Fall 16 week)		
CVTT 1161	Clinical - Cardiovascular Technology	1
DSAE 1303	Intro to Echocardiography Techniques	3
DSAE 1340	Diagnostic Electrocardiography	3
** + Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	<u>3</u>
		10
Third Semester (Spring 16 week)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSPE 1265	Practicum - DMST, Intro to Pedi Echo	2
DSPE 1300	Intro to Pedi Echo Techniques	<u>3</u>
		8
SECOND YEAR		
First Semester (Summer 11 week)		
DSPE 2257	Echo Eval of Congenital Heart Disease I	2
DSPE 2261	Clinical - DMST Pediatric Echo I	2
Language, Philosophy & Culture **or** Creative Arts	Select from Language, Philosophy & Culture Core Curriculum **or** Select from Creative Arts Core Curriculum	<u>3</u>
		7
Second Semester (Fall 16 week)		
DSPE 2249	Echo Eval of Congenital Heart Disease II	2
DSPE 2461	Clinical - DMST Pediatric Echo II	<u>4</u>
		6
Third Semester (Spring 16 week)		
DSPE 2259	Advanced Pediatric Echocardiography	2
* DSPE 2462	Clinical - DMST Pediatric Echo III	<u>4</u>
		6

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Pediatric Echocardiography.   **65**

 * Capstone Course

 + Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection.

 P Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is February 15th.

 ** Courses may be taken prior to acceptance.

 NOTE: DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Diagnostic Cardiovascular Sonography   281-756-5650
Vascular Sonography (CIP 51.0910)
Associate of Applied Science Degree Program (A.A.S.)

Course Number	Course Title	Credits
Program Pre-requisites - Must be completed or in progress in order to apply.		
ᴾ⁺ BIOL 2401	Anatomy and Physiology I	4
ᴾ⁺ BIOL 2402	Anatomy and Physiology II	4
ᴾ⁺ ENGL 1301	Composition I	3
ᴾ⁺ MATH 1314 **or**	College Algebra **or**	3
ᴾ⁺ MATH 1332	Quantative Reasoning	
ᴾ⁺ PHYS 1401 **or**	College Physics I **or**	
ᴾ SCIT 1420 **or**	Physics for Allied Health **or**	
ᴾ CTEC 1401	Applied Petrochemical Technology	<u>4</u>
		18
FIRST YEAR		
First Semester (Summer 11 week)		
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
HPRS 1304	Basic Health Profession Skills	<u>3</u>
		8
Second Semester (Fall 16 week)		
CVTT 1161	Clinical - Cardiovascular Technology	1
DSAE 1340	Diagnostic Electrocardiography	3
**⁺ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	<u>3</u>
		7
Third Semester (Spring 16 week)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST Introduction to Vascular	<u>3</u>
		9
SECOND YEAR		
First Semester (Summer 11 week)		
DSVT 2330	Cerebral Vascular Evaluation	3
DSVT 2361	Clinical - DMST Vascular I	3
Language, Philosophy & Culture **or** Creative Arts	Select from Language, Philosophy & Culture Core Curriculum **or** Select from Creative Arts Core Curriculum	<u>3</u>
		9
Second Semester (Fall 16 week)		
DSVT 2318	Peripheral Vascular Evaluation	3
DSVT 2461	Clinical - DMST Vascular II	<u>4</u>
		7
Third Semester (Spring 16 week)		
DSVT 2335	Advanced Vascular Technology	3
* DSVT 2462	Clinical - DMST Vascular III	<u>4</u>
		7

Consider DSAE 1303 for cross training (Introduction to Adult Echo)

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Vascular Sonography **65**

* Capstone Course

⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

ᴾ Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is February 15th.

** Courses **may** be taken prior to acceptance.

NOTE: DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Diagnostic Cardiovascular Sonography

281-756-5650

Advanced Technical Certificate

Degree: Advanced Technical Certificate Degree in either Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography

Purpose: The Diagnostic Cardiovascular Sonography Program offers a one-and-a-half year curriculum to prepare those who already have a degree in an allied healthcare related field for a career in Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography 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 Sonographers 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 the student's 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), 25400 US Hwy 19 North, Suite 158 Clearwater, FL 33763, Tel: 727-210-2350. All three specialty tracks and both degree options are accredited.

I. **Admission Requirements: Application Deadline October 15 - Please call 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. Attend one of the FREE MANDATORY DCVS information sessions. Go to www.alvincollege.edu/DCVS for information session dates and registration.
2. Be a high school or GED graduate.
3. Have an Associate 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 or MATH 1332, PHYS 1401, SCIT 1420 or other Allied Health Physics course. A&P credits must be within the past 5 years. If the A&P is expired take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program (Offered every semester).
4. Apply to ACC and fulfill the college admission requirements. Must not currently be on suspension or academic probation from ACC or any other college or dismissal or failure from any other sonography program.
5. Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office.
6. Must have a current professional healthcare credential or medical license such as RN, RT, RRT, or RDMS (RDCS or RCS for pediatric echocardiography). Submit copy of current credential cards.
7. Take the USA (Ultrasound Student Assessment) exam. Contact the ACC Testing Center to schedule the USA Examination.
8. Demonstrate professionalism, desirable affective attributes, understanding of the responsibilities, personal qualities, duties and skills required of the Sonography profession by completing a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Vascular Sonography is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs). Call 281-756-5625 to schedule your observation hours. These are required at the time of application.
9. Complete and submit the application to the Diagnostic Cardiovascular Sonography Program and attend one of the mandatory DCVS information sessions. See the Webpage for dates and registration. Use the check list provided in the application packet to ensure all components of the requirements are met.
10. **Completed immunizations required at the time of application include: Hepatitis B (all 3 injections AND/OR positive Hep B titer), MMR (2 doses or positive titer) and Varicella (2 doses or positive titer), current TDaP (within 10 years). If records are not available then updated immunizations or titer tests are required to show immunity. History of disease is NOT accepted.**
11. Submit two reference forms. References must be professional or academic, current, and sealed. See required form in application packet for instructions.
12. Complete the personal statement.
13. Upon acceptance, provide a copy of TDL, pass a criminal background check and drug screen.
14. Upon acceptance, complete a physical examination including chest x-ray or TB skin test, vision test, and verification of immunization status. Upload all required information to the document tracker.
15. Complete the AHA (American Heart Association only) Healthcare provider course for CPR prior to October and submit copy of card.
16. Once accepted attendance at New Student Program Orientation is mandatory.
17. Full acceptance is contingent upon: complete application with all requirements met, attendance at the mandatory new student orientation, successful completion of criminal background check, drug screen and physical exam.
18. Timeline: October - Applications due, November - Acceptance packets are sent, criminal background checks, document tracker and physical exam is completed, December - Mandatory orientation, January - Start program.

B. Transfer students must:
1. Meet the above criteria.
2. ATC transfer students must complete 11 credit hours from ACC.
3. Refer to *AAS I. Admission Requirements, section D and E* for remaining transfer requirements.

II. Prior Learning Assessment Opportunity:
Refer to *AAS II. Prior Learning Assessment Opportunity* for details.

III. Auditing
A. Practicing Echocardiographers and Vascular Sonographers who wish to take courses for refresher or registry exam review.
1. This option is available to all Sonographers with advanced permission from program director
2. These students may register as an audit to sit in on any course offered through the DCVS Program for refresher or registry review on a space available basis. Contact the program Director for more information.

IV. Get a Head Start:
A. Open enrollment courses include the following:
1. 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. DMSO 1219 is a hybrid course offered every semester.
2. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology
   knowledge. DSAE 2303 is a hybrid course offered every semester.
3. DSAE 1340 - Diagnostic Electrocardiography may be taken prior to acceptance to lighten load during program.
4. DMSO 1342 - Intermediate Ultrasound Physics may also be taken prior to acceptance.

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

VI. Readmission Policies: See A.A.S. program

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography (ATC) (CIP 51.0910)

Program Pre-requisites: Associate Degree or higher in an Allied Health field from an Accredited Institution. Prior education must have included: Algebra or Contemporary Mathematics (Quantitative Reasoning),, Physics, English, Anatomy & Physiology I & II. Must hold a professional registry credential or medical license.

Course Number	Course Title	Credits
First Semester (Spring 16 week)		
** DMSO 1210	Introduction to Sonography	2
DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST Intro to Echo	3
		11
Second Semester (Summer 11 week)		
** DSAE 2303	Cardiovascular Concepts	3
DSAE 2304	Echo Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST Echo I	3
		9
Third Semester (Fall 16 week)		
** DSAE 1340	Diagnostic Electrocardiography	3
DSAE 2337	Echo Evaluation of Pathology II	3
** DSAE 2461	Clinical - DMST Echo II	4
		10
Fourth Semester (Spring 16 week)		
DSAE 2335	Advanced Echocardiography	3
* ** DSAE 2462	Clinical - DMST Echo III	4
		7

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography . . . **37**

* Capstone Course
**Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits
Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is October 15th.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography – Pediatric Echocardiography (ATC) (CIP 51.0910)

Program Pre-requisites: Associate Degree or higher in an Allied Health field from an Accredited Institution and current registry in Adult Echocardiography is required. Prior education must have included: Algebra or Contemporary Mathematics (Quantitative Reasoning), Physics, English, Anatomy & Physiology I & II.

Must hold a professional registry credential or medical license.

Course Number	Course Title	Credits
First Semester (Spring 16 week)		
DSPE 1265	Practicum – DMST, Intro to Pedi Echo	2
DSPE 1300	Introduction to Pedi Echo Techniques	3
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
		7
Second Semester (Summer 11 week)		
DSPE 2257	Echo Eval of Congenital Heart Disease 1	2
DSPE 2261	Clinical - DMST Pediatric Echo I	2
		4
Third Semester (Fall 16 week)		
DSPE 2249	Echo Eval of Congenital Heart Disease 2	2
DSPE 2461	Clinical - DMST Pediatric Echo II	4
		6
Fourth Semester (Spring 16 week)		
DSPE 2259	Advanced Pedi Echocardiography	2
* DSPE 2462	Clinical - DMST Pediatric Echo III	4
		6

Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography..............**23**

* Capstone Course

Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is October 15th.

2019-20
Rev: 11-19-19

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Vascular Sonography (ATC) (CIP 51.0910)

Program Pre-requisites: Associate Degree or higher in an Allied Health Field from an Accredited Institution. Prior education must have included: Algebra or Contemporary Mathematics (Quantitative Reasoning), Physics, English, Anatomy & Physiology I & II. Must hold a professional credential.

Course Number	Course Title	Credits
First Semester (Spring 16 week)		
DMSO 1210	Introduction to Sonography	2
DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical – DMST Introduction to Vascular	3
		11
Second Semester (Summer 11 week)		
** DSAE 2303	Cardiovascular Concepts	3
DSVT 2330	Cerebral Vascular Evaluation of Pathology	3
DSVT 2361	Clinical - DMST Vascular I	3
		9
Third Semester (Fall 16 week)		
** DSAE 1340	Diagnostic Electrocardiography	3
DSVT 2318	Peripheral Vascular Evaluation of Pathology	3
DSVT 2461	Clinical - DMST Vascular II	4
		10
Fourth Semester (Spring 16 week)		
DSVT 2335	Advanced Vascular Technology	3
* DSVT 2462	Clinical - DMST Vascular III	4
		7

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Vascular Sonography **37**

* Capstone Course

** Courses <u>may</u> be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is October 15th.

Emergency Medical Technology Program   281-756-5610

Associate of Applied Science Degree Program (A.A.S.)
Certificates: Advanced EMT, EMT Paramedic

Purpose: The Emergency Medical Technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hospital and ambulance settings. This program meets Texas Department of State Health Services (TDSHS) requirements for certification eligibility, and successful students may take the National Registry of Emergency Medical Technicians (NREMT) Registration Examination for Certification. Students must meet departmental standards to take the NREMT examinations. A fee is charged by the NREMT for certification examinations. There may also be additional charges for clinical and internship experiences. The Paramedic level of training is the highest in the EMS program and is designed for EMS practitioners in the 911 and non-emergency treatment and transport areas, hospital emergency department and other specialty areas, as well as industrial facilities and includes extensive instruction in patient assessment, emergency pharmacology, cardiology, advanced airway management and medical emergencies. The Advanced EMT is the intermediate level of instruction and includes advanced airway management and IV therapy. These skills are designed to successfully manage the trauma patient, the stable medical patient by 911 and non-emergency transport providers, as well as advanced first responders in the Fire Department, Law Enforcement and Industrial Rescue Squad personnel. The EMT-Basic 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 current treatment modalities, pediatric and advanced medical life support.

The Emergency Medical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

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.

Advanced EMT / Paramedic Program Requirements:

Students holding current Texas or National Registry certification at the EMT-Basic level certification may be admitted according to space available each semester in either the Paramedic or Advanced EMT programs. Students holding Texas or National Registry certification at the Advanced EMT level may be admitted, according to space available each semester, in the Paramedic program. The AEMT/ Paramedic program accepts new students each Fall and Spring semesters. To be considered for admission to the EMS AEMT or Paramedic program, applicants must:
1. Be admitted to ACC for the EMS program (through the Office of Admissions & Academic Advising);

2. Complete an application in the EMS office, S-108 and provide copies of any current certifications;

3. Applicants convicted of a felony and/or misdemeanor may not be eligible to take the National Registry EMS exam. All criminal histories must be evaluated by the Texas Department of State Health Services (TDSHS) to determine eligibility for Texas EMS certification. Applicants are encouraged to apply early to determine if the TDSHS will approve them to be certified in Texas. For more information about Criminal History Evaluation follow the link below:

 http://www.dshs.texas.gov/emstraumasystems/qicriminal.shtm.

4. Be 18 years-of-age or older;

5. Possess a high school diploma or GED;

6. Pay the Texas Department of State Health Services registry application fees and all other associated fees;

7. Purchase appropriate clinical attire and equipment;

8. Purchase student liability insurance annually (subject to rate applicable at time of registration);

9. Applicants to the ACC EMS program must complete an ACC Allied Health physical and immunizations as listed on the current ACC Allied Health Physical Form.

10. All applicants must attend an ACC EMS program information session held once a month by contacting the ACC EMS Administrative Assistant at (281)756-5610 prior to being accepted into the program.

11. Any Advanced EMT student transferring into the ACC Paramedic program may apply if their NAEMT EMT Advanced Certification is within two years of the starting date of the paramedic class.

12. Any Advanced EMT student transferring into the ACC Paramedic program may apply if they meet one of the following criteria:

    a) NREMT EMT Advanced Certification is within two years of the starting date of the paramedic class.

    b) NREMT Advanced Texas EMT Intermediate certificate is more than two years old but they have completed an Advanced EMT Refresher course.

Student Accountability:

Once accepted into the AEMT/Paramedic program:

1. Students are responsible for their transportation to and from the clinical facilities.

2. Students will abide by the EMS curriculum requirements in effect at the time they are accepted into the program.

3. All EMS courses must be completed with a grade of "B" or better to receive a Course Completion. Any grade below a "B" in any EMS class will be posted to the student's transcript but will result in a Course Completion NOT being issued.

4. Students must complete the program within one year for EMT and Advanced EMT certifications after initial acceptance. Paramedic students must complete within two years after initial acceptance.

5. Several Saturday departmental training and evaluation sessions are scheduled during the semester.

Emergency Medical Technology (CIP 51.0904)   **281-756-5610**

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

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
EMSP 1160	Clinical - Emergency Medical Technician - Basic	1
EMSP 1501	Emergency Medical Technician - Basic	5
HITT 1305	Medical Terminology	<u>3</u>
		9
Second Semester		
EMSP 1166	Practicum I - EMT Paramedic	1
EMSP 1261	Clinical I - EMT Paramedic	2
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	<u>3</u>
		12
Third Semester		
EMSP 2206	Emergency Pharmacology	2
EMSP 2434	Medical Emergencies	4
EMSP 2444	Cardiology	4
Mini 1		
EMSP 2137	Emergency Pharmacy	1
EMSP 2330	Special Populations	3
Mini 2		
EMSP 2160	Clinical II - EMT Paramedic	<u>1</u>
		15
SECOND YEAR		
First Semester		
+BIOL 2401	Anatomy and Physiology I	4
EMSP 2143	Assessment Based Management	1
EMSP 2305	EMS Operations	3
Mini 1		
EMSP 2261	Clinical III - EMT Paramedic	2
Mini 2		
*EMSP 2166	Practicum II - EMT Paramedic	<u>1</u>
		11
Second Semester		
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+BIOL 2402	Anatomy and Physiology II	4
+ENGL 1301	Composition I	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	<u>3</u>
		13

Total Credits Required for A.A.S. Emergency Medical Technology Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Emergency Medical Technician Advanced Certificate (CERT1) (CIP 51.0904) **281-756-5610**

Course Number	Course Title	Credits
First Semester		
EMSP 1160	Clinical Emergency Medical Technician - Basic	1
EMSP 1501	Emergency Medical Technician - Basic	<u>5</u>
		6
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
*EMSP 1166	Practicum I - EMT Paramedic	1
EMSP 1261	Clinical I - EMT Paramedic	2
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	<u>3</u>
		12

Total Credits Required for Certificate in Advanced Emergency Medical Technician 18

Emergency Medical Technology Paramedic Certificate (CERT1) **281-756-5610**
(CIP 51.0904)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
EMSP 1160	Clinical - Emergency Medical Technician-Basic	1
EMSP 1501	Emergency Medical Technician-Basic	<u>5</u>
		6
Second Semester		
EMSP 1166	Practicum I - EMT Paramedic	1
EMSP 1261	Clinical I - EMT Paramedic	2
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	<u>3</u>
		12
Third Semester		
EMSP 2206	Emergency Pharmacology	2
EMSP 2434	Medical Emergencies	4
EMSP 2444	Cardiology	4
Mini 1		
EMSP 2137	Emergency Procedures	1
EMSP 2330	Special Populations	3
Mini 2		
EMSP 2160	Clinical II - EMT Paramedic	<u>1</u>
		15
SECOND YEAR		
First Semester		
EMSP 2143	Assessment Based Management	1
EMSP 2305	EMS Operations	3
Mini 1		
EMSP 2261	Clinical III - EMT Paramedic	2
Mini 2		
*EMSP 2166	Practicum II - EMT Paramedic	<u>1</u>
		7

Total Credits Required for Certificate in Emergency Medical Technology Paramedic 40

* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/ credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Health Information Management (CIP 51.0701)   281-756-5601
Associate of Applied Science Degree Program (A.A.S.)

Purpose: A degree in Health Information Management (HIM) will prepare the successful student for a technologically advancing career in Medical Coding and Health Information Management. The HIM field is entwined in every aspect of health care and includes acquiring, organizing and analyzing patient medical information. It encompasses knowledge of information technology, science, and business. HIM professionals play a significant role in ensuring patient records are accurate, complete, and protected. Health Information Management Technicians work for hospitals, physician's offices, urgent care facilities, vendors, insurance companies, Electronic Health Records (EHR) software companies, and more.

Program Overview: Alvin Community College offers a Health Information Management (HIM) program, which includes a Certificate II in Medical Coding and an AAS in Health Information Management. Instruction for the Certificate II and AAS HIM program courses will be completely online.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ ENGL 1301	Composition I	3
+ BIOL 2401	Anatomy & Physiology I	4
HITT 1305	Medical Terminology I	3
POFI 1301	Computer Applications	3
		13
Second Semester		
+ BIOL 2402	Anatomy & Physiology II	4
HITT 1301	Health Data Content and Structure	3
HITT 1341	Coding and Classification System	3
HITT 1345	Health Care Delivery Systems	3
		13
Third Semester		
HITT 1211	Health Information Systems	2
HITT 1249	Pharmacology	2
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2335	Coding and Reimbursement Methodologies	3
+ PSYC 2301 **or**	General Psychology **or**	
+ SOCI 1301	Introduction to Sociology	3
		13
SECOND YEAR		
First Semester		
HITT 1260	Clinical-Health Information/Medical Records Tech	2
HITT 1355	Health Care Statistics	3
* HITT 2245	Coding Certification Exam Review	2
HITT 2346	Advanced Medical Coding	3
+ Language, Philosophy & Culture **or**	Select from Language, Philosophy & Culture Core Curriculum **or**	
+ Creative Arts	Select from Creative Arts Core Curriculum	3
		13
Second Semester		
HITT 2166	Practicum-Health Information/Medical Records Tech	1
* HITT 2249	RHIT Competency Review	2
HITT 2343	Quality Assessment and Performance Improvement	3
HPRS 2201	Pathophysiology	2
		8

Total Credits Required for A.A.S. Health Information Management **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/ credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Health Information Management-Medical Coding Certificate (CERT2) (CIP 51.0701)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+BIOL 2401	Anatomy & Physiology I	4
HITT 1305	Medical Terminology I	3
POFI 1301	Computer Applications I	3
		10
Second Semester		
+BIOL 2402	Anatomy & Physiology II	4
HITT 1301	Health Data Content and Structure	3
HITT 1341	Coding and Classification System	3
HITT 1345	Health Care Delivery Systems	3
		13
Third Semester		
HITT 1211	Health Information Systems	2
HITT 1249	Pharmacology	2
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2335	Coding and Reimbursement Methodologies	3
		10
SECOND YEAR		
First Semester		
HITT 1260	Clinical-Health Information/Medical Records Tech	2
*HITT 2245	Coding Certification Exam Review	2
HITT 2346	Advanced Medical Coding	3
		7

Total Credits Required for Medical Coding Certificate **40**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/ credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Human Services - Substance Abuse Counseling (CIP 51.1502)   281-756-3652

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

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, mental health and mental retardation. This program prepares graduates to work in human services, mental health and addiction counseling under supervision until completion of licensure requirements. Under clinical supervision, the substance abuse counseling student will conduct intake, assessment, treatment planning, individual and group counseling, work with state probation and correction officials supervising offenders, and provide direct client care. Students who work with individuals who have co-occurring illnesses (addiction and mental health) will consult and coordinate treatment with appropriate mental health professionals.

After completing required courses and practicum the student will be eligible to take the LCDC (Licensed Chemical Dependency Counselor) licensure examination. Passing this examination, meeting state ethical and legal requirements and completing additional hours of supervised clinical training, the student is eligible to be licensed as a Licensed Chemical Dependency Counselor in the State of Texas.

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.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment of Substance-Related and Addictive Disorders	3
DAAC 1317	Basic Counseling Skills	3
⁺ENGL 1301	Composition I	3
SCWK 1313	Introduction to Social Work	3
		15
Second Semester		
DAAC 1305	Co-Occurring Disorders	3
DAAC 1311	Counseling Theories	3
DAAC 1364	Practicum Substance Abuse	3
DAAC 2343	Current Issues	3
Mathematics	Select from Mathematics Core Curriculum (MATH-1332 recommended))	3
		15
Third Semester		
DAAC 2354	Dynamics of Group Counseling	3
⁺PSYC 2301	General Psychology	3
		6
SECOND YEAR		
First Semester		
DAAC 2306	Substance Abuse Prevention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2330	Multicultural Counseling	3
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
		12
Second Semester		
⁺Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
⁺Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
*DAAC 2380	Coop Ed - Substance Abuse/Addiction Counseling	3
SOCI 1301	Introduction to Sociology	3
⁺SPCH 1315	Public Speaking	3
		12

Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling...**60**

⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course

Human Services - Substance Abuse Counseling Certificate (CERT1)   281-756-3652

(CIP 51.1501)

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	Credits
First Semester		
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment of Substance-Related and Addictive Disorders	3
DAAC 1317	Basic Counseling Skills	3
DAAC 2307	Addicted Family Intervention	3
SCWK 1313	Introduction to Social Work	3
		15
Second Semester		
DAAC 1305	Co-Occurring Disorders	3
DAAC 1311	Counseling Theories	3
*DAAC 1364	Practicum - Substance Abuse/Addiction Counseling	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2343	Current Issues	3
		15
Third Semester		
DAAC 2306	Substance Abuse Prevention	3
DAAC 2354	Dynamics of Group Counseling	3
		6

Total Credits Required for Human Service-Substance Abuse Counseling Certificate **36**

*Capstone Course

Industrial Design Technology (CIP 15.1301)   281-756-3784

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

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 and mechanical design. Students may choose a general Industrial Design Technology degree to study the various disciplines that ACC has to offer. Also available are specialization degrees in Industrial Design Technology for piping 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 skills, craftsmanship, computing skills, self-discipline, and conceptual vision.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
DFTG 1409	Basic Computer-Aided Drafting	4
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+MATH 1314	College Algebra	3
POFI 1301	Computer Applications I	3
		13
Second Semester		
DFTG 1305	Technical Drafting	3
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
		11
Third Semester		
^ DFTG Specialization	Select from Mechanical, Piping, or General Specialization	12
		12
SECOND YEAR		
First Semester		
^DFTG Specialization	Select from Mechanical, Piping, or General Specialization	4
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+SPCH 1315 **or** SPCH 1318, **or** SPCH 2335	Public Speaking **or** Interpersonal Communication **or** Argumentation & Debate	3
TECM 1317	Technical Trigonometry	3
		13
Second Semester		
^ DFTG Specialization	Select from Mechanical, Piping, or General Specialization	4
+ENGL 1301	Composition I	3
ENTC 1423	Strength of Materials	4
		11

Total Credits Required for Industrial Design Technology Degree **60**

^ Students must complete 20 credit hours in either the Mechanical, Piping, or General areas of specialization

Mechanical Specialization	Piping Specialization	General Specialization
DFTG 1445 - Parametric Modeling & Design	DFTG 2457 - Advanced Tech Pipe Design & Drafting	DFTG 2423 - Pipe Drafting
DFTG 1433 - Mechanical Drafting	DFTG 2423 - Pipe Drafting	* DFTG 2445 - Advanced Pipe Drafting
* DFTG 2450 - Geometric Dimensioning & Tolerancing	ARCE 1452 - Structural Drafting	DFTG 1433 - Mechanical Drafting
DFTG 2406 - Machine Design	* DFTG 2445 - Advanced Pipe Drafting	DFTG 1445 - Parametric Modeling & Design
DFTG 2435 - Advanced Technologies in Mechanical Drafting & Design	DFTG 2430 - Civil Drafting	* DFTG 2406 - Machine Design

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course

Industrial Design Technology Certificate (CERT1) (CIP 15.1301)   281-756-3784

Purpose: The one-year program prepares the student for entry into the design and drafting occupation.
Program Requirements: A minimum of 30 hours is required for this certificate.

Course Number	Course Title	Credits
First Semester		
DFTG 1409	Basic Computer-Aided Drafting	4
POFI 1301	Computer Applications I	3
		7
Second Semester		
DFTG 1305	Technical Drafting	3
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
		11
Third Semester		
^DFTG Specialization	Select from Mechanical, Piping or General Specialization	12
		12

Total Credits Required for Industrial Design Technology Certificate. 30

^ Students must complete 12 credit hours in either the Mechanical, Piping, or General areas of specialization

Mechanical Specialization
DFTG 1445 - Parametric Modeling & Design
DFTG 1433 - Mechanical Drafting
* DFTG 2406 - Machine Design

Piping Specialization
DFTG 2457 - Advanced Tech Pipe Design & Drafting
DFTG 2423 - Pipe Drafting
* DFTG 2445 - Advanced Pipe Drafting

General Specialization
DFTG 2423 - Pipe Drafting
* DFTG 1433 - Mechanical Drafting
DFTG 1445 - Parametric Modeling & Design

*Capstone Course

Industrial Design Technology   281-756-3784

CADD Operator Certificate (CERT1) (CIP 15.1301)

Purpose: The two-semester program prepares the student to use AutoCAD 2D and 3D features..
Program Requirements: A minimum of 15 hours is required for this certificate.

