



Marie Ferguson
**Alvin
Community
College**

3110 MUSTANG ROAD

ALVIN, TEXAS 77511



**GENERAL
INFORMATION
1983-84**

ALVIN COMMUNITY COLLEGE BULLETIN
VOLUME 34, AUGUST 1983 NO. 1



Alvin Community College announcement of courses for 1983-1984

Approved and accredited by:
The Southern Association of Colleges and Schools
Coordinating Board, Texas College and University System
The Texas Education Agency
National Accreditation for Allied Health Programs

Member:
American Association of Community and Junior Colleges
Texas Public Community and Junior College Association
Texas Junior College Teachers Association
Texas Association of Music Schools
National Junior College Athletic Association
Texas Junior College Athletic Conference

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

Any of the regulations, services, or course offerings appearing in this bulletin may be changed without prior notice. The regulation appearing here will be in force starting with the fall semester, 1983.

TABLE OF CONTENTS

ACADEMIC CALENDAR	7
CORRESPONDENCE DIRECTORY	8
HOW TO ENROLL IN ALVIN COMMUNITY COLLEGE.....	9
GENERAL INFORMATION	10
Purpose	10
History	10
Facilities	11
Recognition	12
ACADEMIC POLICIES AND REGULATIONS	15
Administrative Interpretation and Change.....	16
Classification of Students	16
Attendance	16
Normal Academic Load	17
Audit	17
Drops and Withdrawals	17
Dean's List	17
Merit List	17
Academic Probation	18
Compliance Statements	18
Records on Hold	18
Credit by Examination	19
ACT Test Dates	19
Credit for Nontraditional Educational Experience	19
Transfer Credit	20
Course Waiver	20
Physical Education Requirement	20
Grading System	20
Student Records Policy and Procedures	21
Grievance Procedure	22
Disclaimer Statement	22
Graduation Honors	22
Graduation Under a Particular Bulletin	22
Graduation Policy	22
Degrees, Diplomas, and Certificates	23
Graduation Requirements	23
Second Degree or Certificate	23
Definitions of Academic Terms	24
Core Curriculums	24
General Provisions	25
STUDENT SERVICES, POLICIES, AND REGULATIONS	29
Admission Requirements	30
Admission Procedures	30
Placement Test	31
Full and Provisional Acceptance	31
International Students	31
Admission to Specific Curriculums	32
Residence Status	32
Resident Classification-Student Responsibility	33

Financial Information	33
Tuition and Fees Schedule (Fall & Spring)	34
Tuition and Fees Schedule (Summer Semesters).....	35
Special Fees	36
Refund Policy.....	36
Counseling.....	38
Library.....	38
Learning Laboratory	38
Developmental Studies.....	39
Child Care Laboratory	39
Orientation	39
Veterans Administration Benefits	40
Texas Vocational Rehabilitation	40
Financial Aid	40
Financial Aid Programs Available.....	41
Scholarships	42
Placement Service.....	42
Athletics	43
Physical Fitness Center.....	43
Cafeteria	43
Parking	43
Co-Curricular Activities	43
Student Handbook	43
College Store.....	43
CURRICULUM OFFERINGS	45
Academic Programs	46
Associate in Arts Degree	46
General Liberal Arts	46
Art	48
Drama	49
Music (Instrumental Concentration).....	50
Music (Voice Concentration).....	51
Physical Education	53
Associate in Applied Arts Degree.....	54
Communications (Radio Broadcasting).....	54
Communications (Sound Reinforcement & Recording).....	55
Associate in Science Degree.....	56
Biological Science	57
Business Administration	58
Mathematics	59
Physical Science	60
Associate in Applied Science Degree	62
Accounting.....	62
Air Conditioning & Refrigeration.....	64
Automotive Technology	65
Child Care & Development.....	66
Computer Science Technology;	
Computer Programming	68
Computer Systems Technology	70
Correctional Science	72
Court Reporting	73
Drafting Technology.....	76
Electronic Technology	77
Law Enforcement and Police Administration	79
Medical Laboratory Technician.....	81
Medical Laboratory Technology	82