Course Number	Course Title	Credits
First Semester		
DFTG 1409	Basic Computer-Aided Drafting	4
POFI 1301	Computer Applications I	3
		7
Second Semester		
DFTG 2419	Intermediate Computer-Aided Drafting	4
* DFTG 2440	Solid Modeling and Design	4
		8

Total Credits Required for Industrial Design Technology CADD Operator Certificate **15**

*Capstone Course

Management (CIP 52.0201)   **281-756-3812**

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

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. **The student must contact Department Chair prior to registering for Cooperative Education courses.**

This degree may be attained completely on-line.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
BMGT 1327	Principles of Management	3
+ Communications	Select from Communication Core Curriculum (ENGL1301 recommended)	3
+ Mathematics	Select from Mathematics Core Curriculum (MATH-1332 recommended)	3
MRKG 1311	Principles of Marketing	3
		12
Second Semester		
BMGT 1309	Information and Project Management	3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
** POFI 1301 **or**	Computer Applications I **or**	
** BCIS 1305	Business Computer Applications	3
		12
Third Semester		
BMGT 1305	Communications in Management	3
HRPO 2301	Human Resources Management	3
		6
SECOND YEAR		
First Semester		
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
+ American History **or**	Select from American History Core Curriculum **or**	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	
MRKG 2349	Advertising & Sales Promotions	3
		12
Second Semester		
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
BUSI 1307	Personal Finance	3
+ Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
* MRKG 1391	Special Topics in Marketing and Marketing Management	3
		12
Third Semester		
HRPO 2303	Employment Practices	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		6

Total Credits Required for A.A.S. Management Degree 60

⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course.

** Students planning to transfer to a four-year university need to take BCIS 1305.

Management Certificate (CERT1) (CIP 52.0201)   281-756-3812

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 in the workplace.

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. **Must contact Department Chair prior to registering for Cooperative Education courses.**

This degree may be attained completely on-line.

Course Number	Course Title	Credits
First Semester		
BMGT 1327	Principles of Management	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
MRKG 1311	Principles of Marketing	3
		12
Second Semester		
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
*MRKG 1391	Special Topics in Marketing and Marketing Management	3
		12
Third Semester		
POFI 1301 **or	Computer Applications I **or**	3
**BCIS 1305	Business Computer Applications	
HRPO 2301	Human Resource Management	3
		6

Total Credits Required for Management Certificate **30**

  *Capstone Course
 ** Students planning to transfer to a four-year university need to take BCIS 1305.

Neurodiagnostic Technology   281-756-5644

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

Purpose: Neurodiagnostic 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 NDT technologist works with patients of all ages in a variety of settings including: hospitals, out-patient clinics, ambulatory services, epilepsy monitoring units, operating rooms and research facilities.

Program Overview: The majority of technical course work for the program is completed on-campus. The clinical experiences are 2-3 days per week at hospitals and Neurodiagnostic Centers in the greater Houston area. Graduates are prepared for the Registry Exam of American Board of Registration of Electroencephalographic and Evoked Potential Technologists. The Neurodiagnostic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www. caahep.org) upon the recommendation of the committee on Accreditation for Education in Neurodiagnostic Technology (www.coa-ndt.org).

Admission Requirements: A new class begins each fall semester. Application periods are typically April through June.

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

1. Be fully admitted to Alvin Community College with official transcripts on file. www.alvincollege.edu/Steps-to-Getting-Started
2. Apply to the Neurodiagnostic Technology Program during the application period. Applications are available at www.alvincollege.edu/neurodiagnostic-technologist-ndt.
3. Interview with the program director to discuss eligibility. Email the Program Director for scheduling.
4. Proof of college credit for BIOL 2401, BIOL 2402, ENG 1301, and a Math Core before the fall semester start date.
5. Meet standards to perform procedures safely with accuracy and precision as listed in the application.
6. Not currently be on suspension or academic probation.
7. After acceptance, applicant must complete a physical examination, meet immunization requirements, pass a background check, clear drug screening, provide proof of medical insurance, and attend the NDT Program Orientation. Details on when and where to complete these will be provided in the acceptance Email.
8. Other Clinical Requirements include purchase of school uniform and American Heart Association for Basic Life Support CPR Certification (student will be certified in the Fall semester course, HPRS-1304).

Prior Learning Assessment

Up to 24 hours of credit can be awarded toward the degree, to students with either a minimum of 3 years full-time experience in Neurodiagnostic Technology or with 2 years full-time experience in Neurodiagnostic Technology and registered by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET).

Progression Policy

1. The NDT students will abide by the admission and curriculum requirements of the NDT Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the NDT Program, all NDT courses must be completed in the proper sequence as shown in the catalog and degree plan.
3. No grade below a C in an ENDT or HPRS course will be acceptable.
4. Only two (2) attempts to pass an ENDT course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
5. Students must complete the program within four (4) years after initial acceptance.

Neurodiagnostic Technology (NDT) (CIP 51.0903)

281-756-5644

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

Course Number	Course Title	Credits
Pre-requisite Courses		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	3
+Mathematics	Select from Core Mathematics (MATH-1342 recommended)	3
		14
FIRST YEAR		
First Semester (Fall)		
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	3
HPRS 1304	Basic Health Profession Skills	3
ENDT 1310	Neuroanatomy & Physiology	3
		12
Second Semester (Spring)		
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1463	Clinical I - Electroneurodiagnostic Technology	4
PSYC 2314	Lifespan Growth and Development	3
+SPCH	Select from SPCH 1315, 1318, 2335	3
+Creative Arts **or**	Select from Creative Arts **or**	
Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
		16
Third Semester (Summer)		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Clinical II - Electroneurodiagnostic Technology	4
		10
SECOND YEAR		
Fourth Semester (Fall)		
ENDT 2210	Evoked Potentials	2
*****ENDT 2661	Clinical III - Electroencephalography	6
		8

Total Credits Required for A.A.S. Neurodiagnostic Technology Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Neurodiagnostic Technology Advanced Technical Certificate (CIP 51.0903)

Purpose: Neurodiagnostic Technology (NDT) 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 NDT technologist works with patients of all ages in a variety of settings including: hospitals, out-patient clinics, ambulatory services, epilepsy monitoring units, operating rooms and research facilities.

Program Overview: The majority of technical course work for the program is completed on-campus. The clinical experiences are 2-3 days per week at hospitals and Neurodiagnostic Centers in the greater Houston area. Graduates are prepared for the Registry Exam of American Board of Registration of Electroencephalographic and Evoked Potential Technologists. The Neurodiagnostic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www. caahep.org) upon the recommendation of the committee on Accreditation for Education in Neurodiagnostic Technology (www.coa-ndt.org).

Admission Requirements: Associate Degree or higher in a Health field and licensed/registered in the degreed field. A new class begins each fall semester. Application periods are typically April through June.

To be considered for admission to the Neurodiagnostic Technology program, the applicant must:
1. Be fully admitted to Alvin Community College with official transcripts on file. www.alvincollege.edu/Steps-to-Getting-Started.
2. Apply to the Neurodiagnostic Technology Program during the application period. Applications are available at www.alvincollege.edu/neurodiagnostic-technologist-ndt.
3. Interview with the program director. Email the Program Director for scheduling.
4. Meet standards to perform procedures safely with accuracy and precision as listed in the application.
5. Hold a current CPR Certification - AHA Healthcare provider.
6. Not currently be on suspension or academic probation.
7. After acceptance, applicant must complete a physical examination, meet immunization requirements, pass a background check, clear drug screening, provide proof of medical insurance, and attend the NDT Program Orientation. Details on when and where to complete these will be provided in the acceptance Email.

Progression Policy:
1. The NDT students will abide by the admission and curriculum requirements of the NDT Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the NDT Program, all NDT courses must be completed in the proper sequence as shown in the catalog and degree plan.
3. No grade below a C in an ENDT or HPRS course will be accepted.
4. Only two (2) attempts to pass an ENDT course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
5. Students must complete the program within four (4) years after initial acceptance.

Neurodiagnostic Technology Advanced Technical Certificate (ATC) (CIP 51.0903)

Course Number	*Course Title*	*Credits*
First Semester (Fall)		
ENDT 1310	Neuroanatomy & Physiology	3
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	<u>3</u>
		9
Second Semester (Spring)		
ENDT 1463	Clinical I - Electroneurodiagnostic Technology	4
ENDT 2320	Electroneurodiagnostic Tech I	<u>3</u>
		7
Third Semester (Summer)		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Clinical II - Electroneurodiagnostic Technology	<u>4</u>
		10
Fourth Semester (Fall)		
ENDT 2210	Evoked Potentials	2
*ENDT 2661	Clinical III - Electroencephalography	<u>6</u>
		8

Total Credits Required for A.T.C. Neurodiagnostic Technology Certificate **34**

* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Nursing   281-756-5630

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

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.

Upon the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is eligible 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 Accreditation Commission for Education in Nursing, Inc. (ACEN). 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 ACEN 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)   ACEN
333 Guadalupe #3-460   3343 Peachtree Road NE, Suite 850
Austin, TX 78701   Atlanta, GA 30326
512-305-7400   404-975-5000
http://www.bon.texas.gov/   https://www.acenursing.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. Individuals with felonies are ineligible for admission to the ADN Program.

Admission Requirements:

A new class begins each fall and spring semester. Applications are available at www.alvincollege.edu/adn during the application period. Application periods are typically in March and September. Refer to the website for the specific dates of each 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, by the application deadline, proof to the ADN department of having met the following minimum admission standards:
    a. HESI A2 test score of 78 or higher on the cumulative and a 78 or higher on the Reading section. The following HESI A2 sections must be taken: Math, Reading Comprehension, Vocabulary and General Knowledge, Grammar, and Anatomy and Physiology. Section scores may be combined from more than one HESI A2 test. All HESI A2 section scores must be less than or equal to 5 years old as of the ADN application deadline. ADN applicants may repeat individual HESI-A2 sections no less than 30 days apart. For any two HESI sections repeated less than 30 days apart, the earlier section score is counted and the latter section score is not used, regardless of which section score is the highest. For any two HESI A2 sections repeated 30 or more days apart, the highest section score is counted.
        (The ADN department does not accept HESI A2 score reports from students. HESI A2 score reports are automatically available to the ADN department if the HESI A2 is taken at Alvin Community College. If the HESI A2 is taken elsewhere, the applicant must pay a fee to Elsevier to have the official score report sent to the ADN department.)
    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 3.0 or better in nursing and nursing curriculum courses.
    d. Receipt of at least two (2) of the three (3) immunizations for Hepatitis B or proof of Hepatitis-B immunity (positive HB_sAB) by application deadline. The series of three (3) immunizations must be completed by the start date of the program.
4. Attend one of the mandatory ADN Applicant meetings discussing specific program policies and requirements held during the application period.
5. Submit to the 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. Do not submit college transcripts to the nursing office. Applicants with credits from institutions outside the United States must have their foreign transcripts evaluated by one of the approved companies listed in the Evaluation of Credit from Foreign Institutions section of the College Catalog. The ADN department will use the evaluation company's report when assessing the applicant's foreign credits and grades. The applicant must submit the original evaluation report to either the ADN department or the Admissions Office by the nursing application deadline.
6. Have completed or be in-progress taking the prerequisite courses of BIOL 2401, BIOL 2402, PSYC 2301, and ENGL 1301.
7. Students are ineligible for admission if at the time of application transcripts reflect more than one (1) D or F in a nursing (RNSG or VNSG) or nursing curriculum science course (BIOL 2401, 2402, and 2420) taken within five years of the application deadline. This includes both RNSG and VNSG courses regardless if the course is in the ACC ADN curriculum. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.
8. A student is ineligible for admission to the ACC nursing program if he/she has been dismissed for unprofessional or unethical conduct while previously enrolled in a health occupation program.

Selection for Admission

Admission to the ADN program is competitive. After the application deadline, applicants are ranked primarily according to the number of completed courses in the ADN curriculum, the GPA of those courses, and HESI A2 test scores. Priority admission is given to applicants who: 1) achieved high standardized test scores (HESI A2) and 2) earned a high GPA in the ADN curriculum academic coursework. Additional consideration is given to applicants who: 1) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years from the application deadline; 2) complete ADN curriculum courses at ACC; 3) completed BIOL 2420; 4) hold a current certificate in a health profession (for example, but not limited to: CNA, CMA, EMT, dental assistant, etc.) 5) hold a Bachelor's or higher degree from an accredited college or university; and, 6) reside in the ACC tax district.

Program information:

1. BIOL 2401, 2402, and 2420 must be taken within five years of application deadline. BIOL courses completed more than five years prior to the application deadline must be repeated or the student may demonstrate competency through a written examination. Contact the Testing Center for information about the examination.
2. Requirements to be completed after initial acceptance and before the start of the program include:
    a. Complete the prerequisite courses of BIOL 2401, BIOL 2402, PSYC 2301, and ENGL 1301.
    b. Complete two criminal background checks. A social security number is required and will be verified during the background checks. The first is a DPS/FBI background check that the Texas Board of Nursing requires on all accepted nursing students. The second background check is done by a private firm and is required by clinical affiliates. A satisfactory criminal background check as determined by the requirements of the Texas BON and clinical affiliates is required for final admission into the ADN program. See ADN application packet for further information about BON background check procedures. Individuals with felonies are ineligible for admission. A person with a criminal history other than a felony may be eligible to be considered for admission if:
        i. The Texas Board of Nursing indicates in a letter that a petition for "Declaratory Order" (D.O.) was received and the individual is eligible to apply to take the licensure examination. The BON website, www.bon.texas.gov, contains eligibility questions and the petition for the declaratory order. And,
        ii. The ADN clinical affiliates permit the person to practice in their agency.
    c. CPR Certification from American Heart Association: Basic Life Support (BLS) for Health Care Providers.
    d. Physical examination. Form provided by the department.
    e. Up-to-date immunizations as required by the Texas Department of Health and clinical affiliates (measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella, hepatitis "B" series of 3 immunizations, seasonal flu; positive titer is required for hepatitis B.)
    f. Negative tuberculin screen (yearly).
    g. Negative drug test.
    h. Purchase of a school uniform and lab supplies.
3. Each student is required to pay for standardized, computerized exams administered throughout the program, as well as testing software used to administer unit and final exams..
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.
5. Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

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 (RNSG) nursing course is accepted for transfer.
3. 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), are considered for admission on a space available basis. Applicants must:
    a. Apply and meet the criteria for admission to the ADN program at ACC during an application period.
    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 our Prior Learning Assessment process. Applicants will take a written departmental examination and a clinical skills competency demonstration to be awarded transfer credit. The tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.

Progression / Dismissal Policies:

1. Students will abide by the current ADN admission, curriculum, and program requirements at the time they are admitted 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, 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/or 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer).

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. A student will be terminated from the ADN Program if he/she has received more than one (1) D or F in a nursing course. 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.

10. Co-requisite courses must be completed for a student to progress to the next semester.

11. A student requiring hospitalization, has a serious illness, is pregnant, or sustains an injury will be required to obtain a written statement from his/her physician verifying the health status of the student is adequate for performance in class, lab, and in the clinical setting. A student may not be allowed to return to the clinical or lab area if he/she is unable to perform the required job functions or if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.

12. Due to the physical nature of the profession, technical standards, and job requirements, there is no "light duty" in this program. If a student cannot perform the required duties for any reason, the student will be required to withdraw in good standing and return as soon as the student is cleared by his/her physician, when the course is offered again. A plan for completion will be established that meets the needs of the student and the college time line.

13. A student may be dismissed from the program for demonstration of unprofessional and unsafe behaviors as described in the Texas Administrative Code 215.8. When dismissed, a grade of "F" will be assigned to the RNSG course where the behavior occurred. A "W" will be assigned to any other RNSG courses taken concurrently.

14. A student may be dismissed from the program for academic dishonesty. When dismissed, a grade of "F" will be assigned to the RNSG course where the behavior occurred. A "W" will be assigned to any other RNSG courses taken concurrently.

15. Notification by the BON that a student has been involved in criminal activity may result in temporary withdrawal or termination from the ADN program.

Readmission: Students may be readmitted to the ADN Program ONCE after withdrawal or failure of a course.

1. 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 apply for readmission.

2. Students are readmitted on a space available basis and on the student's compliance with conditions/requirements established by the Director. These requirements may include remediation in academic course work, repeat of nursing course(s) previously taken, or documentation of recovery from illness. Inability to meet the readmission stipulations may be grounds for denial or permanent dismissal from the program.

3. Students applying for readmission must apply in writing to the Director at least 14 days prior to the semester in which readmission is desired. Include the following information: Date of withdrawal from the Program; primary reason(s) for withdrawal from the Program; understanding of the requirements for readmission at the time of withdrawal; ways in which recommendations at the time of withdrawal have been completed; and what has been done to improve chances for successful completion.

4. A student who has withdrawn from the ADN program during the first semester must reapply during the program application period and be ranked with that applicant pool.

5. 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 Director for test dates.

6. Re-entering students must abide by the current admission, curriculum and program requirements of the department.

7. Following a second 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.

8. 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. The decision to deny or accept readmission will be made by a faculty review committee.

9. Students who are unsuccessful in a professional nursing 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 professional nursing program are eliminated for these students. Grades of "D" or "F" still apply for BIOL.

10. All courses must be completed within five (5) years of original enrollment date into the ADN program.

Nursing (ADN) (CIP 51.3801)   281-756-5630

Associate of Applied Science Degree Program (A.A.S.)
with a Field of Study Curriculum in Nursing

The following courses have been adopted by THECB as part of a Field of Study Curriculum in Nursing: BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, MATH 1342, ENGL 1301, ENGL 1302 or 2311, and any 4 SCH CHEM (with lab). The Nursing FOS is intended for the generic baccalaureate degree seeking student.

Course Number	Course Title	Credits
Prerequisites		
△ **+** BIOL 2401	Anatomy & Physiology I	4
△ **+** BIOL 2402	Anatomy & Physiology II	4
△ **+** ENGL 1301	Composition I	3
△ **+** PSYC 2301	General Psychology	<u>3</u>
		14
FIRST YEAR		
First Semester		
△ ** **+** PSYC 2314	Lifespan Growth & Development	3
RNSG 1219	Integrated Nursing Skills I	2
RNSG 1260	Clinical I RN	2
RNSG 1523	Introduction to Professional Nursing for Integrated Programs	<u>5</u>
		12
Second Semester		
△** BIOL 2420	Microbiology for Non-Science Majors	4
RNSG 1129	Integrated Nursing Skills II	1
RNSG 1461	Clinical II RN	4
RNSG 2504	Integrated Care of the Patient with Common Health Care Needs	<u>5</u>
		14
SECOND YEAR		
First Semester		
** **+** Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
** **+** Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
RNSG 2462	Clinical III RN	<u>4</u>
		12
Second Semester		
RNSG 2435	Integrated Patient Care Management	4
* RNSG 2463	Clinical IV RN	<u>4</u>
		8

Total Credits Required for A.A.S. Nursing **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course
△ Field of Study Curriculum course.
** May be taken prior to admission to the ADN program.

Priority admission for applicants who:
1) achieved high standardized test scores, and
2) earned a high grade point average in the ADN curriculum academic coursework.

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/ credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Nursing Assistant Certificate (CERT1) (CIP 51.3902)   281-756-5630

Program Overview: ADN students who successfully complete their first semester of the program will be awarded a Level 1 certificate (ADN-Nursing Assistant). This will then make the student eligible to sit for the Certified Nursing Assistant (CNA) exam.

Must be enrolled in ADN Program. Students apply for a CNA certificate after completing the first semester of the ADN program.

Course Number	Course Title	Credits
First Semester		
Δ ** + BIOL 2401	Anatomy & Physiology I	4
Δ + ENGL 1301	Composition I	3
RNSG 1219	Integrated Nursing Skills I	2
RNSG 1260	Clinical I RN	2
RNSG 1523	Introduction to Professional Nursing for Integrated Programs	<u>5</u>
		16

Total Credits Required for Nursing Assistant Certificate **16**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
** May be taken prior to admission to the ADN program.
Δ Field of Study curriculum course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/ credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Nursing Assistant Certificate

Nursing Transition (LVN-to-ADN) (CIP 51.3801)   281-756-5630

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

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 June of 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 during an application period and meet admission and program requirements for that program.
3. Hold a license to practice vocational nursing in the State of Texas by the nursing application deadline, 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 3.0 or better in nursing and nursing curriculum courses.

Selection for Admission: Admission to the LVN-to-ADN program is competitive. After the application deadline, applicants are ranked primarily according to the number of completed courses in the ADN curriculum, the GPA of those courses, and HESI A2 test scores. Priority admission is given to applicants who: 1) achieved high standardized test scores (HESI A2); 2) earned a high grade point average in the ADN curriculum academic coursework; 3) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years from the application deadline; 4) complete ADN curriculum courses at ACC; 5) hold a Bachelor's or higher degree from an accredited college or university; and 6) reside in the ACC tax district.

Course Number	Course Title	Credits
Prerequisites		
Δ + BIOL 2401	Anatomy & Physiology I	4
Δ + BIOL 2402	Anatomy & Physiology II	4
Δ BIOL 2420	Microbiology for Non-Science Majors	4
Δ + ENGL 1301	Composition I	3
Δ + PSYC 2301	General Psychology	3
Δ ** PSYC 2314	Lifespan Growth & Development	3
		21
First Semester		
RNSG 1240	Professional Nursing Skills for Articulating Students	2
RNSG 1262	Clinical I - RN Transition	2
RNSG 1327	Transition to Professional Nursing	3
		7
Credit for Prior Learning	RNSG 1219, RNSG 1523, RNSG 2504	12
		12
Second Semester		
** + Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
** + Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
RNSG 2462	Clinical III RN	4
		12
Third Semester		
* RNSG 2463	Clinical IV RN	4
RNSG 2435	Integrated Patient Care Management	4
		8

Total Credits Required for A.A.S. Nursing Transition **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
** May be taken prior to admission to the ADN program.
* Capstone Course
Δ Field of Study curriculum course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Vocational Nursing Certificate (CERT2) (CIP 51.3901.)   281-756-5630

Purpose: The purpose of the Alvin Community College Vocational Nursing Program (ACC VN Program or VN Program) is to provide a Texas Board of Nursing (BON) approved educational curriculum designed to prepare students to be eligible to write the National Council of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN) after the student has successfully completed the VN program. Those passing this examination will become licensed to practice Vocational Nursing in the State of Texas. The program delivers the instruction necessary for the LVN to function, at an entry level, in the following roles: as a member of the profession, as a provider of patient centered care, as a patient safety advocate, and as a member of the healthcare team. LVN practice is a directed scope of practice. VN licensure enables the nurse to care for clients with predictable health care needs in a variety of healthcare settings while under the supervision of a registered nurse, advance practice registered nurse, physician's assistant, physician, dentist or podiatrist.

Accreditation: The program is fully approved by the Texas Board of Nursing (BON). The stated mission of the BON is to protect and promote the welfare and safety 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.

Procedure for Program Application for Conditional Admission: A new class starts at the beginning of each 11-week summer semester. Enrollment is limited to approximately 50 qualified applicants per class. The number of students accepted will depend upon instructor and clinical site availability. To be considered for conditional admission to the ACC VN program, the applicant MUST complete the following steps by the application deadline, although the steps do not have to be completed in the order in which they are listed:

1. Be fully admitted to the college, then submit a completed online VN application at www.alvincollege.edu/LVN during application period. See the VN web page for exact dates of application period. Applications may be accessed on the web page on the first day of the application period and will not be accepted after the close of the application period.
2. Attend an applicant meeting. Check the VN web page for meeting location, dates, and times. The last meeting is conducted on the application deadline date. All initially required application documents (3-5 below) should be turned in at an applicant meeting. Those arriving late to an applicant meeting may not receive credit for attendance. This meeting is for applicants only.
3. All applicants must be TSI met in order to be accepted into the program.
4. All applicants must provide an original High School Diploma, or official High School transcript, or a GED certificate, or official college transcripts showing completion of 12 credit hours of core courses attained while attending an accredited college. The VN program does not accept foreign high school or college credits until they have been evaluated for U.S. equivalency by an ACC approved transcript evaluation services provider. You will find a list of approved companies in the "Academic Policies & Regulations" section of this catalog. The original transcript evaluation document must be submitted to the VN department.
5. Submit HESI A2 exam scores to the VN department. Applicants are required to take the following sections of the exam: Math, Reading, Comprehension, Vocabulary & General Knowledge, Grammar and Anatomy & Physiology. VN applicants may combine section scores from different HESI exams. If an applicant wishes to repeat the entire exam, or repeat specific sections, at least 30 days must elapse prior to retesting. HESI A2 scores for all required test sections must be less than five years old as of the application deadline. If the exam is taken at ACC, the VN department automatically receives a score report. If the exam is taken elsewhere, you must have the results sent to nursing@alvincollege.edu. It may take up to 2 weeks for us to receive them. Plan accordingly, we MUST receive the exam scores no later than the application deadline.
6. Submit proof of Hepatitis-B (HBV) vaccine injection #1, or proof of HBV immunity (a titer).

Selection for Admission: Admission to the VN program is competitive. There are no prerequisite courses for the VN program. After the application deadline, applicants are primarily ranked according to their HESI-A2 exam scores. Applicants must achieve a reading comprehension score of 70% or better and a composite score of 65% or better. Additional admission preference is given to applicants achieving the required HESI exam scores if they:

1. Live in-district for Alvin Community College. To determine if you reside within the district, contact the Admissions Office at 281-756-3531.
2. Have completed Biology 2401 Anatomy & Physiology I and Biology 2402 Anatomy & Physiology II by the application deadline. The grade attained in each course must be a "C" or better and must be no more than 5 years old as of the application deadline.
3. Although there is no minimum requirement for HESI A2 math scores, those scoring 85% or above on the math section receive additional admission consideration.

Program Information:
1. The program consists of both academic courses and associated clinical learning experiences as required by the BON. The student must demonstrate the ability to meet the course objectives identified in each academic course plus the learning and skill performance objectives identified for each clinical course in order to progress in the program.
2. The ACC VN program is affiliated with a variety of healthcare facilities in order to provide the clinical experiences required by the BON. The days and shifts available for clinical vary from facility to facility. Clinical assignments can be in any geographical area in Brazoria County or the counties surrounding it. Clinical hours can be scheduled for any hour on any day of the week.
3. The following (a-g) are requirements that must be completed **after** conditional acceptance in order to become fully accepted. There are specific instructions and deadlines for meeting them in the acceptance packet.
   a. Attend the VN Program new class orientation in May.
   b. Have healthcare provider complete, sign, and date a "Statement of Fitness," VN department will provide the form.
   c. Pay for and complete two criminal background checks. Results of background checks must be deemed as satisfactory according to VN Program policy, the requirements of VN clinical affiliates, and must meet the eligibility criteria, as determined by the BON that will allow graduated students to write for the NCLEX-PN. A social security number is required and will be verified during the background checks. One of the background checks is done by a private firm and is required by clinical affiliates. The other is a DPS/FBI background check that the Texas Board of Nursing requires for all nursing students. See VN Program Information and Application Instructions at www.alvincollege.edu/LVN for further information about BON background check procedures and BON Licensure Eligibility Questions.
   Note: Persons convicted of a felony offense, those who have received deferred adjudication for a felony offense, and those appealing a felony conviction, are not eligible for admission to the ACC VN Program. The ACC VN program defines the term "conviction" as BON rule 213.1.12 does. This policy **is applicable** even when a prospective student has filed a "Petition for Declaratory Order" with the BON and received BON consent to sit for the NCLEX-PN after graduation from an approved VN program. The VN program reserves the right to dismiss, at any time, any student. The reasons for dismissal include, but are not limited to, the infractions listed in BON rule # 214.8. The VN program adheres to ACC Academic Dishonesty & Integrity policies and procedures.
   d. Pay for and submit a urine drug screen. The screen must be negative in order to maintain accepted student status.
   e. Obtain CPR certification from the American Heart Association, it **must** be for Basic Life Support (BLS) for Healthcare Providers.
   f. Provide proof of the following:
      a. Up-to-date immunizations or titers that show proof of immunity for – measles mumps, rubella, tetanus, diphtheria, pertussis (pertussis booster required after age 18), varicella, all 3 injections of the Hepatitis B vaccine series or a titer that shows proof of immunity, and seasonal flu vaccine when available for the upcoming flu season. Negative TB screen (PPD) skin test, Quantiferon blood test, or chest x-ray performed specifically for TB screen purposes..

g. Pay for lab supplies.
h. Order and pay for VN uniforms on program orientation day.

Transfer Students / Readmission Students

1. Applicants from ADN or VN programs not affiliated with ACC are considered new students. They must apply during the application period, and meet & abide by the current VN admission, curriculum, and program requirements. Courses from other ADN or VN programs will be evaluated for transfer on an individual basis by the VN Department Chair. The courses must be no older than 2 years as of the application deadline. If the VN Department Chair finds the course content suitable for transfer, evidence of competency in the previously completed nursing courses will be required before the courses are accepted for transfer. This will be accomplished by a written exam and may include clinical skills competency demonstration. The student must pass the competency testing in order for the courses to be accepted.
2. ACC ADN students who wish to join the VN program may apply. If the student must enter VN program in the first semester, they must apply to the program along with all other applicants. They must meet & abide by the current VN admission, curriculum, and program requirements.
3. ACC ADN students who wish to enter the VN program in the fall semester will be placed on a wait list after filling out an application. The students will be admitted on a space available basis if they meet & abide by the current VN admission, curriculum, and program requirements. Evidence of competency in previously completed nursing courses will be required before the courses are accepted. This will be accomplished by a written exam and may include clinical skills competency demonstration.   The student must pass the competency testing in order to be admitted.
4. ACC VN students who fail to complete the program in the first semester and wish to make a second attempt must reapply to the program. They will then be ranked for admission along with all other applicants. They must meet & abide by the current VN admission, curriculum, and program requirements.
5. All students are allowed two attempts, maximum, to complete the program. For returning VN students entering in the second or third semester, the second attempt must be made within 1 year of the previous withdrawal from the program.
6. ACC VN students who complete the summer semester successfully, but fail to complete the fall semester may return for one further attempt. The second attempt must be made within 1 year of the previous withdrawal from the program.   They must complete a new program application, and must meet & abide by the current VN admission, curriculum, and program requirements. The students will then be placed on a wait list and admitted as space permits. Evidence of competency in previously completed VN courses will be required before the courses are accepted. This will be accomplished by a written exam and may include clinical skills competency demonstration.   The student must pass the competency testing in order to be admitted.
The ACC VN program does not readmit VN students, or accept students from other nursing programs if they:
   •   failed clinically, or;
   •   were dismissed for professional behavior issues, or;
   •   committed acts of academic dishonesty

Progression and Dismissal Policies:

1. The VN program is a block scheduled program with one entry point and one exit point. A new cohort enters each June and exits the following May. All courses are taken in the same sequence and at the same time by all students. Course sequencing is shown in the curriculum below.
2. Students must attain a "C" or better in all required courses. An average of 75% is the lowest score accepted as a "C".
3. In classes that have both a classroom and clinical component, the student must attain a 75 % or greater average in both components. If a student receives a grade of less than 75% average in either component, the student cannot continue either course or any co-requisite courses. The student must withdraw from the program and, if eligible, reapply to the program within the required time-frame.
4. The maximum allowable number of absences in summer semester (11 week) is two per academic course, and one total for clinical. The maximum allowable absences in the fall and spring semesters (sixteen weeks each) is three per academic course and two total for clinical.

Course Number	*Course Title*	*Credits*
First Semester (Summer)		
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1160	Clinical I - Vocational Nurse	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1420	Anatomy & Physiology for Allied Health	4
VNSG 1423	Basic Nursing Skills	<u>4</u>
		12
Second Semester (Fall)		
VNSG 1329	Medical-Surgical Nursing I	3
VNSG 1331	Pharmacology	3
VNSG 1332	Medical-Surgical Nursing II	3
VNSG 1660	Clinical II - Vocational Nurse	<u>6</u>
		15
Third Semester (Spring)		
VNSG 1219	Leadership & Professional Development	2
VNSG 1226	Gerontology	2
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1301	Mental Health & Mental Illness	3
*VNSG 1661	Clinical III - Vocational Nurse	<u>6</u>
		17

Total Credits Required for Vocational Nursing Certificate **44**

* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Office Administration – Administrative Assistant (CIP 52.0402)   281-756-3812

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

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 or an office manager. 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 in addition to the Administrative Support Certificate and the Office Assistant Certificate.

Associate of Applied Science Degree Program

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ENGL 1301	Composition I	3
+MATH 1332 **or**	Quantitative Reasoning **or**	3
+MATH 1324	Mathematics for Business & Social Sciences	
POFT 1309	Business Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding	<u>3</u>
		15
Second Semester		
ACNT 1303	Introduction to Accounting	3
BMGT 1305	Communications in Management	3
POFI 1301	Computer Applications I (Microsoft Office)	3
POFT 1325	Business Math Using Technology	3
+PSYC 1300 **or**	Learning Framework **or**	
+SPCH 1315	Public Speaking	<u>3</u>
		15
SECOND YEAR		
First Semester		
Emphasis Electives:	Select one course from Emphasis Electives:	3
ACNT 1311 **or**	Intro to Computerized Accounting (QuickBooks) **or**	
HITT 1305 **or**	Medical Terminology I **or**	
POFL 1340	Legal Office Procedures II	
POFI 1341	Computer Applications II (Adobe Acrobat, Visio, Publisher, SAP, Microsoft Project)	3
POFI 1349	Spreadsheets (Excel)	3
POFI 2301	Word Processing (Word)	3
*POFT 1382	Co-Op- General Office Occupations & Clerical Services	<u>3</u>
		15
Second Semester		
Emphasis Electives:	Select one course from Emphasis Electives:	3
BMGT 1325 **or**	Business Office Management **or**	
LGLA 1345 **or**	Civil Litigation **or**	
POFM 1317	Medical Administrative Support	
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
POFT 1300	Career Exploration & Planning	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
+Social & Behavioral Sciences **or**	Select from Social & Behavioral Sciences Core Curriculum **or**	
+HIST 1301	United States History I	<u>3</u>
		15

Total Credits Required for AAS Office Administration-Administrative Assistant **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone course.

Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1325 Business Office Management
Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support
Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation

Office Administration – Office Assistant Certificate (CERT1) (CIP 52.0408)

Course Number	Course Title	Credits
First Semester		
ACNT 1303	Introduction to Accounting	3
POFI 1301	Computer Applications I (Microsoft Office)	3
POFT 1309	Business Office Procedures	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding	3
		15
Second Semester		
BMGT 1305	Communications in Management	3
POFI 2301	Word Processing (Word)	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio, Microsoft Project)	3
POFT 1300	Career Exploration & Planning	3
*POFT 1382	Co-op - General Office Occupations & Clerical Services	3
		15

Total Credits Required for Office Assistant Certificate Program **30**
*Capstone course.

Office Administration – Administrative Support Certificate (CERT2) (CIP 52.0401)

Course Number	Course Title	Credits
First Semester (Fall)		
ACNT 1303	Introduction to Accounting	3
POFI 1301	Computer Applications I (Microsoft Office)	3
POFT 1309	Business Office Procedures	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding	3
		15
Second Semester (Spring)		
Emphasis Electives	Select One Course from Emphasis Elective List:	3
ACNT 1311 **or**	Intro to Computerized Accounting (QuickBooks) **or**	
HITT 1305 **or**	Medical Terminology **or**	
POFL 1340	Legal Office Procedures II	
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio, Microsoft Project)	3
POFI 2301	Word Processing (Word)	3
POFT 1325	Business Math Using Technology	3
POFT 1382	Co-op - General Office Occupations & Clerical Services	3
		15
Third Semester (Fall)		
BMGT 1305	Communications in Management	3
Emphasis Electives	Select One Course from Emphasis Elective List:	3
BMGT 1325 **or**	Business Office Management **or**	
POFM 1317 **or**	Medical Administrative Support **or**	
LGLA 1345	Civil Litigation	
POFI 1349	Spreadsheets (Excel)	3
POFT 1300	Career Exploration & Planning	3
* POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
		15

Total Credits Required for Administrative Support Certificate Program **45**
*Capstone course.
**Course description is under the Management department.
***Course description is under the Paralegal department.

Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1325 Business Office Management
Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support
Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation

Paralegal (CIP 22.0302)

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

Purpose: The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this 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, business and industry, including banks, title companies, insurance firms, governmental agencies, petrochemical companies, etc.

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 co-op (internship). A co-op course provides the students with the opportunity to further increase their knowledge and skill levels needed for employment in the legal field.

Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and / or contact the department chair for assistance with choosing courses.

Associate of Applied Science Degree Program

Course Number	Course Title	Credits
FIRST YEAR		
First Semester (Fall)		
** BCIS 1305 **or**	Business Computer Applications **or**	3
** POFI 1301	Computer Applications I	
LGLA 1301	Legal Research & Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1353	Wills, Trust and Probate Administration	3
LGLA 2303	Torts and Personal Injury Law	<u>3</u>
		15
Second Semester (Spring)		
LGLA 1323	Employment Law	3
LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 2313	Criminal Law & Procedure	<u>3</u>
		12
Third Semester (Summer)		
+ ENGL 1301	Composition I	3
LGLA 2305	Interviewing and Investigating	3
LGLA 2311	Business Organizations	<u>3</u>
		9
SECOND YEAR		
First Semester (Fall)		
+ Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
LGLA 1351	Contracts Law	3
LGLA 1380	Cooperative Ed I - Paralegal	3
LGLA 2323	Intellectual Property	<u>3</u>
		12
Second Semester (Spring)		
* LGLA 2381	Cooperative Ed II - Paralegal	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ SPCH 1315 **or**	Public Speaking **or**	
+ SPCH 1318	Interpersonal Communication	<u>3</u>
		12

Total Credits Required for A.A.S. Paralegal Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone course. If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

** Students planning to transfer to a four-year university need to take BCIS-1305

NOTE: Additional Paralegal courses may be available in the Summer Semester.

Paralegal Certificate (CERT2) (CIP 22.0302)   **281-756-3642**

The Paralegal Certificate program is designed for individuals who would like to obtain their paralegal education and enter the job market as quickly as possible. This program is a great option for individuals who presently have an associate or bachelor's degree, from an accredited college, in a different field of study. Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and/or contact the department chair for assistance with choosing courses.

Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and / or contact the department chair for assistance with choosing courses.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester (Fall)		
** BCIS 1305 **or**	Business Computer Applications **or**	3
** POFI 1301	Computer Applications I	
LGLA 1301	Legal Research & Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1353	Wills, Trust, and Probate Administration	3
LGLA 2303	Torts and Personal Injury Law	3
		15
Second Semester (Spring)		
LGLA 1323	Employment Law	3
LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 2313	Criminal Law & Procedure	3
		12
Third Semester (Summer)		
LGLA 1380	Cooperative Ed I - Paralegal	3
LGLA 2305	Interviewing & Investigating	3
LGLA 2311	Business Organizations	3
		9
SECOND YEAR		
First Semester (Fall)		
LGLA 1351	Contracts Law	3
LGLA 2323	Intellectual Property	3
* LGLA 2381	Cooperative Ed II - Paralegal	3
		9

Total Credits Required for Paralegal Certificate. **45**

  +Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

  * Capstone course. If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

 ** Students planning to transfer to a four-year university need to take BCIS-1305

  NOTE: Additional Paralegal courses may be available in the Summer Semester.

Pharmacy Technician (CIP 51.0805)

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

Purpose: The Pharmacy Technician Program offers a 2-year curriculum to prepare individuals for an allied health career working in a pharmacy. The program prepares you to take the Pharmacy Technician Certification Exam. Once certified, you will be able to work in retail pharmacies, hospital pharmacies, and mail order pharmacies.

Program Requirements:
1. Have a high school diploma or GED.
2. Apply to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation at any college.
4. Apply to the Pharmacy Technician program.
5. Interview with the Department Chair of the program.
6. Pass a drug screen. You must not have any felonies (in the last 5 years) or drug convictions.
7. All students are required to make a C or greater for all pharmacy technician courses.
8. Apply and obtain "technician in training" card through the Texas State Board of Pharmacy.
9. Current immunizations required for clinical rotation.
10. CPR certification required for clinical rotation.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
PHRA 1301	Introduction to Pharmacy	3
PHRA 1305	Drug Classification	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1361	Clinical I - Pharmacy Technician	3
PHRA 1413	Community Pharmacy Practice	4
		16
Second Semester		
PHRA 1315	Pharmacy Terminology	3
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1449	Institutional Pharmacy Practice	4
*PHRA 2262	Clinical - Pharmacy Technician	2
		16
Third Semester		
PHRA 1143	Pharmacy Technician Certification Review	1
PHRA 1304	Pharmacy Therapy and Disease Process	3
PHRA 1340	Pharmacy Third Party Payment	3
PHRA 1345	Compounding, Sterile Preparations	3
PHRA 2263	Clinical II - Pharmacy Technician	2
		12
First Semester		
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+BIOL 1406 **or**	Biology for Science Majors I **or**	4
+BIOL 2401 **or**	Anatomy and Physiology I **or**	
+CHEM 1411	General Chemistry	
+ENGL 1301	Composition I	3
+SPCH 1315 **or**	Public Speaking **or**	3
+SPCH 1318	Interpersonal Communication	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		16

Total Credits Required for A.A.S. Pharmacy Technician Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/ credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Pharmacy Technician Certificate (CERT1) (CIP 51.0805)   281-756-3805

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:
1. Have a high school diploma or GED.
2. Apply to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation at any college.
4. Apply for the Pharmacy Technician program.
5. Interview with the Department Chair of the program.
6. Pass a drug screen. You must not have a felony (in the last 5 years) or any drug convictions.
7. All students are required to make a C or greater for all pharmacy technician courses.
8. Apply and obtain "technician in training" through the Texas State Board of Pharmacy.
9. Current immunizations required for Clinical II.
10. CPR certification required for Clinical II.

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College allied health programs to notify prospective applicants and future allied health professionals that once licensed, criminal behavior may result in loss of licensure.

Course Number	Course Title	Credits
First Semester		
PHRA 1301	Introduction to Pharmacy	3
PHRA 1305	Drug Classification	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1361	Clinical I - Pharmacy Technician	3
PHRA 1413	Community Pharmacy Practice	4
		16
Second Semester		
PHRA 1315	Pharmacy Terminology	3
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1449	Institutional Pharmacy Practice	4
* PHRA 2262	Clinical - Pharmacy Technician	2
		16

Total Credits Required for Pharmacy Technician Certificate **32**
* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Pharmacy Technician Certificate

Polysomnography - Sleep Medicine

281-756-5655

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

Purpose: The sleep technologist cares for patients with sleep disorders that affect sleep and wakefulness, providing care for patients who range in age from infants to the elderly. The range of services provided includes comprehensive evaluation and treatment of sleep disorders including in center polysomnographic testing and home sleep apnea testing, diagnostic and therapeutic interventions, comprehensive patient care and direct patient education. This broad range of services requires that the sleep technologist exercise critical thinking and independent judgment, and possess an advanced knowledge of sleep technology, sleep/wake disorders and associated co-morbid conditions such as cardiac disease, pulmonary disorders and diabetes.

Program Overview: The majority of technical course work for the program is completed on-campus. The clinical experiences are 1-2 nights per week at hospitals and Sleep Centers in the greater Houston area. Graduates are prepared 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), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), www.caahep.org.

Admission Requirements: A new class begins each spring semester. Application periods are typically August through October. Application must be submitted by November 1.

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

   a. Apply to Alvin Community College and fulfill the admission requirements. http://www.alvincollege.edu/Steps-to-Getting-Started
   b. Apply to the Polysomnography Program: Application Packets located at ACC or at http://www.alvincollege.edu/Polysomnography
   c. Attend an Polysomnography Information Session: Schedule a session at http://www.alvincollege.edu/Polysomnography
   d. Proof of college credit for BIOL 2401, BIOL 2402, and ENGL 1301 before the January start date.
   e. Not currently be on suspension or academic probation.
   f. Meet technical standards to perform procedures safely with accuracy and precision as listed in the application.
   g. After acceptance, applicant must complete a physical examination, meet immunization requirements, pass a background check, clear drug screening, provide proof of medical insurance, and attend the Polysom Program Orientation. Details on when and where to complete these will be provided in the acceptance Email.

PLA-Prior Learning Assessment

Credit may be awarded toward the AAS degree it the student meets the department requirements.
1. Registered by BRPT as a RPSGT with a minimum of 2 years full time experience in Polysomnography
2. Non Registered Polysomnography Technician with a minimum of 5 years full experience in Polysomnography

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
3. No grade below a C is in PSGT, RSPT, or HPRS courses is acceptable..
4. Only two (2) attempts to pass a course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
5. Students must complete the program within three (3) years after initial acceptance.

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/ credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Polysomnography - Sleep Medicine (CIP 51.0903)   281-756-5655

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

Course Number	Course Title	Credits
Pre-requisites		
P + BIOL 2401	Anatomy & Physiology I	4
P + BIOL 2402	Anatomy & Physiology II	4
P + ENGL 1301	Composition I	3
		11
FIRST YEAR		
First Semester (Spring)		
HPRS 1304	Basic Health Profession Skills	3
PSGT 1205	Neurophysiology of Sleep	2
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1340	Sleep Disorders	3
PSGT 1400	Polysomnography I	4
		15
Second Semester (Summer)		
PSGT 1260	Clinical I - Polysomnography	2
PSGT 2205	Sleep Scoring & Staging	2
RSPT 1310	Respiratory Care Procedures I	3
		7
SECOND YEAR		
First Semester (Fall)		
PSGT 2411	Polysomnography II	4
PSGT 2660	Clinical II - Polysomnography	6
RSPT 2239	Advanced Cardiac Life Support	2
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Second Semester (Spring)		
PSGT 1171	Sleep Practice Management	1
PSGT 2250	Infant and Pediatric Polysomnography	2
* PSGT 2661	Clinical III - Polysomnography	6
+ Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
		12

Total Credits Required for A.A.S. Polysomnography **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

P Pre-requisite courses must be completed before January start date.

* Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Process Technology (CIP 41.0301)   281-756-3785

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

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

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

Course Number	Course Title	Credits
FIRST YEAR		
First Semester (Fall)		
+ENGL 1301	Composition I	3
PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health, and Environment	3
TECM 1303	Technical Calculations	3
		12
Second Semester (Spring)		
CTEC 1401	Applied Petrochemical Technology (Physics)	4
c+MATH 1332 **or**	Contemporary Mathematics (Quantitative Reasoning) **or**	
+MATH 1314	College Algebra	3
PTAC 1310	Process Technology I (Equipment)	3
PTAC 1332	Process Instrumentation I	3
		13
Third Semester (Summer)		
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
PTAC 2314	Quality, Statistical Process Control & Economics	3
PTAC 2420	Process Technology II (Systems)	4
		10
SECOND YEAR		
First Semester (Fall)		
PTAC 2436	Process Instrumentation II	4
PTAC 2438	Process Technology III (Operations)	4
PTAC 2446	Process Troubleshooting	4
cSCIT 1414 **or**	Applied General Chemistry **or**	
CHEM 1411	General Chemistry I	4
		16
Second Semester (Spring)		
PTAC 1354 **or**	Industrial Processes **or**	3
* **CTEC 2380	Cooperative Ed - Process Technology	
+Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
+SPCH 1315 **or**	Public Speaking **or**	
+SPCH 1318	Interpersonal Communications	3
		9

Total Credits Required for A.A.S. Process Technology Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course
**Requires Department Chair approval.
c Consult with Advisor - Students desiring to obtain a Baccalaureate degree should take suggested course(s)

Process Technology Certificate (CERT1) (CIP 41.0301)   281-756-3785

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

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

Course Number	Course Title	Credits
First Semester		
PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health and Environment in the Process Industry	<u>3</u>
		6
Second Semester		
CTEC 1401	Applied Petrochemical Technology (Physics)	4
PTAC 1310	Process Technology I (Equipment)	3
PTAC 1332	Process Instrumentation I	<u>3</u>
		10
Third Semester (Summer)		
PTAC 2314	Quality, Statistical Process Control & Economics	3
PTAC 2420	Process Technology II (Systems)	<u>4</u>
		7
Fourth Semester		
PTAC 2438	Process Technology III (Operations)	4
PTAC 2446	Process Troubleshooting	4
SCIT 1414	Applied General Chemistry	<u>4</u>
		12

Total Credits Required for Process Technology Certificate **35**

Process Technology Certificate

Respiratory Care

281-756-5661

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

Purpose: The Respiratory Care Department offers a two-year program that prepares individuals for an allied health specialty in the clinical care and management of respiratory disorders. The graduate will possess advanced, intensive-care skills to assess, monitor and evaluate adult, pediatric and neonatal patients on mechanical ventilation. Respiratory therapists practice in a variety of settings, including intensive care units, neonatal/pediatric special care areas, general hospital floors, emergency/trauma units, extended care and rehabilitation facilities, and the home care environment. Respiratory Care courses consist of classroom, lab and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Therapist Multiple-Choice Examination and the Clinical Simulation Examination. Texas requires that respiratory care practitioners obtain a state license to practice respiratory care. The program is affiliated with several community hospitals including Ben Taub, Texas Children's, Memorial-Hermann, Methodist, CHI St Luke's, and several other clinical affiliates.
The program (CoARC #200307) is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC), P.O. Box 54876, Hurst, TX 76054-4876, 817-283-2835, www.coarc.com.

Program Information:
1. The respiratory care program admits one cohort annually to begin in the Fall semester. To be considered for admission, the applicant must:
   a. make application to ACC and be TSI complete.
   b. make application to the respiratory care program.
   c. submit official transcripts of all previous college work to ACC Registrar's Office.
   d. applicants are required to attend an information session or meet with the director.
   e. have completed the HESI A2 Entrance Exam and complete BIOL 2401, BIOL 2402 and ENGL 1301 with a grade no lower than a "C" prior   to admission. Applicants with bachelor's degree or higher are exempt from HESI exam. HESI A2 scores must be within 5 years of the time   of application.
2. Requirements to be completed after initial acceptance and before the start of the program include:
   a. complete a physical examination form provided by the program.
   b. up-to-date immunizations as required by the Texas Department of Health and clinical affiliates (measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella, hepatitis "B" series of 3 immunizations, seasonal flu). Positive titers are required for rubella, varicella and hepatitis "B".
   c. a negative criminal background check
   d, a clear drug screen
   e. Personal health insurance is required.
   f, a negative TB skin test (repeated annually)
   g. attend program orientation
   h. Student must not academic probation from ACC or another college or university.
3. Transfer students must complete the following:
   a. meet the above admission criteria.
   b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
   c. provide the Respiratory Care Department with a description and/or syllabus of each respiratory course being considered for transfer.
   d. demonstrate competence on skills for which credit will be awarded on transfer
   e. Must complete a minimum of 18 semester hours at ACC in order to be considered a graduate.

Progression Policies:
1. Respiratory care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the respiratory care program, all respiratory care courses must be completed in the proper sequence as shown in the catalog and degree plan or must have the approval of the program director.
3. No grade below a C in a respiratory care course will be acceptable for progression.
4. A student who makes a D or F in any science/respiratory care course may repeat that course once in order to obtain a C or better. If a student repeats a course to achieve acceptable grade, the student will need to enroll and audit the accompanying clinical course.
5. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with the ability to perform satisfactorily.
6. Students must complete the program within four years after initial acceptance.

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/ credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Respiratory Care (CIP 51.0908)

281-756-5661

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

Course Number	Course Title	Credits
Prerequisites		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	<u>3</u>
		11
FIRST YEAR		
First Semester (Fall)		
RSPT 1166	Practicum-Respiratory Care Therapist	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2
RSPT 1225	Respiratory Care Sciences	2
RSPT 1331	Basic Respiratory Care Fundamentals II	3
RSPT 1429	Respiratory Care Fundamentals I	<u>4</u>
		12
Second Semester (Spring)		
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
RSPT 1266	Practicum I - Respiratory Care Therapist	2
RSPT 2217	Respiratory Care Pharmacology	2
RSPT 2310	Cardiopulmonary Disease	3
RSPT 2414	Mechanical Ventilation I	<u>4</u>
		14
Third Semester (Summer)		
RSPT 1262	Clinical II - Respiratory Care Therapist	2
RSPT 2305	Pulmonary Diagnostics	3
RSPT 2314	Mechanical Ventilation II	<u>3</u>
		8
SECOND YEAR		
First Semester (Fall)		
BIOL 2420	Microbiology for Non-Science Majors	4
RSPT 2266	Practicum III - Respiratory Care Therapist	2
RSPT 2355	Critical Care Monitoring	3
RSPT 2453	Neonatal/Pediatric Cardiopulmonary Care	<u>4</u>
		13
Second Semester (Spring)		
***RSPT 2230	Respiratory Care Examination Preparation	2
RSPT 2166	Practicum V - Respiratory Care Therapist	1
RSPT 2267	Practicum IV - Respiratory Care Therapist	2
+Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	<u>3</u>
		8

Total Credits Required for A.A.S. Respiratory Care. **66**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
***** Capstone Course

Statutory law (Texas Occupations Code, Chapter 53) requires the Alvin Community College nursing and allied health programs to notify prospective applicants and future healthcare professionals a licensing/credentialing authority may suspend or revoke a license/ credential, disqualify a person from receiving a license/credential, or deny to a person the opportunity to take a licensing/credentialing examination on the grounds that the person has been convicted of certain criminal behavior.

Welding Certificate (CERT1) (CIP 48.0508)   281-756-3630

Purpose: The Level 1 Certificate in Welding is designed to prepare the student for full-time employment at the entry level in a welding career. The basic objective of the program is to develop the skills in ferrous and non-ferrous metals for employment in construction trades and area industrial needs. Welding is a high skill, high wage career which requires multiple levels of skills training beyond the initial certificate, and also provides a rewarding career for those who enjoy working in this field.

Program Requirements: In addition to the general requirements for admission to the College, entry into the Welding Program requires a personal interview with the Department Head of the Welding Program.

Course Number	Course Title	Credits
WLDG 1323	Welding Safety Tools and Equipment	3
WLDG 1407	Introduction to Welding Using Multiple Processes	4
WLDG 1413	Introduction to Blueprint Reading for Welders	4
WLDG 1521	Welding Fundamentals	5

Total Credits Required for Welding Certificate 16

Welding

Texas Department of Criminal Justice (TDCJ) ──────────────

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Studies and Associate of Applied Science degrees, technical Certificate of Completion Programs are offered. Please refer to the following pages for a description of all programs offered with TDCJ.

Associate of Applied Science Degree Programs

Computer Information Technology - Computer Programming

Culinary Arts

Human Services - Substance Abuse Counseling

Industrial Design

Management

Associate of Arts

General Studies

Certificate Programs

Automotive Technology

Computer Information Technology - Programming

Culinary Arts

Human Services - Substance Abuse Counseling

Industrial Design

Management

These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

Automotive Technology - Certificate (CERT1)

Course Number	Course Title	Credits
FIRST YEAR		
Fall Semester		
AUMT 1310	Automotive Brake Systems	3
AUMT 1405	Introduction to Automotive	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 1419	Automotive Engine Repair	<u>4</u>
		15
Spring Semester		
AUMT 1445	Automotive Climate Control Systems	4
AUMT 2328	Automotive Service	3
AUMT 2417	Automotive Engine Performance Analysis	<u>4</u>
		11

Total Credits Required for Automotive Technology Certificate **26**

Computer Information Technology - Computer Programming (TDCJ)   281-756-3812

(CIP 11.0201)

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

Purpose: The Computer Information Technology program is designed primarily for students seeking an associate of applied science (A.A.S.) degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

Program Requirements: Upon successful completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
BCIS 1305 **or**	Business Computer Applications **or**	3
POFI 1301	Microcomputer Applications	
Δ COSC 1436 **or**	Programming Fundamentals I - C++ **or**	4
ITSE 1407	Introduction to C++ Programming	
ITSE 1431	Introduction to Visual BASIC Programming	4
ITNW 1325	Fundamentals of Networking	3
ITNW 1358	Network+	3
		17
Second Semester		
Δ COSC 1437 **or**	Programming Fundamentals II - JAVA **or**	4
ITSE 2417	Java Programming	
+ ENGL 1301	Composition I	3
IMED 2415 **or**	Web Design **or**	4
IMED 1416	Web Design I	
MATH 1314 **or**	College Algebra **or**	
MATH 1332	Quantitative Reasoning	3
		14
SECOND YEAR		
First Semester		
Δ* COSC 2336 **or**	Programming Fundamentals III - Data Structures **or**	3
ITSE 2345	Data Structures	
ITMT 1357	Administering a Windows Server Operating System	3
ITMT 1358	Windows Client Operating System	3
ITSE 2409	Database Programming	4
+ PSYC 1300 **or**	Learning Framework **or**	
+ SPCH 1315	Public Speaking	3
		16
Second Semester		
Δ COSC 2325 **or**	Computer Organization and Machine Language **or**	3
ITSE 2337	Assembly Language Programming	
ITSW 1404	Introduction to Spreadsheets	4
+ Language, Philosophy & Culture **or**	Select from Language, Philosophy & Culture Core Curriculum **or**	3
+ Creative Arts	Select from Creative Arts Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		13

Minimum Total Credits Required for A.A.S. Computer Information Technology Degree..**60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course
Δ Field of Study

This degree has a 2+2 agreement with other universities.