Mid-Management	83
Bank Specialization	85
Fashion Merchandising	86
Production Specialization	88
Real Estate Specialization	89
Retail Specialization	90
Nursing	91
Secretarial Science	95
Executive Secretary	95
Legal Secretary	97
Medical Secretary	98
Welding	100
Certificate Programs	101
Air Conditioning & Refrigeration	101
Automotive Technology	102
Child Care & Development	103
Communications	104
Computer Science Technology;	
General Computer Data Processing	105
Correctional Science	106
Correctional Administration	107
Drafting Technology	108
Electronic Technology	109
Law Enforcement and Police Administration	111
Legal Stenography	111
Mid-Management	112
Nursing Assistant Program	114
Respiratory Therapy Technician Program	114
Secretarial Science	117
Stenographer	117
General Office Worker	118
Vocational Nursing Program	119
Welding	120
Diploma	121
Award of Achievement	121
Developmental Studies	122
Continuing Education Program	122
ABE/GED/ESL Program	125
Cooperative Education	125
DESCRIPTION OF COURSES	129
Accounting	130
Agriculture	131
Air Conditioning & Refrigeration	131
Arts	133
Automotive Technology	134
Biology	135
Business Administration	136
Chemistry	137
Child Care and Development	137
Communications	139
Computer Science	140
Cooperative Education	142
Correctional Science	142
Court Reporting	143
Czech	145

Drafting	145
Drama	147
Economics	149
Electronics	149
English	151
Fashion Merchandising	153
French	154
Geography	154
Geology	154
German	155
Government	155
Health Medical Laboratory Technician	155
Health Respiratory Therapy Technician	158
History	159
Horticulture (Ornamental)	160
Humanities	162
Journalism	162
Law Enforcement	162
Mathematics	164
General Mathematics	164
For Liberal Arts Majors	166
For Allied Health Programs	166
For Elementary Education Majors	166
For Business Majors	167
For Technical Programs	167
Mid-Management	167
Bank Mid-Management	169
Production Mid-Management	170
Real Estate Mid-Management	170
Retail Mid-Management	172
Music	173
General Music	173
Ensembles	175
Applied Music	176
Nursing	178
Associate Degree Nursing	178
Vocational Nursing	179
Orientation	180
Physical Education	181
Activity Courses	181
Varsity Sports	187
Theory Courses	188
Physics	189
Psychology	190
Reading	190
Secretarial Science	191
Sociology	193
Spanish	193
Speech	194
Welding	194
Texas Department of Corrections	195
Air Conditioning and Refrigeration	195
Automobile Mechanics	196
Drafting	197
Horticulture (Ornamental)	197
Radio & Television Repair	198

Welding	198
Board of Trustees	200
Emeriti Administrators and Instructors	201
Administration	201
Faculty	202
Campus Map	212
Area Map	213

CALENDAR

1983 1984

<p>JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>
<p>FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28</p>	<p>AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29</p>	<p>AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>
<p>MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>
<p>APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>
<p>MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>
<p>JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>

ACADEMIC CALENDAR

Fall Semester 1983

- | | |
|---------------------|---------------------------------------|
| 3-4 August | Orientation for New Students |
| 15-16 August | Fall Semester Workshop |
| 17-18 August | REGISTRATION |
| 22 August | Classes Begin |
| 29 August | Last Day to Add Classes |
| 5 September | Labor Day Holiday |
| 7 September | 12th Class Day |
| 20 October | Last Day to Apply for Fall Graduation |
| 18 November | Last Day to Drop Classes |
| 24-26 November | Thanksgiving Holidays |
| 7 December | End of Classes |
| 8-9, 12-13 December | FINAL EXAMINATIONS |
| 19 December | First Day of Christmas Holidays |

Spring Semester 1984

- | | |
|----------------|--|
| 5-6 January | Orientation for New Students |
| 9-10 January | Spring Semester Workshop |
| 11-12 January | REGISTRATION |
| 16 January | Classes Begin |
| 23 January | Last Day to Add Classes |
| 31 January | 12th Class Day |
| 17-18 February | TJCTA Convention |
| 1 March | Last Day to Apply for Spring Graduation |
| 1 March | Last Day to Order & Measure Graduation Regalia |
| 12-16 March | Spring Holidays |
| 13 April | Last Day to Drop Classes |
| 20-23 April | Easter Holidays |
| 5 May | End of Classes |
| 7-12 May | FINAL EXAMINATIONS |
| 17 May | COMMENCEMENT |

Summer Term 1984 — First Session

- | | |
|---------|---|
| 28 May | Memorial Day Holiday |
| 29 May | REGISTRATION (for 6 and 12 week sessions) |
| 30 May | Classes Begin |
| 31 May | Last Day to Add Classes |
| 5 June | 4th Class Day |
| 12 June | Last Day to Apply for August Graduation |
| 14 June | Last Day to Drop Classes |
| 3 July | End of Classes |
| 4 July | Independence Day Holiday |
| 5 July | FINAL EXAMINATIONS |
| 9 July | Grades Due in Registrar's Office (8 a.m.) |