Computer Information Technology - Programming Certificate (CERT1) (TDCJ)   281-756-3812

(CIP 11.0201)

Course Number	Course Title	Credits
First Semester		
ITNW 1325	Fundamentals of Networking	3
ITNW 1358	Network+	3
ITSE 1407	Introduction to C++ Programming	4
ITSE 1431	Introduction to Visual BASIC Programming	4
POFI 1301	Microcomputer Applications I	3
		17
Second Semester		
IMED 1416	Web Design I	4
ITSW 1404	Introduction to Spreadsheets	4
ITSE 2337	Assembly Language Programming	3
*ITSE 2417	Java Programming	4
		15

Total Credits Required for Computer Information Technology Computer Programming Certificate **32**

 * Capstone Course

Culinary Arts (TDCJ) (CIP 12.0503)   281-756-3949

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

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, seven management classes, two semesters of practicum and general education classes from the common core curriculum. All students are expected to handle and process a variety of flesh based protein items during their education.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
CHEF 1205	Sanitation and Safety	2
CHEF 1301	Basic Food Preparation	3
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	<u>3</u>
		16
Second Semester		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310 **or**	Garde Manger **or**	3
CHEF 1340	Meat Preparation and Cooking	
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318 **or**	Nutrition for the Food Service Professional **or**	
IFWA 1310	Nutrition and Menu Planning	<u>3</u>
		15
Third Semester (summer)		
CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
CHEF 1291	Current Events in Culinary Arts	2
BCIS 1305	Business Computer Applications	<u>3</u>
		7
SECOND YEAR		
First Semester		
+ENGL 1301	Composition I	3
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
+MATH 1332	Quantitive Reasoning	<u>3</u>
		11
Second Semester		
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+PSYC 1300 **or**	Learning Framework **or**	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
RSTO 2301	Principles of Food and Beverage Controls	<u>3</u>
		11

Total Credits Required for A.A.S. Culinary Arts Degree. **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone Course

Culinary Arts Certificate(CERT1) (TDCJ) (CIP 12.0503)   281-756-3949

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 23 hours of culinary arts classes, 10 hours of management classes, a computer science class and a semester long practicum. All students are expected to handle and process a variety of flesh based protein items during their education.

Course Number	Course Title	Credits
First Semester		
CHEF 1205	Sanitation and Safety	2
CHEF 1301	Basic Food Preparation	3
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
		16
Second Semester		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310 **or**	Garde Manger **or**	3
CHEF 1340	Meat Preparation and Cooking	
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318 **or**	Nutrition for the Food Service Professional **or**	
IFWA 1310	Nutrition and Menu Planning	3
		15
Third Semester (Summer)		
BCIS 1305	Computer Applications I	3
*CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
CHEF 1291	Current Events in Culinary Arts	2
		7

Total Credits Required for Culinary Arts Certificate **38**
*Capstone Course

Texas Department of Criminal Justice (TDCJ)

Human Services - Substance Abuse Counseling (TDCJ) (CIP 51.1502)   281-756-3652

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

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, mental health and mental retardation. This program prepares graduates to work in human services, mental health and addiction counseling. After completing required courses, practicum, and meeting criminal history standards, the student will be eligible to take the LCDC (Licensed Chemical Dependency Counselor) licensure examination. Passing this examination is a state requirement and upon completion of the required hours of supervised clinical training, the student is eligible to be licensed as a Licensed Chemical Dependency Counselor in the State of Texas. All students must complete external required supervised clinical field work to complete their requirement for licensure as required by statute. Under clinical supervision, the substance abuse counseling student will conduct intake, assessment, treatment planning, individual and group counseling, work with state probation and correction officials supervising offenders, and provide direct client care. Students who work with individuals who have co-occurring illnesses (addiction and mental health) will consult and coordinate treatment with appropriate mental health professionals.

TDCJ degree completers seeking LCDC licensure must complete the required external supervised practicum after release from TDCJ, meet LCDC criminal history standards and complete required supervised clinical field work as required by statute.

Students completing the AAS degree in TDCJ custody are required to see an advisor for Practicum and Co-op options.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment of Substance-Related and Addictive Disorders	3
DAAC 1317	Basic Counseling Skills	3
⁺ENGL 1301	Composition I	3
SCWK 1313	Introduction to Social Work	3
		15
Second Semester		
BCIS 1305	Business Computer Applications	3
DAAC 1305	Co-Occurring Disorders	3
DAAC 1311	Counseling Theories	3
DAAC 2343	Current Issues	3
Mathematics	Select from Mathematics Core Curriculum	3
		15
Third Semester		
DAAC 2354	Dynamics of Group Counseling	3
⁺PSYC 2301	General Psychology	3
		6
SECOND YEAR		
First Semester		
DAAC 2306	Substance Abuse Prevention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2330	Multicultural Counseling	3
*DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
		12
Second Semester		
⁺Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
⁺Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
PHED 1346	Drug Use and Abuse	3
SOCI 1301	Introduction to Sociology	3
⁺SPCH 1315	Public Speaking	3
		12

Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling...**60**

⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Human Services
Substance Abuse Counseling Certificate (CERT1) (TDCJ) (CIP 51.1501)

<div align="right">281-756-3652</div>

Purpose: The certificate 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.

Students completing the Certificate in Addiction Counseling in TDCJ custody required to see an advisor for Practicum and Co-op options.

Course Number	Course Title	Credits
First Semester		
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment of Substance-Related and Addictive Disorders	3
DAAC 1317	Basic Counseling Skills	3
DAAC 2307	Addicted Family Intervention	3
SCWK 1313	Introduction to Social Work	3
		15
Second Semester		
BCIS 1305	Business Computer Applications	3
DAAC 1305	Co-Occurring Disorders	3
DAAC 1311	Counseling Theories	3
* DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2343	Current Issues	3
		15
Third Semester		
DAAC 2306	Substance Abuse Prevention	3
DAAC 2354	Dynamics of Group Counseling	3
		6

Total Credits Required for Human Service-Substance Abuse Counseling Certificate **36**

*Capstone Course

<div align="right">Texas Department of Criminal Justice (TDCJ)</div>

Industrial Design Technology (TDCJ) (CIP 15.1301)   281-756-3784

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

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 training in piping and mechanical design. This well-rounded education provides students with many opportunities and the necessary qualifications as entry-level designers.

Program Requirements: A minimum of 60 hours is required for this degree.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
DFTG 1409	Basic Computer-Aided Drafting	4
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+MATH 1314	College Algebra	3
POFI 1301	Computer Applications I	3
		13
Second Semester		
DFTG 1305	Technical Drafting	3
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
		11
Third Semester		
DFTG 1445	Parametric Modeling and Design	4
DFTG 1433	Mechanical Drafting	4
DFTG 2423	Pipe Drafting	4
		12
SECOND YEAR		
First Semester		
*DFTG 2445	Advanced Pipe Drafting	4
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+SPCH 1315 **or** SPCH 1318, **or** SPCH 2335	Public Speaking **or** Interpersonal Communication **or** Argumentation & Debate	3
TECM 1317	Technical Trigonometry	3
		13
Second Semester		
DFTG 2406	Machine Design	4
+ENGL 1301	Composition I	3
ENTC 1423	Strength of Materials	4
		11

Total Credits Required for Industrial Design Technology Degree **60**

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

 *Capstone Course

Industrial Design Technology Certificate (CERT1) (TDCJ) (CIP 15.1301)   281-756-3784

Purpose: The one-year program prepares the student for entry into the design and drafting occupation.
Program Requirements: A minimum of 30 hours is required for this certificate.

Course Number	Course Title	Credits
First Semester		
DFTG 1409	Basic Computer-Aided Drafting	4
POFI 1301	Computer Applications I	3
		7
Second Semester		
DFTG 1305	Technical Drafting	3
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
		11
Third Semester		
*DFTG 1445	Parametric Modeling and Design	4
DFTG 1433	Mechanical Drafting	4
DFTG 2423	Pipe Drafting	4
		12

Total Credits Required for Industrial Design Technology Certificate. 30

*Capstone Course

Industrial Design Tech CADD Operator Certificate (CERT1) (TDCJ) (CIP 15.1301) 281-756-3784

Purpose: The two-semester program prepares the student to use AutoCAD 2D and 3D features..
Program Requirements: A minimum of 15 hours is required for this certificate.

Course Number	Course Title	Credits
First Semester		
DFTG 1409	Basic Computer-Aided Drafting	4
POFI 1301	Computer Applications I	3
		7
Second Semester		
DFTG 2419	Intermediate Computer-Aided Drafting	4
*DFTG 2440	Solid Modeling and Design	4
		8

Total Credits Required for Industrial Design Technology CADD Operator Certificate 15

*Capstone Course

Management (TDCJ) (CIP 52.0201)   281-756-3812

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

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 in the workplace..

<div style="writing-mode: vertical-rl">Texas Department of Criminal Justice (TDCJ)</div>

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
† American History **or**	Select from American History Core Curriculum **or**	3
† Government/Political Science	Select from Government/Political Science Core Curriculum	
BMGT 1327	Principles of Management	3
BMGT 2303	Problem Solving & Decision Making	3
† Communications	Select for Communication Core Curriculum	3
		12
Second Semester		
ACNT 1303 **or**	Introduction to Accounting **or**	3
ACCT 2301	Financial Accounting	
HRPO 1311	Human Relations	3
† Mathematics	Select from Mathematics Core Curriculum	3
MRKG 1311	Principles of Marketing	3
		12
Third Semester		
BMGT 1305	Communications in Management	3
BUSG 2309	Small Business Management	3
		6
SECOND YEAR		
First Semester		
† Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
† Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
ACNT 1311 **or**	Computerized Accounting **or**	3
ACCT 2302	Managerial Accounting	
** POFI 1301 **or**	Computer Applications I **or**	3
** BCIS 1305	Business Computer Applications	
† Social & Behavioral Sciences	Select from Social & Behavioral Sciences	3
		12
Second Semester		
BMGT 1309	Information and Project Management	3
BUSI 1307	Personal Finance	3
HRPO 2301	Human Resources Management	3
* MRKG 1391	Special Topics in Marketing and Marketing Management	3
		12
Third Semester		
HRPO 2303	Employment Law	3
MRKG 2349	Advertising & Sales Promotions	3
		6

Total Credits Required for A.A.S. Management Degree 60

† Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course.

** Students planning to transfer to a four-year university need to take BCIS 1305.

Management Certificate (CERT1) (TDCJ) (CIP 52.0201)   **281-756-3812**

Purpose: The 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 in the workplace.

Course Number	Course Title	Credits
First Semester		
BMGT 1327	Principles of Management	3
ACNT 1303 **or**	Introduction to Accounting **or**	3
ACCT 2301	Financial Accounting	
BMGT 2303	Problem Solving & Decision Making	3
MRKG 1311	Principles of Marketing	3
		12
Second Semester		
ACNT 1311 **or**	Computerized Accounting **or**	3
ACCT 2302	Managerial Accounting	
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
*MRKG 1391	Special Topics in Marketing and Marketing Management	3
		12
Third Semester		
POFI 1301 **or	Computer Applications I **or**	3
**BCIS 1305	Business Computer Applications	
HRPO 2301	Human Resource Management	3
		6

Total Credits Required for Management Certificate **30**

*Capstone Course
**Students planning to transfer to a four-year university need to take BCIS 1305.

Texas Department of Criminal Justice (TDCJ)

Course Descriptions

Course Descriptions

ACCT 2301
Principles of Financial Accounting
(3 credits)
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 or equivalent with a grade of A, B, or C. (3 lecture hours per week. **[CB5203015104]**

ACCT 2302
Principles of Managerial Accounting
(3 credits)
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. (3 lecture hours per week). Prerequisite: ACCT 2301. **[CB52.0301.5104]**

ACNT 1303
Introduction to Accounting I
(3 credits)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (2 lecture and 3 lab hours per week). **[CIP 52.0302]**

ACNT 1311
Introduction to Computerized Accounting
(3 credits)
Introduction to utilizing QuickBooks to maintain accounting records, make management decisions, and process common business applications with primary emphasis on a general ledger package. (2 lecture and 3 lab hours per week). Prerequisite: ACNT 1303. **[CIP 52.0302]**

ARCE 1452
Structural Drafting
(4 Credits)
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems; Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Identify components of structural systems; use reference materials; produce drawings for concrete, wood, and steel framing systems; draw design details and connections for framing components; and draw column and beam details for manufacture and assembly utilizing various fastening methods. (2 lecture and 4 lab hours per week) Prerequisites: DFTG 2419 [**CIP04.0901**]

ARTS 1301
Art Appreciation
(3 credits)
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB50.0703.5126]**

ARTS 1303
Art History I
(3 credits)
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. (3 lecture hours per week). Prerequisites: TSI R/W Met. [**CB50.0703.5226**]

ARTS 1304
Art History II
(3 credits)
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB50.0703.5226]**

ARTS 1311
Design I
(3 credits)
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. (3 lecture & 3 lab hours per week). **[CB50.0401.5326]**

ARTS 1312
Design II
(3 credits)
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. (3 lecture & 3 lab hours per week). **[CB50.0401.5326]**

ARTS 1316
Drawing I
(3 credits)
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. (3 lecture & 3 lab hours per week) **[CB50.0705.5226]**

ARTS 1317
Drawing II
(3 credits)
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 **[CB50.0705.5226]**

ARTS 2316
Painting I
(3 credits)
Exploration of ideas using painting media and techniques. (3 lecture & 3 lab hours per week). **[CB50.0708.5226]**

ARTS 2317
Painting II
(3 credits)
Exploration of ideas using painting media and techniques. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 2316. **[CB50.0708.5226]**

ARTS 2326
Sculpture I
(3 credits)
Exploration of ideas using sculpture media and techniques. (3 lecture & 3 lab hours per week) **[CB50.0709.5126]**

ARTS 2341
Arts Metal I
(3 credits)
Exploration of ideas using basic techniques in jewelry and metal construction. (3 lecture & 3 lab hours per week) **[CB50.0713.5126]**

ARTS 2346
Ceramics I
(3 credits)
Exploration of ideas using basic ceramic processes. (3 lecture & 3 lab hours per week) **[CB50.0711.5126]**

ARTS 2347
Ceramics II
(3 credits)
Exploration of ideas using basic ceramic processes. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. **[CB50.0711.5126]**

ARTS 2356
Photography I
(3 credits)
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. (3 lecture & 3 lab hours per week) **[CB50.0605.5126]**

ARTS 2357
Photography II
(3 credits)
Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 **[CB50.0605.5126]**

ARTS 2366
Watercolor I
(3 credits)
Exploration of ideas using water-based painting media and techniques. (3 lecture & 3 lab hours per week) **[CB50.0708.5326]**

ASTR 1403
Stars and Galaxies
(4 credits)
Study of stars, galaxies, and the universe outside our solar system. Cross-listed as PHYS 1403. (3 lecture and 3 lab hours per week) **[CB40.0201.5103]**

ASTR 1404
Solar System
(4 credits)
Study of the sun and its solar system, including its origin. Cross-listed as PHYS 1404. (3 lecture and 3 lab hours per week) **[CB40.0201.5203]**

AUMT 1310
Automotive Brake Systems
(3 credits)
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. (1 lecture and 4 lab hours per week) **[CIP 47.0604]**

AUMT 1405
Introduction to Automotive Technology
(4 credits)
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance (2 lecture and 5 lab hours per week) **[CIP 47.0604]**

AUMT 1407
Automotive Electrical Systems
(4 credits)
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service manuals. (2 lecture and 5 lab hours per week) **[CIP 47.0604]**

AUMT 1419
Automotive Engine Repair
(4 credits)
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. (2 lecture and 5 lab hours per week) **[CIP 47.0604]**

AUMT 1445
Automotive Climate Control Systems
(4 credits)
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. (2 lecture and 7 lab hours per week) **[CIP 47.0604]**

AUMT 2328
Automotive Service
(3 credits)
Mastery of automotive service including competencies covered in related courses. (1 lecture and 7 lab hours per week) **[CIP 47.0604]**

AUMT 2417
Automotive Engine Performance Analysis I
(4 credits)
Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. (2 lecture and 6 lab hours per week) **[CIP 47.0604]**

BCIS 1305
Business Computer Applications
(3 credits)
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity using software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (2 lecture and 4 lab hours per week). **[CB 11.0202.5404]**

BIOL 1308
Biology for Non-Science Majors I
(3 credits)
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. (3 lecture hours per week). Prerequisite: TSI Reading Met. **[CB26.0101.5103]**

BIOL 1309
Biology for Non-Science Majors II
(3 credits)
Provides a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. (3 lecture hours per week). Prerequisite: TSI Reading Met. **[CB26.0101.5103]**

BIOL 1322
Nutrition & Diet Therapy
(3 credits)
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Cross-listed with HECO 1322. **[CB19.0501.5109]**

BIOL 1406
Biology for Science Majors I
(4 credits)
Fundamental principles for living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. **[CB26.0101.5103]**

BIOL 1407
Biology for Science Majors II
(4 credits)
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. **[CB26.0101.5103]**

BIOL 2401
Anatomy and Physiology I
(4 credits)
Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. **[CB26.0707.5103]**

BIOL 2402
Anatomy and Physiology II
(4 credits)
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. (3 lecture and 3 lab hours per week). Prerequisite: BIOL 2401. **[CB26.0707.5103]**

BIOL 2406
Environmental Biology
(4 credits)
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. (3 lecture hours and 3 lab hours per week). Prerequisite: TSI Reading Met, MATH 1314 **[CB03.0103.5101]**

BIOL 2420
Microbiology for Non-Science Majors
(4 credits)
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. (3 lecture and 3 lab hours per week). Prerequisites: Either BIOL 1406 or BIOL 1407, or BIOL 2401, or BIOL 2402. **[CB26.0503.5103]**

BMGT 1305
Communication Skills in Management
(3 credits)
Basic theory and processes of communication skills necessary for the management of an organization's workforce. A comprehensive study of communications skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, concise written and verbal/non-verbal communication. Also covers skills for time management. (3 lecture hours & 1 lab hour per week). Prerequisite: INRW 0309 or TSI equivalent. **[CIP 52.0201]**

BMGT 1309
Information and Project Management
(3 credits)
Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision. (3 lecture hours per week). **[CIP52.0201]**

BMGT 1325
Business Office Management
(3 credits)
Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills. Identify skills and competencies of an office manager; describe different forms of organizations; and develop processes for office operations. (2 lecture and 3 lab hours per week). **[CIP52.0401]**

BMGT 1327
Principles of Management
(3 credits)
The concepts, terminology, principles, theories, and issues in the field of management. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week). **[CIP52.0201]**

BMGT 1382
Cooperative Education-Business Administration and Management, General I
(3 credits)
Career related activities encountered in the student's area of specialization are offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week). **[CIP52.0201]**

BMGT 2303
Problem Solving and Decision Making
(3 credits)
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgment . (3 lecture hours per week). **[CIP52.0201]**

BMGT 2382
Cooperative Education - Business Administration & Management, General II
(3 credits)
Career related activities encountered in the student's area of specialization are offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week). **[CIP52.0201]**

BUSG 2309
Small Business Management
(3 credits)
A study of the concepts and skills necessary for starting and operating a small business including planning, organizing, staffing, managing, financing, marketing, and accounting functions. (3 lecture hours per week). **[CIP52.0703]**

BUSI 1301
Business Principles
(3 credits)
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. (3 lecture hours per week). **[CB52.0101.5104]**

BUSI 1307
Personal Finance
(3 credits)
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. (Cross-listed as HECO 1307) NOTE: This course is not part of the business field of study and may not transfer toward a degree in business. (3 lecture hours per week). **[CB 19.0401.5109]**

BUSI 2301
Business Law
(3 credits)
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. (3 lecture hours per week) Prerequisites: INRW 0309 or TSI equivalent.. **[CB22.0101.5124]**

CDEC 1303
Family, School and Community
(3 credits)
Study of the child, family, community, and school. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). **[CIP19.0706]**

CDEC 1311
Educating the Young Child
(3 credits)
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). **[CIP19.0706]**

CDEC 1313
Curriculum Resources for Early Childhood Programs
(3 credits)
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; develop guidelines for creating learning environments; describe teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). **[CIP19.0709]**

CDEC 1318
Wellness of the Young Child
(3 credits)
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). **[CIP19.0706]**

CDEC 1319
Child Guidance
(3 credits)
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. The student will describe theories related to child guidance; explain how guidance promotes autonomy, self-discipline, and pro-social skills; identify familial and cultural influences on child guidance; and apply guidance techniques. (3 lecture hours per week). **[CIP19.0709]**

CDEC 1321
The Infant and Toddler
(3 credits)
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/ guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of teacher/ child interactions and positive guidance techniques; design learning environments; and select materials and activities for infants and toddlers. (3 lecture hours per week). **[CIP19.0709]**

CDEC 1356
Emergent Literacy for Early Childhood
(3 credits)
An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. The student will define literacy and emergent literacy; analyze theories of language development; describe the teacher's role in promoting emergent literacy; and create literacy environments and experiences for children. (3 lecture and 1 lab hours per week). **[CIP19.0706]**

CDEC 1358
Creative Arts for Early Childhood
(3 credits)
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. The student will define the creative process; describe developmental sequences of creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts; identify components of creative environments; and assess creative arts activities. (3 lecture and 1 lab hours per week). **[CIP19.0709]**

CDEC 1359
Children with Special Needs
(3 credits)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; identify legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families; and identify materials and resources, including current technology, to support learning in all domains for each and every child. (3 lecture hours per week). **[CIP19.0709]**

CDEC 1384
Cooperative Ed. In Child Development I
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: 6 hours of CDEC. **[CIP19.0706]**

CDEC 2307
Math and Science for Early Childhood
(3 credits)
Exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. The student will align the sequence of cognitive development to the acquisition of math and science concepts; explain the scientific process and its application to early care and education environments; develop strategies which promote critical thinking and problem-solving skills in children; plan discovery experiences using observation and assessment; and evaluate developmentally appropriate materials, equipment, and environments to support the attainment of math and science concepts and skills. (3 lecture and 1 lab hours per week). **[CIP19.0709]**

CDEC 2384
Cooperative Ed. In Child Development II
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: CDEC 1384. **[CIP19.0706]**

Course Descriptions

CDEC 2426
Administration of Programs for Children I
(4 credits)
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Student will develop an initial operational plan; identify the functions of an administrator; and evaluate an early care and education program. (3 lecture and 2 lab hours per week). **[CIP19.0708]**

CDEC 2428
Administration of Programs for Children II
(4 credits)
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships. Student will discuss codes of ethical conduct; explain the administrator's role in advocacy; describe interpersonal management skills; explain legal issues; and evaluate parent involvement strategies. (3 lecture and 2 lab hours per week). **[CIP19.0708]**

CHEF 1205
Sanitation and Safety
(2 Credits)
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (2 lecture hours per week). Co-requisite: CHEF 1301 **[CIP12.0503]**

CHEF 1264
Practicum - Culinary Arts/Chef Training
(2 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (20 hours per week during a 16-week semester and 29 hours per week during an 11-week semester). Prerequisite: CHEF 1301 **[CIP12.0503]**

CHEF 1265
Practicum
(2 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (20 hours per week during a 16-week semester and 29 hours per week during an 11-week semester). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1291
Current Events in Culinary Arts
(2 Credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include sustainable agriculture, aquaculture, current events affecting food safety and career exploration. (2 lecture hours per week). **[CIP12.0503]**

CHEF 1301
Basic Food Preparation
(3 Credits)
A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (1 lecture and 4 lab hours per week). Co-requisite: CHEF 1205. **[CIP12.0503]**

CHEF 1302
Principles of Healthy Cuisine
(3 Credits)
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Students will modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP 12.0503]**

CHEF 1310
Garde Manger
(3 Credits)
A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Topics will include hot and cold hors d'oeuvres, canapés, salads, basic charcuterie skills, and the preparation of forcemeat items. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1340
Meat Preparation and Cooking
(3 Credits)
Study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist, dry, and combination heat preparation methods as related to both classical and modern methods of preparation of dishes. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1341
American Regional Cuisine
(3 Credits)
A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. The importance of the immigration phenomena in shaping America's cuisine will be examined as students prepare regional specialties. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1345
International Cuisine
(3 Credits)
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 2201
Intermediate Food Preparation
(2 Credits)
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 2302
Saucier
(3 Credits)
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Topics include: the usage and storage of stocks and sauces, emulsions, thickening agents, compound butters, dessert sauces, relishes, chutneys, compotes, vinaigrettes. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEM 1405
Introductory Chemistry I
(4 credits)
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. **[CB40.0501.5103]**

CHEM 1411
General Chemistry I
(4 credits)
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases and an introduction to thermodynamics and descriptive chemistry. It is recommended to have had previous coursework in chemistry within the last five years; at least high school chemistry or CHEM 1405. (3 lecture and 3 lab hours per week). Prerequisites: MATH 1314 with a grade of "C" or better; TSI Reading met. **[CB40.0501.5403]**

CHEM 1412
General Chemistry II
(4 credits)
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. (3 lecture and 3 lab hours per week) Prerequisite: CHEM 1411 with a grade of "C" or better. TSI Reading Met. **[CB40.0501.5703]**

CHEM 2423
Organic Chemistry I
(4 credits)
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 1412 with a grade of "C" or better. TSI Reading Met. **[CB40.0504.5203]**

CHEM 2425
Organic Chemistry II
(4 credits)
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 2423 with a grade of "C" or better. TSI Reading Met. **[CB40.0504.5203]**

CJLE 1211
Basic Firearms
(2 credits)
Firearm safety, cleaning and care techniques, proper shooting principles, and firearm proficiency. This course was designed to be repeated multiple times if content varies. (1 lecture hour / 4 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 1327
Interviewing & Report Writing for Crim. Justice
(3 credits)
Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports. (3 lecture hours per week) **[CIP43.0107]**

CJLE 1329
Basic Peace Office Officer V
(3 credits)
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*** (2 lecture hours / 4 lab hours) **[CIP 43.0107]**

CJLE 1506
Basic Peace Officer I
(5 credits)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 1512
Basic Peace Officer II
(5 credits)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 1518
Basic Peace Officer III
(5 credits)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 1524
Basic Peace Officer IV
(5 credits)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJSA 1308
Criminalistics I
(3 credits)
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. (3 lecture hours per week) **[CIP43.0104]**

CJSA 2323
Criminalistics II
(3 credits)
Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 1308 or CRIJ 2314 or Instructor Approval. **[CIP43.0104]**

CJSA 2364, CJSA 2365
Practicum - Criminal Justice/Safety Studies
(3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Student may enroll in only one practicum course per semester. (21 external hours per week). **[CIP43.0104]**

COMM 1307
Introduction to Mass Communication
(3 credits)
Survey of basic content and structural elements of mass media and their functions and influences on society. (3 lecture hours per week).
[CB09.0102.51 06]

COMM 1318
Photography I
(3 credits)
(Cross-listed as ARTS 2356)
Introduction to the basics of photography, including techniques and equipment operation. Photographic equipment provided. (2 lecture and 4 lab hours per week). **[CIP 50.0605.5126]**

COMM 1319
Photography II
(3 credits)
(Cross-listed as ARTS 2357)
This course extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. An introduction to DSLR technology in video applications will be included. Photographic equipment provided. (2 lecture and 4 lab hours per week). Prerequisite: COMM 1318 or ARTS 2356. **[CIP 50.0605.5226]**

COMM 1336
Video Production I
(3 credits)
Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs. (2 lecture and 4 lab hours per week). **[CB10.0202.5206]**

COMM 1337
Video Production II
(3 credits)
Practical experience in the operation of television studio, control room equipment and field production equipment and includes both pre- and post-production needs. (2 lecture and 4 lab hours per week). **[CB10.0202.52 06]**

COMM 2303
Audio Production
(3 credits)
Practical experience in the operation of audio equipment, including both pre- and post-production needs. (2 lecture and 2 lab hours per week) **[CB10.0202.5106]**

COMM 2311
Media Writing
(3 credits)
Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content. (2 lecture and 4 lab hours per week) **[CB09.0401.5706]**

COMM 2324
Practicum in Electronic Media
(3 credits)
Lecture and lab instruction and participation. (1 lecture and 5 lab hours per week) **[CIP 09.0701.5306]**

COMM 2327
Introduction to Advertising
(3 credits)
Fundamentals of advertising including theory and strategy, copywriting, design, and selection of media. (3 lecture hours per week). **[CIP 09.0903.5106]**

COMM 2331
Radio/Television Announcing
(3 credits)
Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended. (3 lecture hours per week). **[CB 09.0701.5406]**

COMM 2332
Radio/Television News
(3 credits)
Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) **[CB09.0402.5206]**

COMM 2366
Introduction to Cinema
(3 credits)
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (2 lecture and 4 lab hours per week). **[CB50.0602.5126]**

COSC 1436
Programming Fundamentals I - C++
(4 credits)
This course introduces the fundamental concepts of structured programming using C++ and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. (This course is included into the Field of Study Curriculum for Computer Science.) (3 lecture and 3 lab hours per week) **[CB11.0201.5507]**

COSC 1437
Programming Fundamentals II - JAVA
(4 credits)
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design using JAVA. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) (3 lecture and 3 lab hours per week). Prerequisite: COSC 1436 or ITSE 1407 **[CB11.0201.5607]**

COSC 2325
Computer Organization
(3 credits)
The Organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. This course is included in the Field of Study Curriculum for Computer Science. (2 lecture and 4 lab hours per week). Prerequisite: COSC 1436 or ITSE 1407 **[CIP 11.0201.5407]**

COSC 2336
Programming Fundamentals III - Data Structure
(3 credits)
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object oriented language. This course is included in the Field of Study Curriculum for Computer Science. (2 lecture and 4 lab hours per week) Prerequisite: COSC 1437 or ITSE 2417. **[CB11.0201.5707]**

CRIJ 1301
Introduction to Criminal Justice
(3 credits)
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. (3 lecture hours per week). **[CB43.0104.5124]**

CRIJ 1306
Court Systems and Practices
(3 credits)
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. (3 lecture hours per week). **[CB22.0101.5424]**

CRIJ 1307
Crime in America
(3 credits)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). **[CB45.0401.5225]**

CRIJ 1310
Fundamentals of Criminal Law
(3 credits)
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. (3 lecture hours per week). **[CB22.0101.5324]**

CRIJ 1313
Juvenile Justice System
(3 credits)
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 lecture hours per week). **[CB43.0104.5224]**

CRIJ 2301
Community Resources in Corrections
(3 credits)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). **[CB43.0104.5324]**

CRIJ 2313
Correctional Systems and Practices
(3 credits)
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. (3 lecture hours per week). **[CB43.0104.5424]**

CRIJ 2314
Criminal Investigation
(3 credits)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). **[CB43.0104.5524]**

CRIJ 2323
Legal Aspects of Law Enforcement
(3 credits)
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (3 lecture hours per week). **[CB43.0104.5624]**

CRIJ 2328
Police Systems and Practices
(3 credits)
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. (3 lecture hours per week). **[CB43.0104.5724]**

CTEC 1401
Applied Petrochemical Technology (Physics)
(4 credits)
This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). **[CIP 41.0301]**

CTEC 2380
Cooperative Education - Process Technology
(3 credits)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1354. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education is a paid company internship learning experience. Availability of this course depends on available positions in the industry. (1 lecture hour, 20 co-op hours per week). **[CIP 41.0301]**

CVTT 1161
Clinical - Cardiovascular Technology
(1 Credit)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on ECG, Stress Testing, Holter monitoring and patient care. (6 clinical hours per week). Co-requisite: DSAE 1340. **[CIP51.0901]**

DAAC 1304 (see also SOCI 2340)
Pharmacology of Addiction
(3 credits)
Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1305
Co-occurring Disorders
(3 credits)
Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1309
Assessment of Substance-Related and Addictive Disorders
(3 credits)
Exploration of procedures and tools used to identify substance-related and addictive disorders and assess a client's problems, strengths, deficits, and needs. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1311
Counseling Theories
(3 credits)
An examination of major theories and current treatment modalities used in the field of counseling. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1317
Basic Counseling Skills
(3 credits)
An overview and application of the basic counseling skills. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1364
Practicum Substance Abuse/Addiction Counseling
(3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (21 practicum hours per week) **[CIP: 51.1501]**

DAAC 2306
Substance Abuse Prevention
(3 credits)
Examination of substance use disorder prevention. (3 lecture hours per week)
[CIP51.1501]

DAAC 2307
Addicted Family Intervention
(3 credits)
Examination of family systems focusing on the effects of addiction and recovery. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2330
Multicultural Counseling
(3 credits)
An examination of the multicultural counseling theories and characteristics of diverse populations. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2341
Counseling Alcohol and Other Drug Addictions
(3 credits)
Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2343
Current Issues
(3 credits)
Examination of current issues related to substance use and addictive disorders. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2354
Dynamics of Group Counseling
(3 credits)
Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics. (3 lecture hours per week) **[CIP 51.1501]**

DAAC 2380
Cooperative Education - Substance Abuse / Addiction Counseling
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture hour and 20 lab hours per week) **[CIP51.1501]**

DFTG 1305
Technical Drafting
(3 credits)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Create technical sketches, geometric constructions, orthographic projections, pictorial/sectional views, and dimensioned drawings. (2 lecture and 4 lab hours per week) Prerequisites: DFTG 1409. **[CIP15.1301]**

DFTG 1409
Basic Computer Aided Drafting
(4 credits)
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, display, and plot/print working drawings; use file management techniques.. (2 lecture and 4 lab hours per week) Prerequisite: POFI 1301 or as co-requisite with dept. approval. **[CIP15.1302]**

DFTG 1433
Mechanical Drafting
(4 credits)
Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Develop a set of working drawings including assembly, detail, and pictorial. (2 lecture and 4 lab hours per week) Prerequisite: DFTG 1445. **[CIP15.1306]**

Course Descriptions

DFTG 1445
Parametric Modeling and Design
(4 credits)
Parametric-based design software for 3D design and drafting. Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. (2 lecture and 4 lab hours per week). **[CIP15.1306]**

DFTG 2406
Machine Design
(4 Credits)
Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Utilize the steps used in the design process, terminology, and mechanical processes to produce drawings. (2 lecture and 4 lab hours per week). Prerequisite: DFTG 1433. **[CIP15.1306]**

DFTG 2419
Intermediate Computer-Aided Drafting
(4 credits)
AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings to construct a composite drawing, and import and extract data utilizing attributes. (2 lecture and 4 lab hours per week) Prerequisites: DFTG 1409. **[CIP15.1302]**

DFTG 2423
Pipe Drafting
(4 credits)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings. (2 lecture and 4 lab hours per week) Prerequisites: DFTG 2419 or as co-requisite with dept. approval. **[CIP15.1302]**

DFTG 2430
Civil Drafting
(4 credits)
In-depth study of drafting methods and principles used in civil engineering. Interpret field notes; develop documents for a civil project; analyze and layout drainage and utilities infrastructure; and perform related calculations. (2 lecture and 4 lab hours per week). Prerequisites: DFTG 1409 Co requisites: DFTG 2419. **[CIP15.1304]**

DFTG 2435
Advanced Technologies in Mechanical Design & Drafting
(4 credits)
Use parametric-based software for mechanical design for advanced modeling and analysis. Create advanced surfaces, patterns, and sketched features; create simulations of loads and constraints; review and interpret static and thermal analysis; create tables; and customize user interface. (2 lecture and 4 lab hours per week). Prerequisite: DFTG 1433, DFTG 1445. **[CIP15.1306]**

DFTG 2440
Solid Modeling/Design
(4 credits)
AutoCAD. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three dimensional models in design work. Create three-dimensional solid model objects; and generate pictorial and orthographic drawings. (2 lecture and 4 lab hours per week). Prerequisite: DFTG 1409 **[CIP15.1302]**

DFTG 2445
Advanced Pipe Drafting
(4 Credits)
A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. Compile a comprehensive set of construction documents from engineering notes and process flow diagrams; solve design implementation problems; apply appropriate codes and standards; document the implementation of a comprehensive industrial plan; create details for cost effective implementation; and integrate appropriate instrumentation and industrial devices. (2 lecture and 4 lab hours per week). Prerequisite: DFTG 2423 **[CIP15.1302]**

DFTG 2450
Geometric Dimensioning and Tolerancing
(4 credits)
Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Apply tolerance, feature control frame, feature of size, datum, form, orientation, location, runout, and profile controls between various parts. Prerequisite: DFTG 1445. Co-requisite: DFTG 1433. (2 lecture and 4 lab hours per week) **[CIP15.1306]**

DFTG 2457
Advanced Technologies in Pipe Design & Drafting
(4 credits)
Advanced design and production techniques using specialized process plant based design software. Use pipe design software; dimension and annotate pipe drawings; reference materials; apply pipe drafting design methods and standards; develop 2D and 3D drawings; and develop flow diagrams and P&IDs. Prerequisite: DFTG 2423 (2 lecture and 4 lab hours per week) **[CIP15.1302]**

DMSO 1210
Introduction to Sonography
(Any student who would like to explore the profession of Sonography may take this course)
(2 credits)
An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. (2 lecture hours per week). **[CIP51.0910]**

DMSO 1342
Intermediate Ultrasound Physics
(3 credits)
Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. (2 lecture and 2 lab hours per week). **[CIP51.0910]**

DRAM 1120
Theater Practicum I
(1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (4 lab hours per week). **[CB50.0506.5326]**

DRAM 1121
Theater Practicum II
(1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (4 lab hours per week). **[CB50.0506.5326]**

DRAM 1310
Introduction to Theater
(3 credits)
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. (3 lecture and 2 lab hours per week). Prerequisite: INRW 0309 or TSI equivalent. **[CB50.0501.5126]**

DRAM 1330
Stagecraft I
(3 credits)
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309 or TSI equivalent. **[CB50.0502.5126]**

DRAM 1341
Makeup
(3 credits)
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. (2 lecture and 4 lab hours per week). Prerequisite: INRW 0309 or TSI equivalent. **[CB50.0502.5226]**

DRAM 1351
Acting I
(3 credits)
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. (3 lecture and 3 lab hours per week). Prerequisites: INRW 0309 or TSI equivalent. **[CB50.0506.5126]**

DRAM 1352
Acting II
(3 credits)
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. (3 lecture and 3 lab hours per week). **[CB50.0506.5126]**

DRAM 2120
Theater Practicum III
(1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (6 lab hours per week). **[CB50.0506.5326]**

DRAM 2121
Theater Practicum IV
(1 credits)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (6 lab hours per week). **[CB50.0506.5326]**

DRAM 2331
Stagecraft II
(3 credits)
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309 or TSI equivalent. **[CB50.0502.5126]**

DRAM 2336
Voice for the Theater
(3 credits)
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. (3 lecture hours per week). Prerequisite: INRW 0309 or TSI equivalent. [**CB50.0506.5226]**

DRAM 2362
History of the Theater II
(3 credits)
Study of the history of the theater from the Renaissance through today. (3 lecture hours per week). Prerequisites: INRW 0309 or TSI equivalent. **[CB50.0505.5126]**

DRAM 2366
Introduction to Cinema
(3 credits)
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (2 lecture and 4 lab hours per week). Prerequisites: INRW 0309 or TSI equivalent. **[CB50.0602.5126]**

DSAE 1303
Introduction to Echocardiography Techniques
(3 Credits)
An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic evaluation of the normal adult heart. This course will introduce the basic scan protocol including two-dimensional, M-Mode, and Doppler.(2 lecture and 4 lab hours per week) Co-requisite: DSAE 1360. **[CIP51.0910]**

DSAE 1340
Diagnostic Electrocardiography
(3 credits)
Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology. (2 lecture and 4 lab hours per week) **[CIP51.0910]**

DSAE 1360
Clinical - DMST Intro to Echo
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (18 clinical hours per week) Co-requisite: DSAE 1303. **[CIP51.0910]**

DSAE 2303
Cardiovascular Concepts
(Course may be taken in advance or to renew expired A&P II prior to acceptance)
(3 credits)
Anatomy, physiology, and pathophysiology of the cardiovascular system. Focuses on cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases. (3 lecture and 1 lab hours per week). **[CIP51.0910]**

DSAE 2304
Echocardiographic Evaluation of Pathology I
(3 credits)
Adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Emphasis will be placed on valvular, myocardial, hypertensive, and pericardial disease. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 1303 Co-requisite: DSAE 2361. **[CIP51.0910]**

DSAE 2335
Advanced Echocardiography
(3 credits)
Advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing. Topics may include trans esophageal echo, stress echo, 3D/4D echo, Strain Imaging, Vector Imaging, Dysynchrony and CRT, digital echo, contrast echo, intra-operative and intra-cardiac echo. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2337 Co-requisite: DSAE 2462. **[CIP51.0910]**

DSAE 2337
Echocardiographic Evaluation of Pathology II
(3 credits)
A continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease is stressed. Topics may include congenital heart disease, diseases of the aorta and great vessels, cardiac masses and trauma and additional syndromes and diseases relevant to echocardiography. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2304, Co-requisite: DSAE 2461. **[CIP51.09103]**

DSAE 2361
Clinical - DMST Echo I
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the normal adult echocardiogram utilizing a standard scan protocol. (17 clinical hours per week during the 11-week summer term) Prerequisite: DSAE 1360, Co-requisite: DSAE 2304 **[CIP51.0910]**

DSAE 2461
Clinical - DMST Echo II
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on broadening and improving existing skills, recognition, evaluation and measurements of acquired heart disease. (24 clinical hours per week) Prerequisite: DSAE 2361, Co-requisite: DSAE 2337 **[CIP51.0910]**

DSAE 2462
Clinical - DMST Echo III
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the student's skills. (24 clinical hours per week) Prerequisite: DSAE 2461, Co-requisite: DSAE 2335 **[CIP51.0910]**

DSPE 1265
Practicum - DMST, Intro to Pedi Echo
(2 Credits)
Practical general workplace training supported by an individualized learning plan developed by the employer, college, and students. Emphasis will placed on instrumentation, scanning skills, image orientation and patient care. Co-requisite: DSPE 1300. (18 clinical hours per week) **[CIP51.0910]**

DSPE 1300
Introduction to Pediatric Echocardiography Techniques
(3 Credits)
Introduction to pediatric echocardiography techniques and procedures. Emphasis is placed on the sonographic appearance of the normal neonatal and pediatric heart. Basic scan protocol to include 2D, M-mode, Doppler and standard measurements. Emphasis will be placed on recognition of septation defects and persistent fetal circulation. (2 lecture and 4 lab hours per week) Prerequisite: acceptance into program Co-requisite: DSPE 1265. **[CIP51.0910]**

DSPE 2249
Echocardiographic Evaluation of Congenital Heart Disease II
(2 Credits)
This course is a continuation of Echocardiographic Evaluation of Congenital Heart Disease I. Topics will include anomalies of the following: great vessels, ventricles (ie: hypoplasia), and extra cardiac structures. In addition, echo evaluation of post operative repairs and defects shall be included with continued emphasis on quantitative measurements and calculations used during 2D, M-Mode, and Doppler. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 2257, Co-requisite: DSPE 2461 **[CIP51.0910]**

DSPE 2255
Neonatal/Pediatric Patient Care Skills
(2 Credits)
Overview of neonatal and pediatric patient care. Includes age appropriate care, patient safety, infection control, patient monitoring, vital signs, assessment, physical examination, thermal regulation, sedation, and neonatal and infant emergency care. (1 lecture and 3 lab hours per week)
[CIP 51.0910]

DSPE 2257
Echocardiographic Evaluation of Congenital Heart Disease I
(2 Credits)
Methods of evaluating congenital heart disease including physiology and hemodynamics of each of the following: aorta, arch, aortic valve, tetralogy of Fallot, pulmonic valve atresia, tricuspid valve, Ebstein's, and pulmonary veins. The evaluation will also include pathophysiology, quantitative measurements and the application of echo techniques. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 1300, Co-requisite DSPE 2261 **[CIP51.0910]**

DSPE 2259
Advanced Pediatric Echocardiography
(2 Credits)
Specialized techniques in pediatric echocardiography including transesophageal echocardiography, fetal echocardiography, acquired cardiac pathology and additional rare anomalies. (1 lecture and 4 lab hours per week) Prerequisite DSPE 2249 Co-requisite DSPE 2462. **[CIP51.0910]**

DSPE 2261
Clinical - DMST Pediatric Echo I
(2 Credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the abnormal pediatric echocardiogram utilizing a standard scan protocol. (17 clinical hours per week during the 11-week Summer term.) Prerequisite: DSPE 1265, Co-requisite DSPE 2257 **[CIP51.0910]**

DSPE 2461
Clinical - DMST Pediatric Echo II
(4 Credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and quantification of congenital heart disease. (24 clinical hours per week) Prerequisite: DSPE 2261 **[CIP51.0910]**

DSPE 2462
Clinical - DMST Pediatric Echo III
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the students' skills. (24 clinical hours per week). Prerequisite: DSPE 2461 **[CIP51.0910]**

DSVT 1300
Principles of Vascular Technology
(3 credits)
Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams and Carotid Duplex scanning. (2 lecture and 4 lab hours per week) Co-requisite: DSVT 1360 **[CIP51.0910]**

DSVT 1360
Clinical - DMST Introduction to Vascular
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on instrumentation, patient positioning, transducer handling, image orientation, and identification of anatomic structures and waveforms. (18 clinical hours per week) Co-requisite: DSVT 1300. **[CIP51.0910]**

DSVT 2318
Peripheral Vascular Evaluation
(3 credits)
Application of peripheral non-invasive vascular technology for the evaluation and quantification of peripheral vascular diseases. Modalities include venous and arterial duplex and physiologic testing. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2330. Co-requisite: DSVT 2461. **[CIP51.0910]**

DSVT 2330
Cerebral Vascular Evaluation
(3 credits)
Non-invasive technology for the evaluation and quantification of cerebrovascular disease. Modalities include carotid duplex, periorbital Doppler, and transcranial Doppler.(2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300, Co-requisite: DSVT 2361. **[CIP51.0910]**

DSVT 2335
Advanced Vascular Technology
(3 credits)
Non-invasive vascular concepts. Includes harmonics, contrast, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions, and research. Emphasizes extensive review of case studies, technical reporting, preliminary interpretation, and registry review. Other topics will include arterial stiffness, vascular contrast, mapping and guided procedures. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2318 Co-requisite: DSVT 2462. **[CIP51.0910]**

DSVT 2361
Clinical - DMST Vascular I
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on hands-on experience to develop peripheral non-invasive vascular techniques used to evaluate the appearance of normal exams utilizing a standard scan protocol. (17 clinical hours per week during the 11-week summer term) Prerequisite: DSVT 1360, Co-requisite: DSVT 2330. **[CIP51.0910]**

DSVT 2461
Clinical - DMST Vascular II
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (24 clinical hours per week). Prerequisite DSVT 2261; Co-requisite: DSVT 2318. **[CIP51.0910]**

DSVT 2462
Clinical - DMST Vascular III
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of student's skills. (24 clinical hours per week). Prerequisite DSVT 2461; Co-requisite: DSVT 2335. **[CIP51.0910]**

ECON 2301
Principles of Macroeconomics
(3 credits)
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB45.0601.5125]**

ECON 2302
Principles of Microeconomics II
(3 credits)
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB45.0601.5125]**

EDUC 1301
Introduction to the Teaching Profession
(3 credits)
An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and includes 16 hours of field-experience in P-12 schools. (3 lecture and 1 lab hour per week) Prerequisite: TSI R/W Met. **[CB13.0101.5109]**

EDUC 2301
Introduction to Special Populations
(3 credits)
An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy. and Professional Responsibilities standards; and includes 16 hours of field-based in P-12 classrooms with special populations. (3 lecture & 1 lab hour per week). Prerequisite: EDUC 1301. **[CB13.1001.5109]**

EMSP 1160
Clinical - Emergency Medical Technician Basic
(1 credit)
A health-related work-based learning experience that enables the student to apply specialized EMT occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 hours per week external experience). Co-Requisites: Enrollment in EMSP 1501. **[CIP51.0904]**

EMSP 1166
Practicum I - EMT Paramedic
(1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student for the Advanced EMT student. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT Certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. **[CIP51.0904]**

EMSP 1205
Emergency Care Attendant
(2 credits)
Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR). (6 lab hours per week) **[CIP51.0904]**

EMSP 1261
Clinical I - EMT Paramedic
(2 credits)
A health-related work-based learning experience that enables the student to apply specialized paramedic occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (7 lab hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1166. **[CIP51.0904]**

EMSP 1338
Introduction to Advanced Practice
(3 credits)
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and other paramedic related topics. (1 lecture and 3 lab hours per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1355, EMSP 1356, EMSP 1261, EMSP 1166. **[CIP51.0904]**

EMSP 1355
Trauma Management
(3 credits)
Knowledge and skills in the assessment and management of patients with traumatic injuries. (2 hours of lecture and 3 hour of lab per week). Prerequisite: Completion of EMSP 1501, & 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, 1356, 1261, & 1166. **[CIP51.0904]**

EMSP 1356
Patient Assessment and Airway Management
(3 credits)
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. (2 hours of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. **[CIP51.0904]**

EMSP 1501
Emergency Medical Technician - Basic
(5 credits)
Preparation for certification as an Emergency Medical Technician (EMT). (5 lecture and 6 lab hours per week). Pre-requisites: Immunizations, program application. Co-Requisites: Enrollment in EMSP 1160. **[CIP51.0904]**

EMSP 2137
Emergency Procedures
(1 credit)
Application of emergency medical procedures. This course was designed to be repeated multiple times to improve student proficiency. (4 lab hours per week). Prerequisites: EMSP 1160, 1166, 1261, 1338, 1355, 1356, 1501. **[CIP51.0904]**

EMSP 2143
Assessment Based Management
(1 credit)
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level using case study reviews of student pediatric, geriatric, medical and trauma patients. (3 hours of lab per week). Prerequisite: Completion of EMSP 1501, 1160, 1338, 1356, 1355, 1261, 1166. Co-Requisite: Enrollment in EMSP 2166. **[CIP51.0904]**

EMSP 2160
Clinical II - EMT Paramedic
(1 credit)
A health-related work-based learning experience that enables the student to apply specialized cardiovascular theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 2206, EMSP 2305, EMSP 2444. **[CIP51.0904]**

EMSP 2166
Practicum II - EMT Paramedic
(1 credit)
Final paramedic capstone training supported by an individualized learning plan developed by the employer, college, and student. (9 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2243. **[CIP51.0904]**

EMSP 2206
Emergency Pharmacology
(2 credits)
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages as applied to the Paramedic. (2 hours of lecture hours and 1 hour of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160 Texas EMT Intermediate certification. Co-Requisite: Enrollment in EMSP 2160, 2305, 2444. **[CIP51.0904]**

EMSP 2243
Assessment Based Management
(2 credits)
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level using case study reviews of student pediatric, geriatric, medical and trauma patients. (1 hour of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501, 1160, 1338, 1356, 1355, 1261, 1166, 2206, 2305, 2330, 2444, 2160, 2434, 2261. Co-Requisite: Enrollment in EMSP 2166. **[CIP51.0904]**

EMSP 2261
Clinical III - EMT Paramedic
(2 credits)
A clinical-based learning experience that enables the student to apply specialized theory, skills, and concepts to medical, pediatric, geriatric, obstetrical, and psychiatric patients in the clinical hospital setting. Direct supervision is provided by the clinical professional. Pre-requisites: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1355/ EMSP 1356/ EMSP 1261/ EMSP 1166/ EMSP 2305/ EMSP 2444/ EMSP 2206/ EMSP 2160/ EMSP 2434 and EMSP 2330. Texas EMT Intermediate certification. Co-requisite: Enrollment in EMSP 2243 (9 Lab hours per week) .**[CIP51.0904]**

EMSP 2305
EMS Operations
(3 credits)
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents (3 lecture hours). Prerequisite: Completion of EMSP 1501 and 1160. Texas EMT certification. Co-requisite: Enrollment in EMSP 2160, 2206 and 2444. **[CIP51.0904]**

EMSP 2330
Special Populations
(3 credits)
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics as applied to the Paramedic. (2 hours of lecture and 2 hours of lab per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2305 /EMSP 2444/ EMSP 2206/ EMSP 2160. Co-Requisite: EMSP 2243. **[CIP51.0904]**

EMSP 2434
Medical Emergencies
(4 credits)
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics as applied to the Paramedic. (3 hours of lecture and 3 hours of lab per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2206/ EMSP 2305/ EMSP 2444/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2330 **[CIP51.0904]**

EMSP 2444
Cardiology
(4 credits)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (3 hours of lecture and 3 hours of lab and per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160. Co-Requisite: EMSP 2206, EMSP 2305, EMSP 2160. **[CIP51.0904]**

ENDT 1310
Neuroanatomy & Physiology - EEG
(3 credits)
Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Requires departmental approval. (3 lecture hours per week) **[CIP 51.0903]**

ENDT 1345
Applied Electronics & Instrumentation
(3 credits)
Theory & application of electrical concepts, recording techniques, data analysis, and descriptions. Includes electronics & instrumentation associated with the conventional electroencephalograph such as the power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-Hz filters), the writer unit, electrical output, electrical safety, and standards for clinical electroencephalographs. Also covers ambulatory monitoring & digital electroencephalography. Requires departmental approval.   (2 lecture hours & 2 lab hours per week) **[CIP 51.0903]**

ENDT 1350
Electroencephalography
(3 credits)
The field of electroencephalography (EEG) and its use in medicine & surgery. Emphasizes patient hookup, taking histories, careful handling of the patient, and reviewing normal and abnormal brainwaves, identifying artifacts, EEG instrumentation, pattern recognition, and sleep recordings. Includes examination of EEG findings in neurological disease and introduces special EEG procedures. Requires departmental approval. (2 lecture hours & 2 lab hours per week) **[CIP 51.0903]**

ENDT 1463
Clinical I - Electroneurodiagnostics Technology
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (16 clinical hours per week) Prerequisites: ENDT 1345, ENDT 1350, Co-requisite: ENDT 2320. **[CIP 51.0903]**

ENDT 2210
Evoked Potentials
(2 credits)
Evoked potentials (EP) instrumentation, EP history, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators. Includes recording evoked potentials from volunteers and observing the effect of different variables. Emphasizes somatosensory, visual and brainstem auditory evoked responses, and practical application and evaluation of EP data. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350. **[CIP 51.0903]**