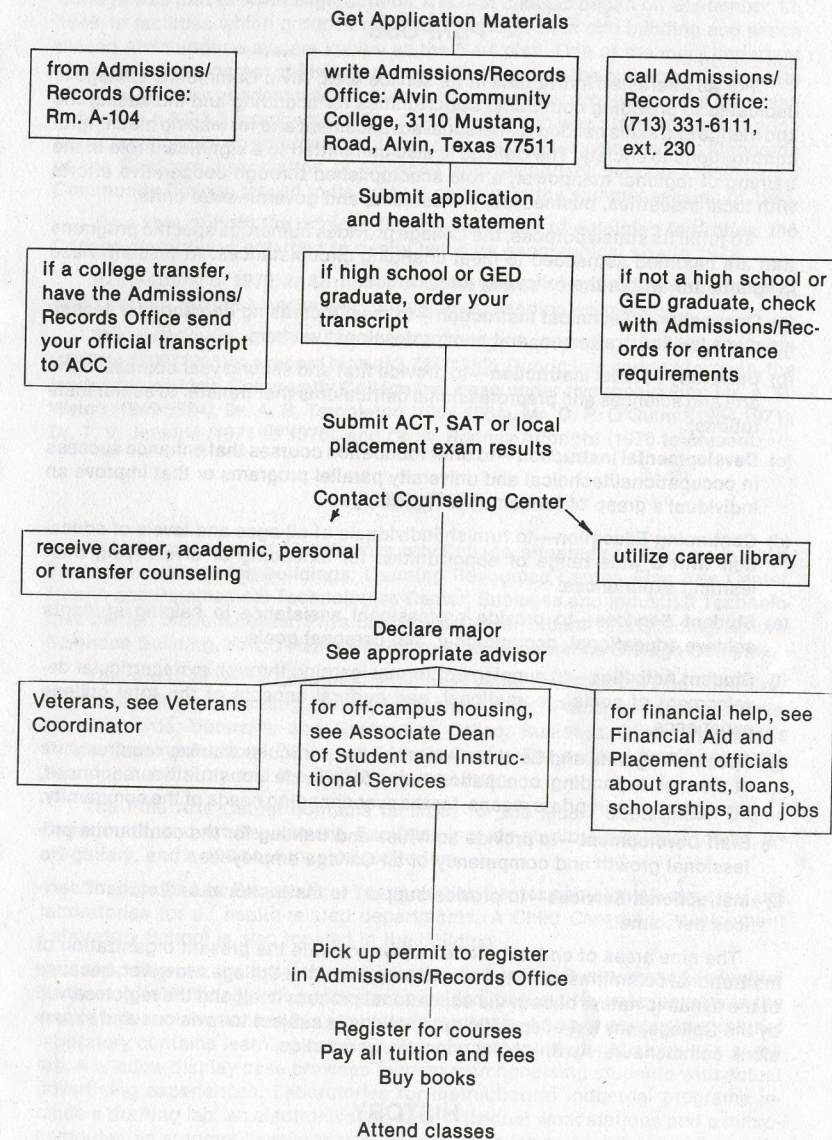
Summer Term 1984 — Second Session

- | | |
|-----------|--|
| 10 July | REGISTRATION |
| 11 July | Classes Begin |
| 12 July | Last Day to Add Classes |
| 17 July | 4th Class Day |
| 2 August | Last Day to Drop Classes (2nd summer and 12-week sessions) |
| 15 August | End of Classes |
| 16 August | FINAL EXAMINATIONS |

ALVIN COMMUNITY COLLEGE CORRESPONDENCE DIRECTORY

<p>Mailing Address: 3110 Mustang Rd., Alvin, TX 77511</p> <hr/> <p>ACC Theatre: Box Office, ext. 413; 331-0370</p> <p>Admissions/Records: Assistant Registrar, ext. 230</p> <p>Associate Degree Nursing: ADN Director, ext. 260</p> <p>Business Affairs: Director of Fiscal Affairs, ext. 225</p> <p>Cafeteria: Director of Food Services, ext. 418, 242</p> <p>Computer Systems: Director of Computer and Information Services, ext. 251</p> <p>Continuing Education, Short Courses: Director of Continuing Education & Evening Programs, ext. 208</p> <p>Employment by College: Personnel Director, ext. 349</p> <p>Evening School: Director of Continuing Education & Evening Programs, ext. 208</p> <p>Graduation: Graduation Advisor, ext. 231</p> <p>Guidance & Counseling: Director of Student Services, ext. 235</p> <p>KACC Radio Station: Radio Station Manager, ext. 379</p> <p>Occupational/Technical Programs: Associate Dean of Occupational/ Technical Programs, ext. 266</p>	<p>Telephone for Information: (713) 331-6111</p> <hr/> <p>Physical Fitness/Athletics: Director of Athletics & Physical Education, ext. 410; 331-8846</p> <p>Physical Plant Operations: Director of Physical Plant, ext. 207</p> <p>Public Relations: Administrative Assistant, ext. 241</p> <p>Security: Campus Police, ext. 300</p> <p>Student Activities: Coordinator of Student Activities, ext. 390</p> <p>Student Employment: Financial Aid Officer, ext. 206</p> <p>Student Financial Aid: Financial Aid Officer, ext. 206</p> <p>Student Records: Assistant Registrar, ext. 230</p> <p>Testing: Counseling Center, ext. 235</p> <p>Texas Department of Corrections: Associate Dean of Student and Instructional Services, ext. 238</p> <p>University Parallel Programs: Associate Dean of University Parallel Programs, ext. 267</p> <p>Veterans Benefits: Assistant Registrar, ext. 230</p>
--	--

HOW TO ENROLL IN ALVIN COMMUNITY COLLEGE



GENERAL INFORMATION

PURPOSE

For all interested individuals in its service area, Alvin Community College is dedicated to providing continuing opportunities for acquiring and increasing the knowledge and skills needed for personal advancement and for making meaningful contributions to society. The College is also committed to a significant role in the training of regional manpower, a role accomplished through cooperative efforts with local industries, businesses, professions, and governmental units.

To fulfill its stated purpose, the College provides numerous specific programs that are modified as needed to meet changing circumstances. At present these programs fall within the following major areas:

- (a) **Occupational/Technical Instruction**—to meet increasing demands for technicians, skilled craftsmen, and semiprofessional workers.
- (b) **University Parallel Instruction**—to provide first and second year courses in the arts and sciences and preprofessional curriculums that transfer to senior institutions.
- (c) **Developmental Instruction**—to offer foundation courses that enhance success in occupational/technical and university parallel programs or that improve an individual's grasp of fundamental knowledge.
- (d) **Continuing Education**—to furnish individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.
- (e) **Student Services**—to provide professional assistance in helping students achieve educational, occupational, and personal goals.
- (f) **Student Activities**—to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.
- (g) **Special Programs and Services**—to meet the particular training requirements of new or expanding occupations and to provide constructive responses, through any appropriate means, for the ever-changing needs of the community.
- (h) **Staff Development**—to provide activities and training for the continuous professional growth and competency of all College employees.
- (i) **Instructional Services**—to provide support to instructional and student services personnel.

The nine areas of endeavor listed above indicate the present organization of institutional commitments to the overall purpose of the College. However, because of the dynamic nature of both the educational process itself and the region served by the College, any list of specific applications is subject to revisions and expansions commensurate with sound educational practice.

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 Community 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.

In the spring of 1975, an \$8 million bond issue was approved, thereby providing funds for the facilities necessary to meet an expanding enrollment.

The enrollment of Alvin Community College has grown from 134 students (1949) to 1709 (1965) to a record high of 3,724 (1982). During this period of growth, the leadership of Alvin Community College has been under five presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), Dr. T. V. Jenkins (1971 to 1976), and Dr. A. Rodney Allbright (1976 to present).

FACILITIES

The main campus of Alvin Community College, situated on 162 acres in Alvin, Texas, consists of ten buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, KACC Radio Station, and a Maintenance Storage Complex.

The first floor of the Learning Resources Center contains the Computer Center, Counseling and Testing Center, Financial Aid and Placement Office, Admissions/Records, Veterans, and Graduation Office, Business Office, Registrar's Office, Communications Center, and Media Center. The second floor houses the Learning Laboratory and the 31,000 volume Library.

The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, an art gallery, and a 400-seat theater/auditorium.

The Health and Paramedical Technologies Center contains classrooms and laboratories for all health-related departments. A Child Care and Development Laboratory School is also located in the building.

In addition to the many classrooms located in the Business and Industrial Technologies Building, laboratories are provided for the different programs in the area. Students have access to a simulated courtroom. An open-concept secretarial laboratory contains learning carrels. Law enforcement students study in a crime lab. A window display case provides fashion merchandising students with actual advertising experiences. Laboratories for instruction in industrial programs include a drafting lab, an electronics lab with individual work stations and a micro-computer, an automobile mechanics lab, a welding lab and fabricating shop, and an air conditioning and refrigeration shop.