ENDT 2215
Nerve Conduction Studies
(2 credits)
Electrodiagnostics, principles of nerve conduction studies, and methods designed to assess neuromuscular transmission. Includes conventional and single-fiber electromyography and methods designed for reaching less accessible regions of the nervous system. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350 **[CIP 51.0903]**

ENDT 2320
Electroneurodiagnostics Technology I
(3 credits)
Electroneurodiagnostics and normal functional neuroanatomy and physiology. Explores abnormal functional neuroanatomy and physiological conditions and correlates. Includes an examination of electroencephalographic sign of cerebral disorders, the study of specific neurological disease entities, and the integration of electroencephalography patterns for cerebral disorders and diagnosis. (2 lecture hours & 2 lab hours per week) Prerequisites: ENDT 1350 & ENDT 1345. **[CIP 51.0903]**

ENDT 2425
Electroneurodiagnostics Technology II
(4 credits)
Electroneurodiagnostics and normal and abnormal functional neuroanatomy and physiology. This course is designed to further explore and introduce specific neurological disease processes and integrate electroencephalographic patterns for these processes. Identifies abnormal functional neuroanatomy & physiological conditions and electroencephalographic correlates. (3 lecture & 2 lab hours per week) Prerequisites: ENDT 1463 Co-requisites: ENDT 2463. **[CIP 51.0903]**

ENDT 2463
Clinical II - Electroneurodiagnostics Technology
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Prerequisites: ENDT 1463 Co-requisite: ENDT 2425. **[CIP 51.0903]**

ENDT 2661
Clinical III - Electroencephalography
(6 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (24 clinical hours per week) Prerequisites: ENDT 1463, ENDT 2463. **[CIP 51.0903]**

ENGL 1301
Composition I
(3 credits)
Intensive study of and practice in writing process, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individual student evulation. (3 lecture hours per week). Prerequisite: TSI R/W Met. **[CB23.1301.5112]**

ENGL 1302
Composition II
(3 credits)
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individualized student evaluation. (3 lecture hours per week). Prerequisite: ENGL 1301 or its equivalent. **[CB23.1301.5112]**

ENGL 2307
Creative Writing
(3 credits)
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB23.1302.5112]**

ENGL 2311
Technical & Business Writing
(3 credits)
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedure, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. (3 lecture hours per week). Prerequisite: ENGL 1301 **[CB23.1303.5112]**

ENGL 2322
British Literature I
(3 credits)
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB23.1404.5112]**

ENGL 2323
British Literature II
(3 credits)
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB23.1404.5112]**

ENGL 2327
American Literature I
(3 credits)
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. (3 lecture hours per week) Prerequisite: ENGL 1301 **[CB 23.1402.5112]**

ENGL 2328
American Literature II
(3 credits)
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. (3 lecture hours per week) Prerequisite: ENGL 1301. **[CB 23.1402.5112]**

ENGL 2332
World Literature I
(3 credits)
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB16.0104.5213]**

ENGL 2333
World Literature II
(3 credits)
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1302. **[CB16.0104.5213]**

ENGL 2351
Mexican-American Literature
(3 credits)
A survey of Mexican American/Chicanx literature from Mesoamerica to the present. Students will study literary works of fiction, poetry, drama, essays, and memoirs in relation to their historical, linguistic, political, regional, gendered, and cultural contexts. Texts will be selected from a diverse group of authors, literary movements, and media forms. Topics and themes may include the literary performance of identity and culture, aesthetic mediation of racialization, struggle and protest, and artistic activism. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB05.0203.5525]**

ENTC 1423
Strength of Materials
(4 credits)
Study of the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles behind moments of interim and explain the relationship between that principle and the shape's cross-sectional geometry and reference axis; and calculate the torsional shearing stress on a solid round shaft subjected to various torques and horsepower requirements. Prerequisite: TECM 1317 (2 lecture and 4 lab hours per week). **[CIP15.0000]**

ESOL 0301
ESOL Oral Communication
(3 credits)
Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Focus on increasing English fluency from basic to mid-intermediate levels. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). **[CB32.0108.5512]**

ESOL 0302
ESOL Reading and Vocabulary
(3 credits)
Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Focus on increasing English fluency from mid-intermediate to advanced levels, with an emphasis on preparation for academic classes. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). **[CB32.0108.5612]**

FREN 1411
Beginning French I
(4 credits)
This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week). **[CB16.0901.5113]**

FREN 1412
Beginning French II
(4 credits)
This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Successful completion of FREN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). **[CB16.0901.5113]**

FREN 2311
Intermediate French I
(3 credits)
This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) **[CB16.0901.5213]**

FREN 2312
Intermediate French II
(3 credits)
This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) **[CB16.0901.5213]**

GEOG 1303
World Regional Geography
(3 credits)
A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). Prerequisites: TSI R/W Met **[CB45.0701.5325]**

GEOL 1301
Earth Sciences for Non-Science Majors I
(3 credits)
Offered only for Texas Dept. of Criminal Justice students.
Survey of geology, meteorology, oceanography, and astronomy. (3 lecture hours per week). Prerequisite: TSI Reading Met. **[CB40.0601.5103]**

GEOL 1303
Physical Geology
(3 credits)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture hours per week). Prerequisite: TSI Reading Met. **[CB40.0601.5403]**

GEOL 1401
Earth Science for Non-Science Majors I
(4 credits)
Survey of geology, meteorology, oceanography, and astronomy. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. **[CB40.0601.5103]**

GEOL 1403
Physical Geology
(4 credits)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. **[CB40.0601.5403]**

GEOL 1404
Historical Geology
(4 credits)
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. (3 lecture & 3 lab hours per week) Prerequisite: GEOL 1403. **[CB40.0601.5403]**

GEOL 1405
Environmental Science
(4 credits)
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. **[CB03.0103.5301]**

GEOL 1445
Oceanography
(4 credits)
Survey of oceanography and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI Reading and M0312 Met. **[CB40.0601.5103]**

GEOL 1447
Meteorology
(4 credits)
Survey of meteorology and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI Reading and M0312 Met. **[CB40.0601.5103]**

GOVT 2305
Federal Government
(3 credits)
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individualized student evaluation. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB 45.1002.5125]**

GOVT 2306
Texas Government
(3 credits)
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individualized student evaluation. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 45.1002.5125]**

GOVT 2311
Mexican-American Politics
(3 credits)
The study of Mexican-American/Chicano/a politics within the American political experience. (3 lecture hours per week). **[CB05.0203.5425]**

HAMG 1321
Introduction to the Hospitality Industry
(3 Credits)
Explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. Explain and discuss the role of service in the hospitality industry. (3 lecture hours per week). **[CIP52.0901]**

HAMG 1324
Hospitality Human Resources Management
(3 Credits)
A study of the principles and procedures of managing people in the hospitality workplace. Topics include a systematic approach to human resources planning and implementation as it applies to the hospitality industry; including the procedures involved in making hiring decisions; training and federal laws related to employment. (3 lecture hours per week). **[CIP52.0901]**

HECO 1322
Nutrition & Diet Therapy
* The classroom course is only offered face to face in the fall semester. The internet course is offered each semester.
(3 credits)
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Cross-listed with BIOL 1322. **[CIP19.0501.5109]**

HIST 1301
United States History I
(3 credits)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individualized student evaluation. (3 lecture hours per week). Prerequisites: TSI R/W Met.
[CB54.0102.5125]

HIST 1302
United States History II
(3 credits)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individualized student evaluation. (3 lecture hours per week). Prerequisites: TSI R/W Met.
[CB54.0102.5125]

HIST 2301
Texas History
(3 credits)
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB 54.0102.5225]**
*Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.

HIST 2321
World Civilizations I
(3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. (3 lecture hours per week). Prerequisites: TSI R/W Met **[CB54.0101.5325**

HIST 2322
World Civilizations II
(3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB54.0101.5325]**

HIST 2327
Mexican-American History I
(3 credits)
A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include early indigenous societies, conflict and conquest, early European colonization and empires, New Spain, early revolutionary period, Mexican independence and nation building, United States expansion to the United States-Mexico War Era. Themes to be addressed are mestizaje and racial formation in the early empire, rise and fall of native and African slavery, relationship to early global economies, development of New Spain's/Mexico's northern frontier, gender and power, missions, resistance and rebellion, emergence of Mexican identities, California mission secularization, Texas independence, United States' wars with Mexico, and the making of borders and borderlands. (May be applied to U.S. History requirement.) (3 lecture hours per week). Prerequisites: TSI R/W Met **[CB05.0203.5225]**

HIST 2328
Mexican-American History II
(3 credits)
A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include the United States-Mexico War Era, incorporation of Northern Mexico into the United States, Porfirian Mexico, and the nineteenth century American West, 1910 Mexican Revolution and Progressive Era, the Great Depression and New Deal, World War II and the Cold War, Civil Rights Era, Conservative Ascendancy, the age of NAFTA and turn of the 21st Century developments. Themes to be addressed are the making of borders and borderlands, impact of Treaty of Guadalupe Hidalgo, gender and power, migration and national identities, citizenship and expulsion, nineteenth century activism and displacement, industrialization and the making of a transnational Mexican working class, urbanization and community formation, emergence of a Mexican American Generation, war and citizenship, organized advocacy and activism, Chicano Movement, changing identifications and identities, trade and terrorism. (May be applied to U.S. History requirement.) (3 lecture hours per week). Prerequisites: TSI R/W Met **[CB05.0203.5225]**

HIST 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week) **[CB45.0101.5125]**

HITT 1211
Health Information Systems
(2 credits)
Introduction to Health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health. (2 lecture and 2 lab hours per week). **[CIP51.0707]**

HITT 1249
Pharmacology
(2 credits)
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. (2 lecture hours per week). **[CIP51.0707]**

HITT 1260
Clinical - Health Information
(2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week). **[CIP51.0707]**

HITT 1301
Health Data Content & Structure
(3 credits)
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. (2 lecture and 2 lab hours per week). [**CIP51.0707**]

HITT 1305
Medical Terminology I
(3 credits)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week). [**CIP51.0707**]

HITT 1305
Medical Terminology I
(3 credits)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week). [**CIP51.0707**]

HITT 1341
Coding & Classification Systems
(3 credits)
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. (2 lecture and 2 lab hours per week). [**CIP51.0707**]

HITT 1345
Health Care Delivery Systems
(3 credits)
Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies. (3 lecture hours per week). [**CIP51.0707**]

HITT 1353
Legal & Ethical Aspects of Health Information
(3 credits)
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. (3 lecture hours per week). [**CIP51.0707**]

HITT 1355
Health Care Statistics
(3 credits)
Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data. (2 lecture and 2 lab hours per week). [**CIP51.0707**]

HITT 2166
Practicum - Health Information
(1 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (10 lab hours per week). [**CIP51.0707**]

HITT 2245
Coding Certification Exam Review
(2 credits)
Review of coding competencies and skills inpreparation for a coding certification exam. (2 lecture hours per week). [**CIP51.0707**]

HITT 2249
RHIT Competency Review
(2 credits)
Review Health Information Technology (HIT) competencies, skills, and knowledge. (2 lecture hours per week). [**CIP51.0707**]

HITT 2335
Coding & Reimbursement
(3 credits)
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. (2 lecture and 2 lab hours per week). [**CIP51.0707**]

HITT 2343
Quality Assessments & Performance Improvement
(3 credits)
Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. (3 lecture lab hours per week). [**CIP51.0707**]

HITT 2346
Advanced Medical Coding
(3 credits)
Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. (2 lecture and 2 lab hours per week). [**CIP51.0707**]

HPRS 1304
Basic Health Profession Skills
(3 credits)
A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Emphasis will be placed on hospital skills and assessment. Prerequisite: Requires departmental approval (Fall-Neurodiagnostics, Spring-Polysomnography, Summer-Diagnostic Medical Sonography) (2 lecture and 2 lab hours per week). [**CIP51.0000**]

HPRS 2201
Pathophysiology
(2 credits)
Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. (2 lecture lab hours per week). [**CIP51.0000**]

HRPO 1311
Human Relations
(3 credits)
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week). [**CIP52.1003**]

HRPO 2301
Human Resources Management
(3 credits)
Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives. (3 lecture hours per week). [**CIP52.1001**]

HRPO 2303
Employment Practices
(3 credits)
A study of employment issues including techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO recordkeeping, and Affirmative Action Plans. (3 lecture hours per week) [**CIP52.1001**]

HUMA 1301
Introduction to Humanities I
(3 credits)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. (3 lecture hours per week). Prerequisites: TSI R/W Met.
[**CB 24.0103.5112**]

HUMA 1302
Introduction to Humanities II
(3 credits)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. (3 lecture hours per week). Prerequisites: TSI R/W Met. [**CB24.0103.5112**]

HUMA 1305
Introduction to Mexican-American Studies
(3 credits)
This interdisciplinary survey examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican-American/ Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican-American experience. (3 lecture hours per week) **[CB 05.0203.5125]**

HUMA 1311
Mexican-American Fine Arts Appreciation
(3 credits)
This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, drama, and dance) and the ways in which they express the values of the Mexican-American/Chicano/a experience. (3 lecture hours per week) **[CB 50.0703.5426]**

IFWA 1217
Food Production and Planning
(2 Credits)
Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). **[CIP12.0508]**

IFWA 1310*
Nutrition and Menu Planning
(3 credits)
Application of principles of nutrition in planning menus for the food service industry. (3 lecture hours per week) **[CIP 12.0508]**

IFWA 1318
Nutrition for the Food Service Professional
(3 Credits)
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 lecture hours per week). **[CIP12.0508]**

IMED 1416
Web Page Design I
(4 credits)
Instruction in web page design and related graphic design including mark-up languages, and browser issues. (3 lecture and 3 lab hours per week) **[CIP11.0801]**

IMED 2415
Web Design
(4 credits)
Mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. (3 lecture and 3 lab hours per week) **[CIP 11.0801]**

INRW 0309
Developmental Integrated Reading & Writing I
(3 credits)
Integration of critical reading and academic writing skills. Successful completion of this course prepares the student to enroll in INRW 0310 or INRW 0311/ ENGL 1301. (3 lecture hours per week) Prerequisite: Appropriate TSI R/W test scores. **[CB32.0108.5912]**

INRW 0310
Developmental Integrated Reading & Writing II
(3 credits)
Integration of critical reading and academic writing skills. Successful completion of this course fulfills TSI requirements for reading and/or writing. (3 lecture hours per week) Prerequisite: INRW 0309 or appropriate TSI R/W test scores. **[CB32.0108.5912]**

INRW 0311
Developmental Integrated Reading & Writing II
(3 credits)
Integration of critical reading and academic writing skills. Enrollment in this course requires concurrent enrollment in ENGL 1301 and fulfills TSI requirements for reading and writing. (3 lecture hours per week) Prerequisite: INRW 0309 or appropriate TSI R/W test scores; Co-requisite: ENGL-1301. **[CB32.0108.5912]**

ITMT 1357
Administering a Windows Server Operating System
(3 credits)
A study of administrative tasks needed to maintain a Windows Server operating system including user and group management, network assess and data security. Topics include how to implement, configure and manage Group Policy infrastructure, Group Policy objects (GPOs) using links, security groups, WMI filters, loopback processing, preference targeting and troubleshooting policy application. (2 lecture and 2 lab hours per week.) **[CIP 11.0901]**

ITMT 1358
Windows Client Operating System
(3 credits)
A study of Windows operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions; security features; network connectivity; setup of external devices; optimization and customization; and deployment of application, with hand-on experience. (2 lecture and 2 lab hours per week.) **[CIP 11.0901]**

ITMT 2301
Windows Server 2008 Network Infrastructure Configuration
(3 credits)
A course in Windows Server 2008 networking infrastructure to include installation, configuration, and troubleshooting of Internet Protocol (IP) addressing, network services and security. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1357 or ITMT 1358. **[CIP 11.0901]**

ITMT 2302
Windows Server 2008 Active Directory Configuration
(3 credits)
A study of Active Directory Service on Windows Server 2008. Concepts of resource management within an enterprise network environment. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1357 or ITMT 1358. **[CIP 11.0901]**

ITMT 2305
Designing & Implementing Server Infrastructure
(3 credits)
This course covers planning and deploying a server infrastructure; designing and implementing network infrastructure services; designing and implementing network access services and Active Directory infrastructure. (2 lecture and 2 lab hours per week.) Prerequisite: ITMT 1357 or ITMT 1358 **[CIP 11.0901]**

ITMT 2322
Windows Server 2008 Applications Infrastructure Configuration
(3 credits)
A course in the installation, configuring, maintaining, and troubleshooting of an Internet Information Services (IIS) 7.0 web server and Terminal Services in Windows Server 2008. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. **[CIP 11.0901]**

ITNW 1313
Computer Virtualization
(3 credits)
Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1357 or ITMT 1358. **[CIP 11.0901]**

ITNW 1325
Fundamentals of Networking
(3 credits)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 lab hours per week). Prerequisite: ITNW-1358. **[CIP 11.1002]**

ITNW 1353
Supporting Network Server Infrastructure
(3 credits)
Installing, configuring, managing, and supporting a network infrastructure. Install and configure DHCP, DNS, remote access, network security using public key infrastructure; integrate network services; and deploy operating systems using remote installation services. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302.
[CIP 11.0901]

Course Descriptions

ITNW 1354
Implementing and Supporting Servers
(3 credits)
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. **[CIP 11.0901]**

ITNW 1358
Network+
(3 credits)
Assists individuals in preparing for the Computer Technology Industry Association (Comp TIA) Network+ certification exam and career as a network professional. (2 lecture & 2 lab hours per week). **[CIP 11.0901]**

ITNW 2321
Networking with TCP/IP
(3 credits)
Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Configure IP addressing and routing; design and implement a domain name server; implement static and dynamic IP addressing; explain subnets and supernets; and use network management utilities to manage and troubleshoot IP networks. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. **[CIP 11.0901]**

ITSE 1407
Introduction to C++ Programming
(4 credits)
Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/out devices, and files. (3 lecture and 3 lab hours per week). **[CIP 11.0201]**

ITSE 1431
Introduction to Visual Basic Programming
(4 credits)
Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 lab hours per week). **[CIP 11.0201]**

ITSE 2337
Assembly Language Programming
(3 credits)
Comprehensive coverage of low-level computer operations and architecture. Develop executable programs based on a machine architecture; 'create documentation; and incorporate input/output and file handling. (2 lecture and 4 lab hours per week. Prerequisites: ITSE 1407 or COSC 1436. **[CIP 11.0201]**

ITSE 2345
Data Structures
(3 credits)
Design and analysis of data structures and their operations. (2 lecture and 4 lab hours per week.) Prerequisite: ITSE 2417or COSC 1437 **[CIP 11.0801]**

ITSE 2409
Database Programming
(4 credits)
Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 lab hours per week). **[CIP11.0802]**

ITSE 2417
Java Programming
(4 credits)
Java programming for applications and web applets. (3 lecture and 3 lab hours per week.) Prerequisite: ITSE 1407 or COSC 1436 **[CIP 11.0201]**

ITSW 1404
Introduction to Spreadsheets
(4 credits)
Instruction in the concepts, procedures, and application of electronic spreadsheets. This course will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. (3 lecture and 3 lab hours per week). **[CIP11.0301]**

ITSY 1342
Information Technology Security
(3 credits)
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. **[CIP11.1003]**

LGLA 1301
Legal Research & Writing
(3 credits)
This course presents the fundamentals of effective legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 1311
Introduction to Law
(3 credits)
This course presents legal terminology relating to substantive areas of law and the federal and state judicial systems and emphasizes the paralegal's role in the legal system. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 1323
Employment Law
(3 credits)
This course presents fundamental concepts of employment law, including employment contracts, at-will employment, governmental regulations, and discrimination issues, emphasizing the paralegal's role in employment law. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 1345
Civil Litigation
(3 credits)
This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in the civil litigation process. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 1351
Contract Law
(3 credits)
This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 1353
Wills, Trusts, and Probate Administration
(3 credits)
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 1355
Family Law
(3 credits)
This course presents fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property and the parent-child relationship with emphasis on the paralegal's role in family law. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 1380
Cooperative Education I - Paralegal
(3 credits)
Career-related activities encountered in the student's areas of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: LGLA 1301, 1345, 1353, 1355, 2303, 2313, BCIS 1305 or POFI 1301, TSI R/W Met. **[CIP 22.0302]**

LGLA 2303
Torts and Personal Injury Law
(3 credits)
This course presents fundamental concepts of tort and personal injury law including intentional torts, negligence and strict liability with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 2305
Interviewing and Investigating
(3 credits)
A study of techniques used to locate, gather, document and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 2311
Business Organizations
(3 credits)
This course presents basic concepts of business organizations including law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities with emphasis on the paralegal's role. (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 2313
Criminal Law and Procedure
(3 credits)
This course present fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system. (3 lecture hours per week.) Prerequisites: TSI R/W Met. **[CIP 22.0302]**

LGLA 2323
Intellectual Property
(3 credits)
This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing of documents related to patents, copyrights, trademarks and processes of intellectual property litigation. Emphasizes the paralegal's role in intellectual property law. (3 lecture hours per week). Prerequisites: TSI R/W Met.
 [CIP 22.0302]

LGLA 2381
Cooperative Education II - Paralegal
(3 credits)
Career-related activities encountered in the student's areas of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: LGLA 1301, 1345, 1353, 1355, 2303, 2313, 1380, BCIS 1305 or POFI 1301, TSI R/W Met. **[CIP 22.0302]**

MATH 0310
Developmental Mathematics - Beginning Algebra
(3 credits)
This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system, algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problems solving. (3 lecture hours per week). **[CB32.0104.5119]**

MATH 0311
Foundations of Math Reasoning
(3 credits)
This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system, algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problems solving. (3 lecture hours per week). **[CB32.0104.5119]**

MATH 0312
Developmental Mathematics - Intermediate Algebra
(3 credits)
A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Student enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. (3 lecture hours per week). **[CB32.0104.5219]**

MATH 0314
Developmental Mathematics - Co-req for College Algebra
(3 credits)
This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Student enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. Co-requisite: MATH-1314. (3 lecture hours per week). **[CB32.0104.5119]**

MATH 0324
Developmental Mathematics - Co-req for Business Math
(3 credits)
This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Student enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. Co-requisite: MATH-1324. (3 lecture hours per week). **[CB32.0104.5119]**

MATH 0332
Developmental Mathematics - Co-req for Quantitative Reasoning
(3 credits)
This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Co-requisite: MATH-1332. (3 lecture hours per week). **[CB32.0104.5119]**

MATH 0342
Developmental Mathematics - Co-req for Elementary Statistics
(3 credits)
Thi course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Co-requisite: MATH-1342. (3 lecture hours per week). **[CB32.0104.5119]**

MATH 1314
College Algebra
(3 credits)
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 or equivalent with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: TSI Math Met. **[CB27.0101.5419]**

MATH 1324
Mathematics for Business & Social Sciences
(3 credits)
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational functions, to problems in business, economics, and the social sciences is addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. (3 lecture hours per week). Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 or equivalent with a grade of A, B, or C. **[CB27.0301.5219]**

MATH 1325
Calculus for Business & Social Sciences
(3 credits)
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics and social sciences. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. **[CB27.0301.5319]**

MATH 1332
Quantitative Reasoning
(3 credits)
Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication are embedded throughout the course. Additional topics may be covered. (3 lecture hours per week). Prerequisite: TSI Math Met or MATH 0311 or 0312. **[CB27.0101.5119]**

MATH 1342
Elementary Statistical Methods
(3 credits)
This course includes collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. (3 lecture hours per week). Prerequisites: TSI Math Met or MATH 0311 or 0312. **[CB27.0501.5119]**

MATH 1350
Mathematics for Teachers I
(3 credits)
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. (3 lecture hours per week) Prerequisite: MATH 1314 or equivalent or higher level math. **[CB27.0101.5619]**

MATH 1351
Mathematics for Teachers II
(3 credits)
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. (3 lecture hours per week) Prerequisite: MATH 1314 or MATH 1350 or equivalent. **[CB27.0101.5719]**

MATH 2318
Linear Algebra
(3 credits)
Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science engineering. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. **[CB27.0101.6319]**

MATH 2320
Differential Equations
(3 credits)
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. **[CB27.0101.6419]**

MATH 2412
Pre-Calculus Math
(4 credits)
In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individualized student evaluation. (4 lecture hours per week). Prerequisite: MATH 1314 with a "C" or higher or departmental approval. **[CB27.0101.5819]**

MATH 2413
Calculus I
(4 credits)
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. (4 lecture hours per week). Prerequisites: MATH 2412 with a "C" or higher or departmental approval. **[CB27.0101.5919]**

MATH 2414
Calculus II
(4 credits)
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. (4 lecture hours per week). Prerequisites: MATH 2413 with a "C" or higher or equivalent course. **[CB27.0101.6019]**

MATH 2415
Calculus III
(4 credits)
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. (4 lecture hours per week). Prerequisite: MATH 2414 or equivalent course. **[CB27.0101.6119]**

MRKG 1311
Principles of Marketing
(3 credits)
Offered Spring Semester Only
This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of environmental, economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week). **[CIP52.1401]**

MRKG 1391
Special Topics in Marketing and Marketing Management
(3 Credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. This course examines the characteristics of the service domain which today is the dominate industry in the United States. The planning, organization, production and marketing of quality services will be the focus of the course. It is designed to help develop an understanding of the unique marketing needs and management challenges faced by service organizations through examining customer interactions and perceptions to service experiences. (3 lecture hours per week). Prerequisite: MRKG 1311 **[CIP 52.1401]**

MRKG 2349
Advertising & Sales Promotions
(3 credits)
Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. (3 lecture hours per week). Prerequisite: MRKG-1311. **[CIP52.1401]**

MUAP 1217, 1218
Applied Music Woodwind
(2 credits each)
These courses provide individual instruction in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 1237, 1238
Applied Music Brass
(2 credits each)
These courses provide individual instruction in trumpet, trombone, French horn or tuba. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 1257, 1258
Applied Music Percussion
(2 credits each)
These courses provide individual instruction in the percussion instruments that include the standard orchestral/band instruments and drum set. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 1261, 1262
Applied Music Guitar
(2 credits each)
These courses provide individual instruction in guitar. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 1269, 1270
Applied Music Piano
(2 credits each)
These courses provide individual instruction in piano. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 1281, 1282
Applied Music Voice
(2 credits each)
These courses provide individual instruction in voice. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 1291, 1292
Applied Music Composition
(2 credits each)
These courses provide individual instruction in composing in small forms for simple media in both traditional styles and styles of the student's choice. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 2217, 2218
Applied Music Woodwind
(2 credits each)
These courses provide individual instruction in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 2237, 2238
Applied Music Brass
(2 credits each)
These courses provide individual instruction in trumpet, trombone, French horn or tuba. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 2257, 2258
Applied Music Percussion
(2 credits each)
These courses provide individual instruction in percussion instruments that include the standard orchestral/band instruments and drum set. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 2261, 2262
Applied Music Guitar
(2 credits each)
These courses provide individual instruction in guitar. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 2269, 2270
Applied Music Piano
(2 credits each)
These courses provide individual instruction in piano. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 2281, 2282
Applied Music Voice
(2 credits each)
These courses provide individual instruction in voice. (2 lecture hours per week). **[CB50.0903.5426]**

MUAP 2291, 2292
Applied Music Composition
(2 credits each)
These courses provide individual instruction in composing in larger forms in both traditional styles and styles of the student's choice. (2 lecture hours per week) **[CB50.0903.5426]**

MUEN 1122, 1123, 2122, 2123
Concert Band
(1 credit each)
This large instrumental ensemble rehearses and performs standard and contemporary wind ensemble literature. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5526]**

MUEN 1125, 1126, 2125, 2126
Jazz Band
(1 credit each)
This small instrumental ensemble rehearses and performs standard and contemporary jazz and rock music. Membership is open to all students by approval of the instructor. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5526]**

MUEN 1135, 2135
Jazz Lab
(1 credit each)
This small instrumental ensemble rehearses and performs standard and contemporary combo literature. This course can be repeated for credit. (3 hours per week). **[CB50.0903.5626]**

MUEN 1141, 1142, 2141, 2142
Concert Choir
(1 credit each)
This large vocal ensemble rehearses and performs traditional and contemporary choral literature. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5726]**

MUEN 1151, 1152, 2151, 2152
Chamber Singers
(1 credit)
This small vocal ensemble rehearses and performs traditional and contemporary chamber choir literature. Membership is available to all students by audition. Students are expected to also enroll in Concert Choir. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5826]**

MUEN 1159, 2159
Vocal Ensemble (Musical Theater)
(1 credit each)
These courses are for students who are either in the cast or crew of a musical. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5826]**

MUSI 1116
Sight Singing & Ear Training I
(1 credit)
Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony. (3 lecture per week). Co-requisite: MUSI 1311. **[CB50.0904.5626]**

MUSI 1117
Sight Singing & Ear Training II
(1 credit)
Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony. (3 lecture per week). Prerequisite: MUSI 1116; Co-requisite: MUSI 1312. **[CB50.0911.5126]**

MUSI 1181
Class Piano I
(1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). **[CB50.0907.5126]**

MUSI 1182
Class Piano II
(1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). **[CB50.0907.5126]**

MUSI 1183
Voice Class
(1 credit)
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. (1 lecture and 2 lab hours per week). **[CB50.0908.5126]**

MUSI 1188
Percussion Class
(1 credit)
Class instruction in the fundamentals techniques of playing and teaching percussion instruments. (1 lecture and 2 lab hours per week). **[CB50.0903.5126]**

MUSI 1192
Guitar Class
(1 credit)
Class instruction in the fundamental techniques of playing guitar. (1 lecture and 2 lab hours per week). **[CB50.0911.5126]**

MUSI 1301
Fundamentals of Music
(3 credits)
Introduction to the basic elements of music theory, for non-music majors; scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm. (Course does not apply to a music major degree.) (3 lecture hours per week). Prerequisite: INRW 0309 or TSI equivalent. **[CB50.0904.5526]**

MUSI 1306
Music Appreciation
(3 credits)
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) (3 lecture hours per week). Prerequisites: INRW 0309or TSI equivalent. **[CB50.0902.5126]**

MUSI 1307
Music Literature
(3 credits)
A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation. (3 lecture hours per week). TSI R/W met. **[CB50.0902.5226]**

MUSI 1310
American Music
(3 credits)
General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. (3 lecture hours per week). Prerequisite: INRW 0309or TSI equivalent. **[CB50.0902.5326]**

MUSI 1311
Music Theory I
(3 credit)
The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, seventh chords, and early four-part writing. Analysis of small compositional forms. (3 lecture hours per week). Prerequisite: TSI Reading met; Co-requisite: MUSI 1116. **[CB50.0911.5126]**

MUSI 1312
Music Theory II
(3 credit)
The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chort tones, and functional harmony. Introduction to the more complex topics such as modulation may occur. (3 lecture per week). Prerequisite: MUSI 1311 or TSI Reading; Co-requisite: MUSI 1117. **[CB50.0911.5126]**

MUSI 2116
Sight Singing & Ear Training III
(1 credits)
Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (3 lecture hour per week). Prerequisite: MUSI 1217. Co-requisite: MUSI 2211. **[CB50.0904.5726]**

MUSI 2117
Sight Singing & Ear Training IV
(1 credits)
Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony. (3 lecture hour per week). Prerequisite: MUSI 2116. Co-requisite: MUSI 2312. **[CB50.0904.5726]**

MUSI 2181
Class Piano III
(1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). **[CB50.0907.5126]**

MUSI 2182
Class Piano IV
(1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week) **[CB50.0907.5126]**

MUSI 2311
Music Theory III
(3 credit)
Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. (3 lecture hours per week) Prerequisite: MUSI 1312. Co-requisite: MUSI 2116. **[CB50.0904.5226]**

MUSI 2312
Music Theory IV
(3 credit)
Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. (3 lecture hour per week) Prerequisite: MUSI 2311. Co-requisite: MUSI 2117. **[CB50.0904.5226]**

NCBM 0110
Bridge to Intermediate Algebra
(1 credit)
This NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. (1 lecture hour per week). **[CB32.0104.5319]**

NCBM 0112
Bridge to College Algebra
(1 credit)
This NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. (1 lecture hour per week). **[CB32.0104.5419]**

NCBM 0200
Non-Course Based Mathematics
(2 credits)
This NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. (2 lecture hours per week). Co-requisite: MATH 0311 or MATH 0310. **[CB32.0104.5519]**

NCCI 0101
Writing for Non-Native Speakers
(1 credit)
Focuses on strategies and techniques of writing and composition. Open only to non-native speakers. NCCI is a companion non-course based option to ENGL 1301 and ENGL 1302 for international students and non-native speakers. Topics include American academic rhetorical structure, cultural expectations, student-specific English grammar and language patterns, as well as supporting ENGL 1301 instruction. NCCI is a Non-Course Based ESOL class. (1.5 lecture hours per week). **[CB32.0108.6312]**

NCCN 0101
ESOL Self Paced Study
(1 credit)
Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Combines technology-based instruction with tutorials to help students pursue personal goals. (1.5 lecture hours per week). **[CB32.0108.6412]**

NCRW 0200
Non-Course Basic Reading and Writing
(2 credit)
Features the integration of critical reading and academic writing skills. Small group, project-based instruction to improve literacy skills, build confidence and expand knowledge of the English language. (2 lecture hours per week.) Co-requisite: INRW 0309. **[CB32.0108.6912]**

PHED 1123, 2122, 2123
Physical Fitness and Weight Training
(1 credit)
This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 lab hours per week) **[CB36.0108.5123]**

PHED 2138
Fitness Walking
(1 credit)
This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 lab hours per week) **[CB36.0108.5123]**

PHED 1150, 2150
Individual and Dual Sports - Fitness & Wellness
(1 credit)
This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 lab hours per week). **[CB36.0108.5123]**

PHED 1301
Foundations of Kinesiology
(3 credits)
The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities. This course will be offered during the Fall semester only. (3 lecture hours per week)**. [CB31.0501.5223]**

PHED 1304
Personal Community Health I
(3 credits)
This course investigates the principles of practices in relation to personal and community health. This course will be offered during the Spring semester only. (3 lecture hours per week). **[CB51.1504.5116]**

PHED 1306
First Aid
(3 credits)
Theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. This course will be offered during the Spring semester only. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB51.1504.5316]**

PHED 1308
Sports Officiating I
(3 credits)
This course provides instruction in rules, interpretation, and mechanics of officiating selected sports. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB31.0101.5123]**

PHED 1321
Coaching/Sports/Athletics I
(3 credits)
This course explores the history, theories, philosophies, rules, and terminology of competitive sports. (3 lecture hours per week). **[CB31.0505.5123]**

PHED 1346
Drug Use and Abuse
(3 credits)
A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. This course will be offered during the Fall semester only. (3 lecture hours per week). **[CB51.1504.5216]**

PHED 2100, 2101, 2117, 2118
Advanced Baseball
(1 credit each)
These courses are for advanced baseball players. (3 lab hours per week). **[CB36.0108.5123]**

PHED 2102, 2103, 2119, 2120
Advanced Fast-Pitch Softball
(1 credit each)
These courses are for advanced fast-pitch softball players. (3 lab hours per week). **[CB36.0108.5123]**

PHIL 1301
Introduction to Philosophy
(3 credits)
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. (3 lecture hours per week) Prerequisite: TSI R/W Met. **[CB38.0101.5112]**

PHIL 1304
Introduction to World Religions
(3 credits)
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam, Sikhism, Jainism, and Shinto. (3 lecture hours per week) Prerequisite: TSI R/W Met**. [CB38.0201.5212]**

PHIL 2306
Introduction to Ethics
(3 credits)
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. (3 lecture hours per week) Prerequisite: TSI R/W Met. **[CB38.0101.5312.203]**

PHRA 1143
Pharmacy Technician Certification Review
(1 credits)
A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE). (1 lecture hours per week). **[CIP 51.0805]**

PHRA 1301
Introduction to Pharmacy
(3 credits)
An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1304
Pharmacotherapy & Disease Process
(3 credits)
A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. (3 lecture hours per week). Prerequisites: PHRA 1301, PHRA 1309, PHRA 1441. **[CIP 51.0805]**

PHRA 1305
Drug Classification
(3 credits)
A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1309
Pharmaceutical Mathematics I
(3 credits)
Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Pre- or Co-requisite: PHRA 1361. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1315
Pharmacy Terminology
(3 credits)
A study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1340
Pharmacy Third Party Payment
(3 credits)
Overview of third party payment and its impact on health care. Includes the principles and practices of managed care pharmacy. Medicaid and Medicare, payment plans, reimbursement methods, and formularies. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1345
Compounding, Sterile Preparations
(3 credits)
The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. (2 lecture and 3 lab hours per week). Prerequisite: PHRA 1441 and PHRA 1449. **[CIP 51.0805]**

PHRA 1347
Pharmaceutical Mathematics II
(3 credits)
Advanced concepts of Pharmaceutical Mathematics. Prerequisite: PHRA 1309. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1361
Clinical I - Pharmacy Tech
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (9 Clinical hours per week) Pre- or co-requisite: PHRA 1301, 1305 and 1309. **[CIP51.0805]**

PHRA 1413
Community Pharmacy Practice
(4 credits)
Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. (3 lecture and 3 lab hours per week) **[CIP51.0805]**

PHRA 1441
Pharmacy Drug Therapy and Treatment
(4 credits)
Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. (3 lecture and 2 lab hours per week). Prerequisite: PHRA 1305. **[CIP 51.0805]**

PHRA 1449
Institutional Pharmacy Practice
(4 credits)
Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. (3 lecture and 3 lab hours per week). Prerequisite: PHRA 1413. **[CIP 51.0805]**

PHRA 2262
Clinical II - Pharmacy Technician
(2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 clinical hours per week). Prerequisites: PHRA 1361. **[CIP 51.0805]**

Course Descriptions

PHRA 2263
Clinical III - Pharmacy Technician
(2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(6 clinical hours per week). Prerequisites: PHRA 2262. **[CIP 51.0805]**

PHYS 1301
Essentials of College Physics
(3 credits)
Offered only for Texas Dept. of Criminal Justice students. Fundamental principles of physics, using algebra and trigonometry; the principles of applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Law of Motion, and gravitation and other fundamental forces; with emphasis on problems solving. (3 lecture hours per week) Prerequisite: TSI Reading Met. **[CB 40.0801.5303]**

PHYS 1401
College Physics I
(4 credits)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. (3 lecture and 3 lab hours per week). Prerequisite: MATH 2412, TSI Reading Met. **[CB40.0801.5303]**

PHYS 1402
College Physics II
(4 credits)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. It is recommended that a student receive a grade of a "C" or better in PHYS 1401 before taking this course. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 1401. TSI Reading Met. **[CB40.0801.5303]**

PHYS 1403
Stars and Galaxies
(4 credits)
Study of stars, galaxies, and the universe outside our solar system. Cross-listed as ASTR 1403. (3 lecture and 3 lab hours per week). **[CB40.0201.5103]**

PHYS 1404
Solar System
(4 credits)
Study of the sun and its solar system, including its origin. Cross-listed as ASTR 1404. (3 lecture and 3 lab hours per week). **[CB40.0201.5203]**

PHYS 2425
University Physics I
(4 credits)
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. (3 lecture and 3 lab hours per week). Prerequisites: TSI Reading Met, and MATH 2413. **[CB 40.0101.5403]**

PHYS 2426
University Physics II
(4 credits)
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. It is recommended that a student receive a grade of a "C" or better in PHYS 2425 before taking this course. (3 lecture and 3 lab hours per week). Prerequisites: TSI Reading Met, and PHYS 2425. **[CB 40.0101.5703]**

POFI 1301
Computer Applications I
(3 credits)
Overview of computer office applications using Microsoft Office 2016 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (2 lecture and 3 lab hour per week) **[CIP 52.0407]**

POFI 1341
Computer Applications II
(3 credits)
Continued study of current computer terminology and technology. Advanced skill development in computer software applications and procedures. End-of-Course Outcomes: Apply advanced skills to produce documents using Visio, Adobe Acrobat, SAP Publisher and Microsoft Project. Prerequisite: POFI 1301, POFI 1401 or BCIS 1305. (2 lecture and 3 lab hours per week). **[CIP 52.0407]**

POFI 1349
Spreadsheets
(3 credits)
Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301, POFI 1401 or BCIS 1305 or departmental approval. (2 lecture and 3 lab hours per week) **[CIP 52.0407]**

POFI 2301
Word Processing
(3 credits)
Word processing software Microsoft Word 2013 focusing on business applications. Prerequisite: POFI 1301, POFI 1401 or BCIS 1305. (2 lecture and 3 lab hours per week). **[CIP 52.0407]**

POFL 1340
Legal Office Procedures II
(3 credits)
Advanced administrative duties of the legal administrative assistant. Distinguish the types of activities legal support personnel perform; implement office technology; evaluate organizational and time management principles; and analyze traits of professionalism for the legal administrative assistant. Prerequisite: POFT 1309 (2 lecture and 3 lab hours per week). **[CIP 22.0301]**

POFM 1317
Medical Administrative Support
(3 credits)
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: HITT 1305 and POFI 1301. (2 lecture and 3 lab hours per week). **[CIP 51.0716]**

POFT 1300
Career Exploration & Planning
(3 credits)
An introduction to career exploration, educational planning, and job searching. The student will have the opportunity to identify career options and aptitudes; explain the nature of the career decision-making process and its ongoing application; develop a resume and cover letter; demonstrate interviewing skills; and describe follow-up procedures. (2 lecture & 3 lab hour per week). **[CIP 52.0401]**

POFT 1309
Business Office Procedures I
(3 credits)
Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) **[CIP 52.0401]**

POFT 1319
Records & Information Management I
(3 credits)
Introduction to basic records information management filing systems including manual and electronic filing. (2 lecture and 3 lab hours per week). **[CIP 52.0401]**

POFT 1325
Business Math Using Technology
(3 credits)
Skill development in business math problem-solving using electronic technology. (2 lecture & 3 lab hour per week). **[CIP 52.0408]**

POFT 1329
Beginning Keyboarding
(3 credits)
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 lecture and 3 lab hours per week) **[CIP 52.0408]**

POFT 1382, 2382
Cooperative Education - Office Occupations and Clerical Services
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) **[CIP 52.0408]**

PSGT 1171
Sleep Practice Management
(1 credit)
Advanced course preparing the student for lab management. Emphasis will be placed on preparing the student for sleep lab management and lab accreditation. Each student will create a sleep lab policy and procedure manual and develop a cost analysis for supplies needed to run a 2-bed sleep lab. (2 lab hours per week). Prerequisite: PSGT 2411. **[CIP 51.0903]**

PSGT 1205
Neurophysiology of Sleep
(2 credits)
Review of the human central nervous system as related to sleep. Emphasis on associated wave patterns and collection and utilization of sleep histories. Requires departmental approval. (2 lecture hours per week) **[CIP 51.0903]**

PSGT 1260
Clinical I - Polysomnography
(2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Prerequisite: PSGT-1400. **[CIP 51.0903]**

PSGT 1310
Neuroanatomy and Physiology
(3 credits)
Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Requires departmental approval. (3 lecture hours per week) **[CIP 51.0903]**

PSGT 1340
Sleep Disorders
(3 credits)
Disorders that affect sleep. Includes insomnia, circadian rhythm disorders, narcolepsy, sleep disordered breathing, REM Behavior, movement and neuromuscular disorders, medical, and psychiatric. Requires departmental approval. (2 lecture & 2 lab hours per week) **[CIP 51.0903]**

PSGT 1400
Polysomnography I
(4 credits)
Introduction to polysomnographic technology. Includes terminology, instrumentation, patient safety, infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions. Requires departmental approval. (2 lecture and 5 lab hours per week). **[CIP 51.0903]**

PSGT 2205
Sleep Scoring & Staging
(2 credits)
Development of skills for sleep scoring, staging, and record preparation. Prerequisite: PSGT 1400. (1 lecture and 3 lab hours per week) **[CIP 51.0903]**

PSGT 2250
Infant and Pediatric Polysomnography
(2 credit)
Sleep physiology and the normal sleep patterns of the infant and pediatric population. Includes opportunities to perform a pediatric study. (2 lecture hours per week). Prerequisite: PSGT 2411. **[CIP 51.0903]**

PSGT 2411
Polysomnography II
(4 credits)
Current practices in polysomnography. Includes the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of polysomnography data. (2 lecture and 5 lab hours). Prerequisite: PSGT 1400. **[CIP 51.0903]**

PSGT 2660
Clinical II - Polysomnography
(6 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (28 clinical hours per week) Prerequisite: PSGT 1260, Co-requisite: PSGT 2411. **[CIP 51.0903]**

PSGT 2661
Polysomnography Clinical III
(6 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (28 clinical hours per week) Prerequisite: PSGT 2660. **[CIP 51.0903]**

PSTR 1301
Fundamentals of Baking
(3 Credits)
The Fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (1 lecture and 4 lab hours per week). Co-requisite: CHEF 1301 **[CIP12.0501]**

PSYC 1300
Learning Framework
(3 credits)
A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (3 lecture hours per week). **[CB42.2701.5125]**

PSYC 2301
General Psychology
(3 credits)
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individualized student evaluation. (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB42.0101.5125]**

PSYC 2306
Human Sexuality
(3 credits)
This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as SOCI 2306) (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB 42.0101.5325]**

PSYC 2307
Adolescent Psychology
(3 credits)
This course explores the physical, behavioral, mental, emotional, and social changes that accompany growth and development in adolescence. The purpose of this course is provide an overview of theories, research, issues, and applications related to adolescent development. (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB42.2703.5125]**

PSYC 2308
Child Psychology
(3 credits)
This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB42.2703.5125]**

PSYC 2314
Life-Span Growth & Development
(3 credits)
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB42.2703.5125]**

PSYC 2315
Psychology of Adjustment
(3 credits)
Study of the processes involved in adjustment of individuals to their personal and social environments. (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB42.0101.5625]**

PSYC 2316
Psychology of Personality
(3 credits)
Study of various approaches to determinants, development, and assessment of personality. (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB42.0101.5725]**

PSYC 2317
Statistical Methods in Psychology
(3 credits)
Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology. (3 lecture hours per week) Prerequisites: PSYC 2301 and TSI Math 0311/0312 Met. **[CB42.0101.5225]**

PSYC 2319
Social Psychology
(3 credits)
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as SOCI 2326) (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB42.2707.5125]**

PSYC 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (2 lecture & 3 co-op hours per week) Prerequisites: TSI R/W Met. **[CB45.0101.5125]**

PTAC 1302
Introduction to Process Technology
(3 credits)
An introduction to process operations in refineries and chemical plants. The course includes: industry terminology, process technician duties, responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements of the process technician, family, and career considerations is included. (3 lecture hours, 1 lab hour per week). **[CIP 41.0301]**

PTAC 1308
Safety, Health, and Environment
in the Process Industry
(3 credits)
An overview of safety, health, and environmental issues in the performance of all job tasks. This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water, electricity, light hydrocarbons, operating hazards, properties of hazardous materials, personal protective equipment, engineering and administrative controls, testing equipment; and regulatory review–Federal, state, local. (3 lecture hours, 1 lab hour per week) **[CIP 41.0301]**

PTAC 1310
Process Technology I (Equipment)
(3 credits)
This course reviews the fundamentals and operating considerations of common process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. Prerequisite: PTAC 1302. (3 lecture hours, 1 lab hours per week) **[CIP 41.0301]**

PTAC 1332
Process Instrumentation I
(3 credits)
This course is the study of the common types of industrial processes and introduces students to the instruments in the primary process control loops including temperature, pressure, flow level, analyzer, pH and conductivity, piping and instrument diagrams and symbols. This course focuses on analog and digital control system, distributive control and process logic control, manual, auto, cascade, split range, ratio, feedback and feed forward control. Students will trace and understanding the control systems on several training units and a series of Simtronics process control simulators that requires students to complete off hours simulator lab assignments. Prerequisite: PTAC 1302 (3 lecture & 1 lab hour per week) **[CIP 41.0301]**

PTAC 1354
Industrial Processes
(3 credits)
This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 1 lab hours per week) Prerequisite: PTAC 2420. **[CIP 41.0301]**

PTAC 2314
Quality (including SPC and Economics)
(3 credits)
Students will study the background and applications of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvements. This course includes advanced quality techniques employed by industry to remain competitive in today's global economy. The widespread use of statistical techniques is stressed. Students learn principles of data handling, plotting, flow charting, histograms, standard deviation, control charts, cause and effect diagrams, etc. Principles of economics, as they affect unit, plant and corporate realizations are explored to give the student a foundation in the factors which affect business profitability. Team activities are a fundamental part of this course. This course is only offered on-line via MyBlackboard. Access to high-speed Internet is recommended. Completion of ORNT-0100 is required. (2 lecture hours, 2 lab hours per week) **[CIP41.0301]**

PTAC 2420
Process Technology II (Systems)
(4 credits)
A study of various process systems including related scientific principles. This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; cooling systems, utilities, and auxiliary systems. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 1310. **[CIP41.0301]**

PTAC 2436
Process Instrumentation II
(4 credits)
This course continues with Simtronics simulations practices and hands on operation on several training modules. Course topics include process and instrumentation loop tracking and memorizations, position management, signal transmission and communication, automatic controls, safety instrumented systems and instrument and control applications. Students will get practical experience in the operations of distributive control using Emerson DeltaV and Siemens PLC. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332. **[CIP41.0301]**

PTAC 2438
Process Technology III (Operations)
(4 credits)
This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college utilities facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332 & 2420. **[CIP410301]**

PTAC 2446
Process Troubleshooting
(4 credits)
This course introduces students to different types of troubleshooting techniques and describes how these methods are used to solve problems in various process operations. Teams of students are given field problems which they approach from both a technical and practical viewpoint. The text includes specific problems which are presented in a comprehensive and easy to understand style. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420 **[CIP41.0301]**

RNSG 1129
Integrated Nursing Skills II
(1 credit)
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the lifespan. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. (3 lab hours per week). Prerequisite: RNSG 1219. **[CIP 51.3801]**

RNSG 1219
Integrated Nursing Skills I
(2 credits)
Study of the concepts and principles necessary to perform basic nursing skills for diverse patients across the lifespan; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgement, skills, and professional values within a legal/ethical framework. (1 lecture and 3 lab hours per week). Prerequisites: Admission into the ADN Program. **[CIP 51.3801]**

RNSG 1240
Professional Nursing Skills for Articulating Students
(2 credits)
Demonstration of professional nursing skills and procedures; and utilize critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. (1 lecture and 3 lab hours per week). Prerequisites: Admission into the ADN Program.
[CIP 51.3801]

RNSG 1260
Clinical I RN
(2 credits)
A health related work-based learning experience that introduces the student in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adults and family. Clinical education is an unpaid learning experience. (6 lab hours per week) Prerequisites: Admission into the ADN Program. Co-requisite: RNSG 1523. **[CIP 51.3801]**

RNSG 1262
Clinical RN Transition
(2 credits)
A health related work-based learning experience that introduces the vocational nurse in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (6 lab hours per week) Prerequisites: Admission into the ADN Program, Co-requisite: RNSG 1327. **[CIP 51. 3801]**

RNSG 1327
Transition to Professional Nursing
(3 credits)
Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. (2 lecture hours and 3 lab hours per week). Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. Co-requisite: RNSG 1262. **[CIP 51. 3801]**

RNSG 1461
Clinical II RN
(4 credits)
A health related work-based learning experience in medical/surgical settings that enables the student to apply professional nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (12 lab hours per week). Prerequisites: RNSG 1260. Co-requisite: RNSG 2504. **[CIP 51.3801]**

RNSG 1523
Introduction to Professional Nursing for Integrated Programs
(5 credits)
Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the lifespan; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to patients across the lifespan; and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 3 lab hours per week). Prerequisites: BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301. Admission into the ADN Program. Co-requisites: RNSG 1260, PSYC 2314. **[CIP51.3801]**

RNSG 2435
Integrated Patient Care Management
(4 credits)
Application of independent nursing interventions to care for patients and families throughout the lifespan whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgement, skills, and professional values within a legal/ethical framework. (3 lecture and 3 lab hours per week). Prerequisite: RNSG 2514. Co-requisite: RNSG 2463. **[CIP 51.3801]**

RNSG 2462
Clinical III RN
(4 credits)
A health-related work-based learning experience that enables the student to apply nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (12 lab hours per week). Prerequisite: RNSG 1461 or RNSG 1262. Co-requisite: RNSG 2514. **[CIP 51.3801]**

RNSG 2463
Clinical IV RN
(4 credits)
A health related work-based learning experience that enables the student to apply nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (12 lab hours per week) Prerequisite: RNSG 2462. Co-requisite: RNSG 2435. **[CIP 51.3801]**

RNSG 2504
Integrated Care of the Patient with Common Health Care Needs
(5 credits)
Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the lifespan with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. (4 lecture and 4 lab hours per week). Prerequisite: RNSG 1523. Co-requisite: RNSG 1461.
[CIP 51.3801]

RNSG 2514
Integrated Care of the Patient with Complex Health Care Needs
(5 credits)
Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the lifespan with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. (4 lecture and 2 lab hours per week). Prerequisites: BIOL 2420 and RNSG 2504 or RNSG 1327. Co-requisite: RNSG 2462. **[CIP 51.3801]**

RSPT 1166
Practicum - Respiratory Care Therapist
(1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (8 lab per week) **[CIP 51.0908]**

RSPT 1207
Cardiopulmonary Anatomy and Physiology
(2 credits)
Anatomy and physiology of the cardiovascular and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory physiology. (2 lecture and 1 lab hour per week) Prerequisite: INRW 0309 or TSI equivalent. Co-requisite: RSPT 1166. **[CIP51.0908]**

RSPT 1225
Respiratory Care Sciences
(2 credits)
Physics, mathematics, and chemistry as related to respiratory care. (2 lecture and 1 lab hours per week) Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309; Co-requisite: RSPT 1166. **[CIP51.0908]**

RSPT 1262
Clinical II - Respiratory Care Therapist
(2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specifically, this course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. Prerequisite: RSPT 1266. (11 lab hours per week). Requires departmental approval. **[CIP51.0908]**

RSPT 1266
Practicum I - Respiratory Care Therapist
(2 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course gives students the opportunity to perform and demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. Prerequisite: RSPT 1166. (16 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 1310
Respiratory Care Procedures I
(3 credits)
Essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease. Prerequisite: PSGT 1400 (2 lecture and 2 lab hours per week) **[CIP51.0908]**

RSPT 1331
Respiratory Care Fundamentals II
(3 credits)
Prepare equipment for function, operation, and cleanliness; perform lung expansion therapy, bronchial hygiene therapy, artificial airway insertion, manual resuscitation, suctioning, and pulse oximetry; identify equipment malfunctions; and maintain patient records. Co-requisite: RSPT 1166. (2 lecture and 3 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 1429
Respiratory Care Fundamentals I
(4 credits)
Utilize data related to patient assessment; prepare equipment for function, operation, and cleanliness; perform infection control, vital signs, physical assessment, medical gas therapy, and humidity/aerosol therapy; identify equipment malfunctions; and maintain patient records. Co-requisite: RSPT 1166. (3 lecture and 2 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2166
Practicum V - Respiratory Care Therapist
(1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course is designed for the student to rotate through specialty areas including the pulmonary function lab, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. Prerequisite: RSPT 1166. (8 lab hours per week). Requires departmental approval. **[CIP51.0908]**

RSPT 2217
Respiratory Care Pharmacology
(2 credits)
A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. Co-requisite: RSPT 1266. (2 lecture and 1 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2230
Respiratory Care Examination Preparation
(2 credit)
Comprehensive review to optimize respiratory care credentialing exam success. Co-requisite: RSPT 2267. (1 lecture and 3 lab hours per week.) Requires departmental approval. **[CIP51.0908]**