The Student Center consists of "The Hideout" student lounge, the "Dolphin Dugout" gameroom, Student Activities offices, a cafeteria, and the College Store.

The Physical Fitness Center includes a gymnasium, men's and women's weight rooms, four racquetball courts, a steam bath, sauna, dressing rooms, lockers, eight tennis courts, a baseball field, a soccer/football field, and auxiliary equipment.

The Liberal Arts Center contains classrooms as well as language and biofeedback laboratories.

The Natural Sciences Building houses six physical science laboratories and a greenhouse.

In 1978, the College began operation of an FM educational radio station, KACC. The station operates on 91.3 MHz with a daily schedule of local news, public affairs, and educational and light entertainment programs.

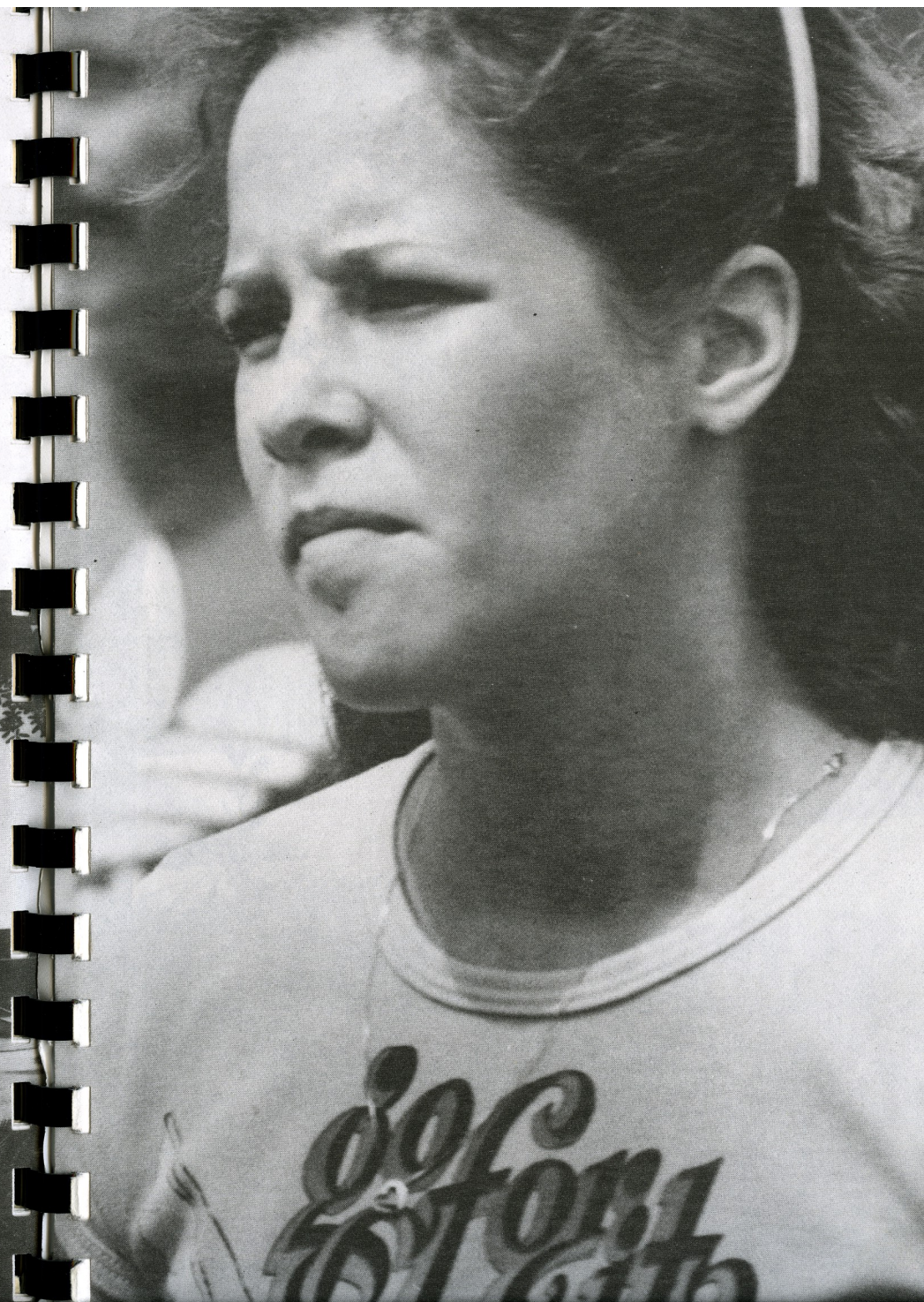
There is parking space on campus for approximately 1,500 vehicles.

Continuing Education classes are taught on campus and at various locations throughout the surrounding communities as the need arises.

RECOGNITION

Alvin Community College holds full membership in the Southern Association of Colleges and Schools and in the Association of Texas Colleges and Universities. It is approved by the Texas Education Agency and by the Coordinating Board of the Texas College and University System.

Alvin Community College is a member of the American Association of Community Junior Colleges, the Southern Association of Junior Colleges, the Texas Junior College Association, the Texas Public Junior College Association, the Association of Texas Colleges and Universities, the National Commission on Accrediting, the National Junior College Athletic Association, and the Texas Junior College Athletic Conference.





ACADEMIC POLICIES AND REGULATIONS

ATTENDANCE

Regular attendance is expected. When a student has a class, it is their responsibility to attend. The student is responsible for the student's absence. The student is responsible for the student's absence. The student is responsible for the student's absence.

ADMINISTRATIVE INTERPRETATION AND CHANGE

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

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

Curriculum Student: A student is designated as a curriculum student when his/her file in the Admissions/Records Office contains all of the information required for general admission to the College as a regular student and when he/she has been admitted to one of the curriculums of the College. A curriculum student is one of the following:

1. A full-time or part-time student working toward completion of an associate degree, diploma, certificate, or developmental program;
2. A full-time or part-time student taking credit courses for transfer to another college or university.

Special Student: A special student is one who is permitted to register under special conditions including the following:

1. A part-time student taking a course(s) as an audit for no credit;
2. A high school senior who, with the permission of his/her high school principal and the Admissions/Records Office, is concurrently enrolled in a college course(s);
3. A part-time student who is not enrolled in an associate degree, diploma, or certificate program, who may be taking a course(s) for credit, and who is designated a general studies student by the College (Such students may later apply to the College for admission to a program);
4. A person who has not yet fulfilled all of the requirements as a regular student but who is admitted under special consideration.

Full-time Student: A student is considered full-time if he/she is carrying 12 or more credits of course work during the Fall or Spring semesters and six or more credits during a summer session.

Part-time Student: A student is considered part-time if he/she is carrying less than 12 credits of course work during the Fall or Spring semester.

Freshman: A student is classified as a freshman until he/she has completed 32 credits of work in his/her designated curriculum.

Sophomore: A student is considered a sophomore after he/she has completed 32 or more credits of course work in his/her designated curriculum. Transferred credits are included if they apply toward the requirements of the student's curriculum.

ATTENDANCE

Regular attendance in classes is expected. When a student must miss a class, it is his/her responsibility to inform the instructor prior to the absence if possible. The student is responsible for completing all work missed during an absence; any work missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence.

When a student has accumulated the equivalent of two weeks of absences from any class within a semester, the instructor may recommend to the Director of Student Services/Registrar that the student be administratively dropped.

NORMAL ACADEMIC LOAD

The normal academic load for students is 15-17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits must ordinarily have a 3.0 grade-point average or higher and must have the approval of the Dean of Instruction, Student and Community Services or his designee.

If the student has received academic warning or academic probation, he/she may be required to take less than the normal semester course load. A maximum full-time load during a six week session is 7 credits.

AUDIT

A student who wishes to audit a course may register on the last day of late registration on a space-available basis. He/she may not petition for credit for the course he/she audited. The student may, in succeeding terms, take any course for credit which he/she previously audited. Audit courses are identified on the student's permanent record by a grade of "X."

DROPS AND WITHDRAWALS

After a student has registered and paid for courses, he/she is considered enrolled until an official drop has been processed in the Admissions/Records Office, Room A-104. Continued non-attendance does not automatically terminate enrollment in the course; therefore, a student who ceases to attend class without first officially dropping the course will receive a failing grade in that course.

To drop a course or withdraw from the College (drop all courses), the student must obtain the appropriate drop form in the Admissions/Records Office, secure the appropriate signatures, and return the form to the Admissions/Records Office.

Courses should be dropped in the Admissions/Records Office by the student; however, written requests to the Registrar are accepted when the student is unable to appear. Drops become effective on the date the letter is received and the drop slip processed.

DEAN'S LIST

The names of students who complete 12 or more semester hours during a semester with a grade-point average of 3.5, with no grade lower than a "C" for the term, will be placed on the Dean's List in recognition of scholastic achievement.

MERIT LIST

Students who complete 7-11 semester hours during a semester and earn a grade point average of 3.5, without any "F" or "U" grades, will be placed on the Merit List.