RSPT 2239
Advanced Cardiac Life Support
(2 credits)
Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification based on American Heart Association standards. Requires departmental approval. (1 lecture and 4 lab hours per week) **[CIP51.0908]**

RSPT 2266
Practicum III - Respiratory Care Therapist
(2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. Prerequisite: RSPT 1262. (16 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2267
Practicum IV - Respiratory Care Therapist
(2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. Prerequisite: RSPT 2266. (18 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2305
Pulmonary Diagnostics
(3 credits)
The theories and techniques involved in pulmonary function testing, blood gas analysis, and quality control. Co-requisite: RSPT 1262. (2 lecture and 3 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2310
Cardiopulmonary Disease
(3 credits)
Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Co-requisite: RSPT 1266. (2 lecture and 2 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2314
Mechanical Ventilation II
(3 credits)
The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. This course is a continuation of Mechanical Ventilation I, designed to provide the student with the opportunity to set up, operate, and troubleshoot various volume ventilators on the market today. Emphasis will be placed on building skills needed to work with volume and pressure ventilators. Co-requisite: RSPT 1262. (2 lecture and 2 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2355
Critical Care Monitoring
(3 credits)
Advanced monitoring techniques used to assess a patient in the critical care setting. This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring and chest drainage. Co-requisite: RSPT 2266. (2 lecture and 4 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2414
Mechanical Ventilation I
(4 credits)
The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/ principles of mechanical ventilation. Co-requisite: RSPT 1266. (3 lecture and 4 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2453
Neonatal/Pediatric Cardiopulmonary Care
(4 credits)
A study of neonatal and pediatric cardiopulmonary care. This course explores the care of the pediatric patient in regards to cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development, diseases, equipment and therapeutic techniques used in treating these diseases are covered. Also included in this course is a PALS certification course and a NRP certification course. Co-requisite: RSPT 2266. (3 lecture & 2 lab hours per week) Requires departmental approval. **[CIP51.0908]**

RSTO 2301
Principles of Food and Beverage Controls
(3 Credits)
A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (3 lecture hours per week). Prerequisite: BCIS 1305. **[CIP12.0504]**

RTVB 1150
Radio Experience I
(1 credit)
Laboratory experience in radio operation and announcing by broadcasting on a radio station. (4 lab hours per week). **[CIP 09.0701]**

RTVB 1301
Broadcast/Digital Media News Writing
(3 credits)
Instruction in the writing of news copy for broadcast and various digital media content. (2 lecture and 4 lab hours per week). **[CIP09.0701]**

RTVB 1309
Audio/Radio Production I
(3 credits)
Concepts and techniques of sound production including basic recording, mixing, and editing techniques. (2 lecture and 2 lab hours per week) **[CIP09.0701]**

RTVB 1321
TV/Video Field Production
(3 credits)
Video field camera set up and operation for broadcast and digital media. Incorporates basic editing and field audio techniques. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 1325
TV Studio Production
(3 credits)
Basic television studio production planning, directing and techniques commonly used with video, audio and lighting equipment. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 1355
Radio and Television Announcing
(3 credits)
Radio and television announcing skills such as voice quality, articulation, enunciation, and pronunciation. Includes preparation for on air and voice over positions. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 1380,1381, 2380, 2381
Cooperative Education – Radio and Television
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) . **[CIP09.0701]**

RTVB 1391
Special Topics in Radio and Television Broadcasting
(3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 2250
Radio Experience II
(2 credits)
Advanced lab experience in radio operation and announcing by broadcasting on a radio station. (4 lab hours per week). **[CIP 09.0701]**

RTVB 2331
Audio/Radio Production III
(3 credits)
Advanced concepts in audio/radio recording and editing. Includes digital editing, sound processing systems, and multi-track mix-down recording techniques. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 2337
TV/Video Production Workshop I
(3 credits)
Design and production of video content for location or studio shoots adhering to deadline and quality control restrictions. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 2340
Portfolio Development
(3 credits)
Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester. (1 lecture and 7 lab hours per week) Prerequisite: RTVB 1301 or COMM 2311 **[CIP 09.0701]**

RTVB 2380
Cooperative Education - Radio & TV
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. 1 hour lecture and 20 hours of lab per week) **[CIP 09.0701]**

SCIT 1414
Applied General Chemistry
(4 credits)
Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry--the many families that are found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours, 3 lab hours per week) **[CIP 40.0501]**

SCIT 1420
Physics for Allied Health
(4 credits)
An introduction to physics with emphasis on application to health related fields of study. Topics include forces, motion, work and energy, fluids, heat, electricity and magnetism, wave motion, sound, electromagnetic radiation, and nuclear radiation. Prerequisite: TSI Math 0312 or equivalent met (3 lecture and 3 lab hours per week) **[CIP51.000]**

SCWK 1313
Introduction to Social Work
(3 credits)
An overview of the social work profession and introduction to the terms, concepts, people, and critical events that have shaped the profession. (3 lecture hours per week) **[CIP 44.0701]**

SOCI 1301
Introduction to Sociology
(3 credits)
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. When offered as an Honors class, this course will feature a seminar setting, additional coursework, and individualized student evaluation. (3 lecture hours per week) Prerequisites: TSI R/W Met.
[CB45.1101.51 25]

SOCI 1306
Social Problems
(3 credits)
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. (3 lecture hours per week) Prerequisites: TSI R/W Met.
[CB45.1101.5225]

SOCI 2301
Marriage and the Family
(3 credits)
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB45.1101.5425]**

SOCI 2306
Human Sexuality
(3 credits)
This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as PSYC 2306) (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB42.0101.5325]**

SOCI 2319
Minority Studies
(3 credits)
This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion. (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB45.1101.53 25]**

SOCI 2326
Social Psychology
(3 credits)
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as PSYC 2319) (3 lecture hours per week) Prerequisites: TSI R/W Met. **[CB42.2707.5125]**

SOCI 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (2 lecture & 3 co-op hours per week) Prerequisites: TSI R/W Met. **[CB45.0101.5125]**

SPAN 1411
Beginning Spanish I
(4 credits)
This course provides basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. (3 lecture and 2 lab hours per week). **[CB16.0905.5113]**

SPAN 1412
Beginning Spanish II
(4 credits)
This course provides continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at a high beginner to low intermediate level. Prerequisite: Successful completion of SPAN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). **[CB16.0905.5113]**

SPAN 2311
Intermediate Spanish I
(3 credits)
This course consolidates skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week). **[CB16.0905.5213]**

SPAN 2312
Intermediate Spanish II
(3 credits)
This course continues the consolidation of skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hours per week). **[CB16.0905.5213]**

SPAN 2313
Spanish for Native/Heritage Speakers I
(3 credits)
This course builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home - based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish - speaking world. Prerequisite: Placement Exam. (3 lecture hours and 1 lab hour per week) **[CB16.0905.5213]**

SPAN 2315
Spanish for Native/Heritage Speakers II
(3 credits)
This course builds upon existing oral proficiencies of heritage speakers of Spanish. It enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 2313 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture hours and 1 lab hour per week). **[CB16.0905.5213]**

SPCH 1315
Public Speaking
(3 credits)
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. (3 lecture hours per week). Prerequisite: TSI Reading Met. **[CB23.1304.5312]**

SPCH 1318
Interpersonal Communication
(3 credits)
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. (3 lecture hours per week). Prerequisites: TSI R/W Met. **[CB23.1304.5412]**

SPCH 1321
Business & Professional Communication
(3 credits)
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. (3 lecture hours per week). Prerequisite: TSI Reading Met. **[CB23.1304.5212]**

SPCH 2335
Argumentation and Debate.
(3 credits)
Theory and practice in argumentation and debate including analysis, reasoning, organization, strategy, and refutation. (3 lecture hours per week). Prerequisite: TSI Reading Met **[CB23.1304.5912]**

TECA 1303
Family, School and Community
(3 credits)
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences. (3 lecture and 1 field experience hour per week). Prerequisite: TSI R/W Met. **[CB13.0101.5209]**

TECA 1318
Wellness of the Young Child
(3 credits)
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. (3 lecture and 1 field experience hour per week). Prerequisite: TSI R/W Met. **[CB13.01015309]**

TECA 1354
Child Growth and Development
(3 credits)
A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (3 lecture hours per week). Prerequisite: TSI R/W Met. **[CB13.1202.5209]**

TECM 1303
Technical Calculations
(3 credits)
Specific mathematical calculations required by business and industry; Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). Solve business/industry problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement (standard and/or metric). (3 lecture and 1 lab hour per week) **[CIP 27.0301]**

TECM 1317
Technical Trigonometry
(3 Credits)
Triangular measurements and calculations used in technical/industrial applications. Calculate right triangles and oblique triangles; convert between polar and rectangular vectors; add and subtract vectors; and analyze sine and cosine waveforms used in technical/industrial applications. (2 lecture and 2 lab hours per week) Prerequisite: Math 1314. **[CIP27.0301]**

VNSG 1122
Vocational Nursing Concepts
(1 credit)
Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. End-of-Course Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week). **[CIP 51.3901]**

VNSG 1160
Clinical I - Vocational Nurse
(1 credit)
A health related work-based experience, that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. End-of-Course Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written & verbal communication skills using the terminology of the occupation and the business/industry. (5 clinical hours per week). Co-requisite: VNSG 1423. **[CIP 51.3901]**

VNSG 1219
Leadership & Professional Development
(2 credits)
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. End-of-Course Outcomes: The student will describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; explain the Texas Board of Nursing Rules and Regulations and the Nurse Practice Act; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week). **[CIP 51.3901]**

VNSG 1226
Gerontology
(2 credits)
Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging and explores perceptions towards care of the older adult. End-of-Course Outcomes: the student will describe the aspects of aging; discuss disease processes associated with aging; and identify perceptions related to care of the older adult. (2 lecture hours per week). Co-requisite: VNSG 1661. **[CIP 51.3901]**

VNSG 1227
Essentials of Medication Administration
(2 credits)
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. End-of-Course Outcomes: The student will demonstrate accurate dosage calculation; demonstrate safe medication administration and accurately document medication administration. (1 lecture and 2 lab hours per week). **[CIP 51.3901]**

VNSG 1230
Maternal - Neonatal Nursing
(2 credits)
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the focused assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. End-of-Course Outcomes: The student will discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process. (2 lecture hours per week). Co-requisite: VNSG 1661. **[CIP 51.3901]**

VNSG 1234
Pediatrics
(2 credits)
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process. End-of-Course Outcomes: The student will identify safety principles related to childcare; discuss primary nursing care of the pediatric patient and family during the health and disease; and apply concepts of growth and development to the care of pediatric patients utilizing the nursing process. (2 lecture hours per week). Co-requisite: VNSG 1661. **[CIP 51.3901]**

VNSG 1301
Mental Health and Mental Illness
(3 credits)
Study of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy. End-of-Course Outcomes: The student will identify the characteristics of mental health; identify common mental illness and maladaptive behaviors; describe trends in psychotherapeutic treatment; discuss the application of therapeutic communication skills; and assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior. (3 lecture hours per week). **[CIP 51.3901]**

VNSG 1329
Medical Surgical Nursing I
(3 credits)
Application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. End-of-Course Outcomes: The student will identify components of the health-illness continuum; identify prevalent medical surgical conditions affecting the adult and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Co-requisite: VNSG 1660. **[CIP 51.3901]**

VNSG 1331
Pharmacology
(3 credits)
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. End-of-Course Outcomes: The student will identify properties, effects, and principles of pharmacotherapeutic agents; and explain nursing interventions associated with the various pharmacotherapeutic agents. (3 lecture hours per week). **[CIP 51.3901]**

VNSG 1332
Medical - Surgical Nursing II
(3 credits)
Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. End-of-Course Outcomes: The student will explain the components of the health-illness continuum; assess prevalent medical surgical conditions affecting the adult and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Co-requisite: VNSG 1660. **[CIP 51.3901]**

VNSG 1420
Anatomy & Physiology for Allied Health
(4 credits)
Study of the structure (anatomy) and function (physiology) of the human body including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. End-of-Course Outcomes: The student will identify the structure of each of the body systems; describe the function of each of the body systems; and discuss the interrelationship of systems in maintaining homeostasis. (4 lecture hours per week). **[CIP 51.3901]**

VNSG 1423
Basic Nursing Skills
(4 credits)
Mastery of basic nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. End-of-Course Outcomes: The student will demonstrate safe and competent basic nursing skills, describe how each step in the nursing process relates to nursing care. and discuss the implementation of basic nursing skills in a variety of health care setting. (3 lecture and 4 lab hours per week). Co-requisite: VNSG 1160. **[CIP 51.3901]**

VNSG 1660
Clinical II - Vocational Nurse
(6 credits)
A health related work-based experience that enables the student to apply specialized occupation theory skills, and concepts. Direct supervision is provided by the clinical professional. End-of-Course Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (24 clinical hours per week). Co-requisites: VNSG 1329 and VNSG 1332. **[CIP 51.3901].**

VNSG 1661
Clinical III - Vocational Nurse
(6 credits)
A health related work-based experience that enables the student to apply specialized occupation theory skills and concepts. Direct supervision is provided by the clinical professional. End-of-Course Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (24 clinical hours per week). Co-requisites: VNSG 1226 and, VNSG 1230, and VNSG 1234. **[CIP 51.3901]**

WLDG 1323
Welding Safety Tools and Equipment
(3 credits)
An introduction to welding careers, equipment and safety practices, including OSHA standards for industry. (3 lecture hours per week). Co-requisites: WLDG 1407, 1413, 1521. **[CIP 48.0508]**

WLDG 1407
Introduction to Welding Using Multiple Processes
(4 credits)
Basic welding techniques using some of the following processes; Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAC), and gas tungsten arc welding (GTAW). (1 lecture and 9 lab hours per week). Co-requisites: WLDG 1323, 1413, 1521. **[CIP.48.0508]**

WLDG 1413
Introduction to Blueprint Reading for Welders
(4 credits)
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. (4 lecture hours per week). Co-requisites: WLDG 1323, 1407, 1521. **[CIP 48.0508]**

WLDG 1521
Welding Fundamentals
(5 credits)
An introduction to the fundamentals of equipment used in Oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy. (3 lecture and 5 lab hours per week). Co-requisites: WLDG 1323, 1407, 1413. **[CIP 48.0508]**

Purpose

Continuing Education Workforce Development (CEWD), offices located in Building H, provides job training and educational opportunities in several categories: Workforce Training Programs, GED, Customized Corporate Training, Safety Education, Community and Special Interest.

General Information

The Alvin Community College Board of Regents establishes tuition and fees for noncredit classes. For more information concerning the CEWD course offerings, please call 281-756-3787 or visit us online at www.alvincollege.edu/cewd.

Day and evening classes are offered. Check the current schedule for specific times and locations. Those who have program and course ideas should contact the office of the Dean/Executive Director of CEWD at 281-756-3789.

Tuition Payment Plan

Students may opt to pay for tuition and fees using the Installment plan. This plan allows a student to pay a down payment at enrollment and the remaining tuition and fees in Installments thereafter. The dates of the installments are set by the college. A nonrefundable S30 fee is assessed at the time the Installment plan Is executed.

The installment plan is a legally binding contract Installment plans are available beginning with registration through late registration. Any student failing to make an installment payment will be placed on restriction hold, blocking registration and transcript services.

Students who have been on restriction hold four times for late or missed payments, including ACH returned payments, will no longer be eligible to enroll in the payment plan.

Tuition Refund Policy

Refunds will be processed 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.
- If tuition and fees are paid with financial aid, the refund Is applied first to the tuition and fees and then to the student. Refunds for TIiie IV grants are made according to the refund schedule available in the Financial Aid Office.

See course schedule for refund dates.

Refund Policy: Continuing Education Workforce Development

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 workI ng 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 three weeks for checks to be malled. 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.

Adult Basic Education

GED (General Educational Development). This GED Comprehensive Preparation class readies the student to take and pass the GED test. Instruction focuses on the four (4) content areas of the GED test: reading/writing, mathematics, science, and social studies. Textbook and official GED calculator required (Texas Instruments TI-30XS Multi-view).

GED classes are available to 17 year olds, as well as, 16 year olds who are court ordered. Before being allowed to attend class, underage students and a parent or legal guardian must meet with the program coordinator and agree to certain classroom rules before being allowed to register. Call 281-756-3787 to set up an appointment.

Corporate Training

The CEWD of Alvin Community College responds to the specific needs of local business and industry in the area of Workforce Training. The Corporate Training staff will respond efficiently and customize the training to meet your companies' needs through a strong network of consultants and trainers. CEWD provides a full range of training services including, but not limited to:

- Training needs analysis
- Competency modeling
- Skills assessment
- Soft skills training
- Technical skills training
- Business computer skills

Call 281-756-5710 for more information.

Allied Health Care Training

The CEWD Health Care programs and courses provide top-quality training for individuals wanting to enter the medical field or those needing continuing education units for maintaining their professional licenses.
Specific programs regularly offered are listed below:
- Activity Director
- Certified Nursing Assistant (CNA)
- Clinical Medical Assistant (CMA)
- CPR
- Dental Assistant
- Medical Office Billing & Coding
- Medication Administration for Nurse Aide & Annual Update
- Phlebotomy Technician
- Veterinary Assistant

Call 281-756-3787 for more information.

Industrial Training

ACC offers multiple levels of industrial courses designed to provide students with a defined pathway to achieving journeyman status in their chosen field. Our students are "workforce ready" upon graduation based on the student's highest level of completion. Most courses allow the students the ability to obtain portable, nationally recognized credentials. ACC also offers night classes for all skill levels designed for individuals already practicing their craft or those that wish to continue their education.

CNC Machinist - Students gain hands-on experience from milling and turning to CNC skills training that is necessary to enter the workforce. Try a Free CNC Maching Workshop offered monthly. The course ensures students have access to both manual and computerized machining equipment. Call 281-756-3787.

Millwright - This program adheres to the standards set forth by the National Center for Construction Education and Research (NCCER) and students leave with nationally recognized credentials upon completion. Multiple levels are offered to ensure students can continue their education. Night classes are available. Call 281-756-3787.

Pipefitting - This program adheres to the standards set forth by the National Center for Construction Education and Research (NCCER) and students leave with nationally recognized credentials. Multiple levels are offered to ensure students can continue their education. Night classes are available. Call 281-756-3787.

Welding - This program adheres to the standards set forth by the National Center for Construction Education and Research (NCCER). Multiple levels are offered to ensure students can continue their education. Night classes are available.Call 281-756-3787.

Information Technology

Growing changes in the computer and information technology field makes computer skills a must in today's job market. IT offers the following courses:
- Computer Business Fundamentals
- Introduction to Computers
- MS Office Suite and much more

Call 281-756-3787 for information.

Online Learning
- Activity Director
- Career Web School – Real Estate Licensing
- Ed2go – More than 100 programs available including Career Training, Instructor-Led Courses and Corporate Training

Visit our website at www.alvincollege.edu/CEWD/Online-Learning or call 281-756-3787 for more information.

Community Programs

Community & personal enrichment opportunities are offered throughout the year. Suggestions for additional offerings are welcome! Some regular offerings include:
- Lifestory Writing
- Yoga

Call 281-756-3787 for more information.

Vocational Training
Skills Training Rewarding Independence and Vocational Education (STRIVE)

A two year college experience and vocational training for adults with intellectual developmental abilites. Admissions application is required. Call 281-756-3787 for more information.

Safety Education
- Civilian Handgun Safety
- License to Carry
- Motorcycle Safety

NEW PROGRAMS AND COURSES ARE ADDED BASED ON DEMAND

Board of Regents, Administration & Staff

In Memoriam _____

The Alvin Community College memorial fountain is dedicated to all who have influenced the lives of others through service to the college.
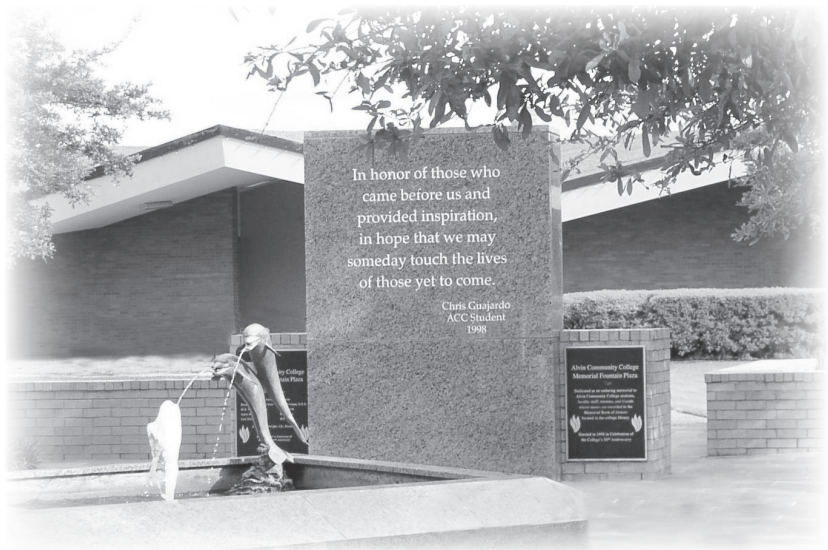
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2019-20
Rev: 11-19-19

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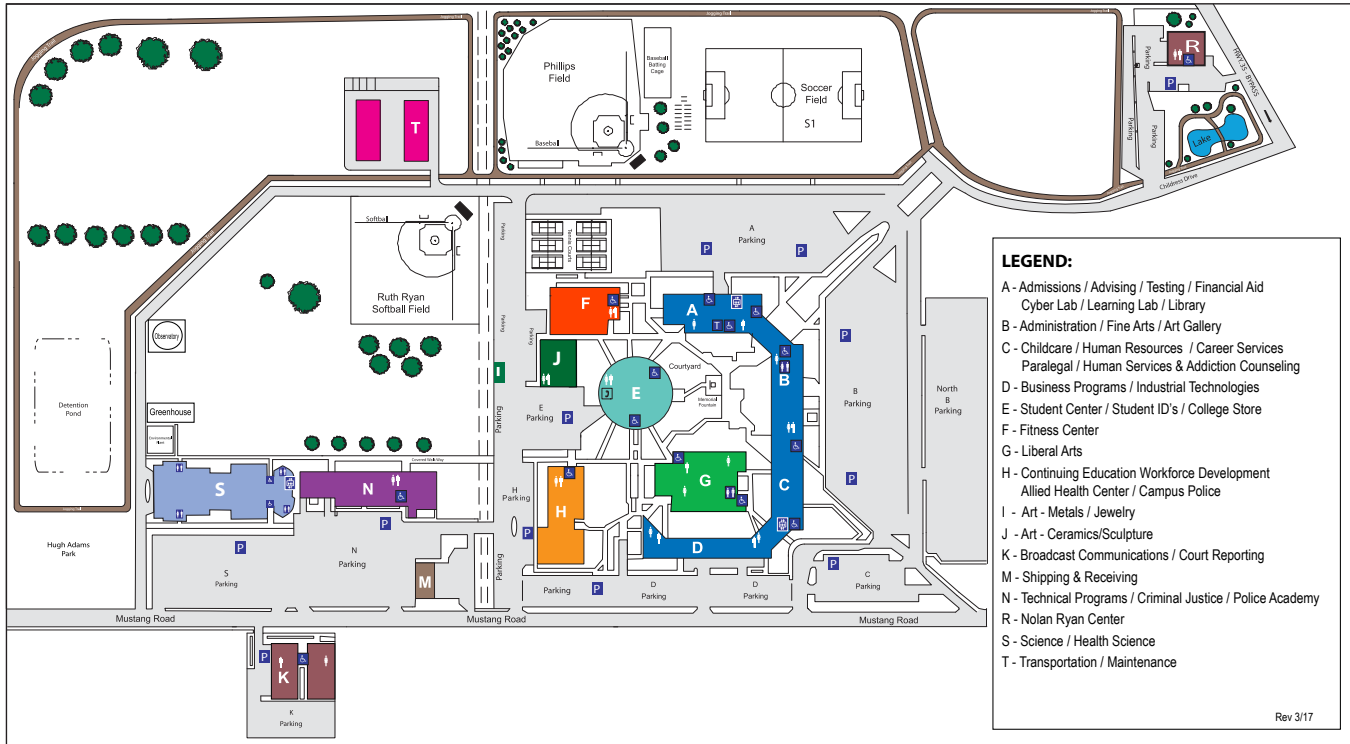   M.S., Texas A&M University Corpus Christi

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Board of Regents, Administration & Staff

CAMPUS MAP

ACC
ALVIN COMMUNITY COLLEGE

Phillips Field
Baseball Batting Cage
Soccer Field S1
Baseball
A Parking
Softball
Ruth Ryan Softball Field
Observatory
Detention Pond
Greenhouse
Hugh Adams Park

LEGEND:

A - Admissions / Advising / Testing / Financial Aid
Cyber Lab / Learning Lab / Library
B - Administration / Fine Arts / Art Gallery
C - Childcare / Human Resources / Career Services
Paralegal / Human Services & Addiction Counseling
D - Business Programs / Industrial Technologies
E - Student Center / Student ID's / College Store
F - Fitness Center
G - Liberal Arts
H - Continuing Education Workforce Development
Allied Health Center / Campus Police
I - Art - Metals / Jewelry
J - Art - Ceramics/Sculpture
K - Broadcast Communications / Court Reporting
M - Shipping & Receiving
N - Technical Programs / Criminal Justice / Police Academy
R - Nolan Ryan Center
S - Science / Health Science
T - Transportation / Maintenance

Rev 3/17

Courtyard

Mustang Road

How to Reach
Alvin Community College
3110 Mustang Road • Alvin, Texas 77511

Alvin Community College is located 25 miles south of Houston and 30 miles north of Galveston on Hwy 35 ByPass in Alvin, Texas.

From Houston: Take Hwy 35 south; or take I-45 south to Webster, then FM 528 west and Hwy 35 ByPass south; or take Hwy 288 south to Manvel, then Hwy 6 east and Hwy 35 ByPass south.

From Galveston: Take Hwy 6 to Hwy 35 ByPass south.

From points south: Use Hwy 35 north.

Enroll in courses conveniently located at the University of Houston-Clear Lake Pearland Campus, Shadow Creek High School and JB Hensler College and Career Academy.

UHCL at Pearland
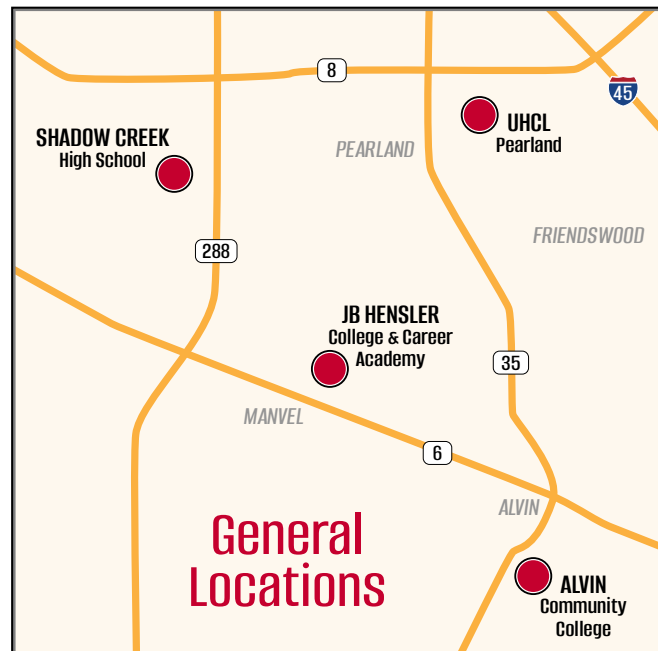1200 Pearland Pkwy, Pearland, Texas 77581

Shadow Creek High School
11850 Broadway St, Pearland, Texas 77581

JB Hensler College and Career Academy
7380 Lewis Lane • Manvel, TX 77578

SHADOW CREEK High School
PEARLAND
UHCL Pearland
FRIENDSWOOD
288
JB HENSLER College & Career Academy
35
MANVEL
6
ALVIN
General Locations
ALVIN Community College

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