ACADEMIC PROBATION

Any student who fails to maintain at least a 2.0 cumulative grade point average will be placed on academic probation until his/her cumulative average is raised to 2.0 or higher.

A student on academic probation is required to consult with a counselor prior to registration to establish conditions for continued matriculation with the College. A reduced course load (a maximum of 13 hours) may be imposed if deemed necessary to improve the student's chances for success.

A student transferring to Alvin Community College on academic probation or suspension from another college must gain approval from the Dean of Instruction, Student and Community Services, or his designee, for admission to the College. Such approval will be conditional.

Part-time students will be subject to academic probation after they have accumulated twelve hours of credit.

A student in a financial or Veterans aid program should obtain a Satisfactory Progress Form, which outlines the requirements he/she must meet in order to receive aid in subsequent semesters.

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to College philosophy. However, students who do not make satisfactory progress in certain curriculums may be subject to removal from those curriculums.

COMPLIANCE STATEMENTS

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and Title IX of the Education Amendments of 1972 (P.L. 92-318), 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, handicap, or national origin.

Any complaints of an alleged violation should be directed to the Director of Personnel.

Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and does not discriminate, on the basis of handicap, in the operation of its educational programs or in its admission and employment practices.

Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Information concerning any such conditions, or inquiries concerning any practices as they relate to Section 504, should be directed to the Associate Dean of Student and Instructional Services.

RECORDS ON HOLD

Any student who has not cleared all outstanding obligations, i.e., library fines, traffic violations, financial aid obligations, child care obligations, and business office obligations, will have his/her records placed on hold in the Office of the Associate Dean of Student and Instructional Services. Such action will prohibit a student's receiving grades, future registration at ACC, or release of records for any purpose.

CREDIT BY EXAMINATION

Alvin Community College awards credit in some subjects to academically qualified students based on scores made on recognized national or locally-administered examinations.

Recognized tests include:

- College Level Examination Program General;
- College Level Examination Program Subject;
- American College Testing Proficiency Examination Program;
- College Entrance Examination Board Advanced Placement Program;
- National League for Nursing Achievement;
- Certified Public Secretary;
- Locally constructed departmental tests.

Credit and a letter grade of A, B, or C will be awarded to students who successfully complete locally constructed examinations. Credit and notation of credit earned will be awarded for a score of 50 percentile or higher on the nationally administered tests listed above.

A fee of \$4 per semester hour will be charged for locally administered tests. Fees for national tests are determined by the testing agency.

NOTE: Credit by examination will not normally be awarded for a course in which a student has been enrolled or for which a previous examination has been attempted. A student must be accepted for admission by Alvin Community College before credit will be approved. Appropriate department chairpersons and associate deans must approve all credit-by-examinations. Credit will be awarded and placed on the student's academic record only after an equal number of semester hours are successfully completed on the Alvin Community College campus in each curriculum involved.

The Admission/Records Office has additional information on these programs.

1983-84

ACT Test Dates

The ACT Test is not required by Alvin Community College, but is recommended for placement purposes.

Registration deadlines and test dates are as follows:

Test Date	Registration Deadline
October 29, 1983	September 30, 1983
December 10, 1983	November 11, 1983
February 11, 1984	January 13, 1984
March 31, 1984	March 2, 1984
June 9, 1984	May 11, 1984

CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCE

College credit may be awarded for schooling received from non-accredited but recognized agencies such as the armed forces schools. Guidelines established by the American Council on Education will be used to determine the validity of the schooling, and the credit will be awarded accordingly. The Admissions/Records Office has additional information.

TRANSFER CREDIT

It is the responsibility of the student to furnish official college transcripts and test scores to the Admissions/Records Office and to any other area on campus that requires such information.

Transfer credit will be given for all passing work completed at accredited colleges and universities.

Work from foreign colleges and universities will be evaluated for credit after the student completes at least twelve hours of credit with at least C grades at Alvin Community College.

Alvin Community College may accept credits from an unaccredited institution contingent upon twelve hours of satisfactory resident work at Alvin Community College.

For additional information regarding transfer of credits, see CORE CURRICULUM, General Provisions, page 24 in this *Bulletin*, or see the Graduation Advisor for evaluation of transfer credits.

COURSE WAIVER

A qualified student may by-pass certain freshman-level courses if sufficient competence is demonstrated. No credit will be awarded for the course being waived.

PHYSICAL EDUCATION REQUIREMENT

Alvin Community College supports the significance and importance of physical activity/education as a collegiate concept. Physiological and psychological health is intertwined with one's physical faculties; therefore, the College requires one year of physical activity as a partial satisfaction for curriculums.

Students with justifiable extenuating circumstances may petition the Physical Education Department Chairperson and be approved by the appropriate associate dean for a course waiver.

GRADING SYSTEM*

- A = Excellent — Four grade points per credit
- B = Good — Three grade points per credit
- C = Average — Two grade points per credit
- D = Poor — One grade point per credit
- F = Failure — No grade point credit
- S = Satisfactory — No grade point credit
- R = Re-enroll — The grade of "R" for re-enroll means that no credit will be awarded until course objectives are completed. Its use will be limited to developmental courses only to permit re-enrollment for the completion of course objectives. It will be further limited to use only one time for any given student unless there is a recommendation made by the instructor and reviewed by the appropriate department chairperson, and, if necessary, the appropriate associate dean.
- U = Unsatisfactory — No grade point credit
- WP = Withdrawal Passing — Does not count as a course attempted

WF = Withdrawal Failing — Does count as a course attempted and is figured as a "F" when compiling grade point averages

I = Incomplete — No grade point credit. An incomplete grade ("I") is given when a course is nearly completed and when, in the instructor's opinion, it may be completed with minimal additional work on the part of the student and the instructor. It is the student's responsibility to make arrangements for completion of the course work. If the course work is not completed by the end of the following semester, the earned grade (A, B, C, D, or F) will be reported by the instructor. Any "I" not changed by the instructor at the end of the following semester (December, May, August) will automatically be changed to an "F."

X = Audit — No grade point credit. Permission of the Dean of Instruction, Student and Community Services is required to audit a class. Registration for an audit class is on the last day of late registration on a space-available basis.

*As a general guide, a grade of "A" will be assigned for grades (or equivalents) of 90-100; "B" for 80-89; "C" for 70-79; and "D" for 60-69. Exceptions to this grading system exist; one example is Associate Degree Nursing.

STUDENT RECORDS POLICY AND PROCEDURES

As a general rule, the College will not release any information concerning student records without the written consent of the student or his parent (if the student is a minor).

Release of General Information

The College will release the following items of "directory information" without the written consent of the student: name, address, telephone number, date and place of birth, major, awards and degrees, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. *The student is responsible for notifying the Admissions/Records Office by the 12th Class Day of the semester if any of the information listed above is not to be released.* No information is released by telephone.

Review of Record

Any student who desires to review his/her record may do so upon request to the Admissions/Records Office. A student may have copies of his/her record at a charge not to exceed \$1.00 per page.

Challenge to Accuracy of Record Keeping

Any student who desires to challenge the accuracy of his/her records should present his/her request to the Associate Dean of Student and Instructional Services. Should additional clarification be necessary, a request for formal review may then be made to the Dean of Instruction, Student and Community Services.

Normally, all grades published are considered final. *Any question of error must be brought to the attention of the instructor before the end of the following semester.*

GRIEVANCE PROCEDURE

Any student wishing to present a grievance for possible action should first discuss the matter with his/her instructor. Thereafter, as deemed necessary, the grievance should be presented to the program director, department chairperson, appropriate associate dean, Dean of Instruction, Student and Community Services, and the President. If the student should feel that the matter is still unresolved, he/she may then request a hearing before the Board of Trustees.

DISCLAIMER STATEMENT

At the time of class schedule publication, it is the intention of the College to teach courses in accordance with time, room, and instructor listed. However, the College reserves the right to make schedule adjustments and to delete or discontinue any class when enrollment or other circumstances justify such action.

GRADUATION HONORS

Honors recognition will be given to those degree candidates whose grade point average for all work at Alvin Community College is 3.2 or higher. In computing grade point average for graduation honors, all hours completed (with grades awarded) will be used. Courses which have been repeated will be counted for each time taken. The grade point average for graduation (2.0) will include only the hours needed for graduation and the best grade for repeated courses.

Appropriate honors based on scholastic achievements are recorded on the student's degree as follows:

- 3.2 grade point average — Cum Laude (with honors)
- 3.5 grade point average — Magna Cum Laude (with high honors)
- 3.8 grade point average — Summa Cum Laude (with highest honors)

GRADUATION UNDER A PARTICULAR BULLETIN

A student must complete the degree requirements set forth in a particular *Alvin Community College Bulletin*. Normally, this is the *Bulletin* in effect when the student first enrolls, provided that he/she progresses in a timely manner to achieve graduation requirements. Any significant interruption of progress toward a degree may result in a change to the requirements of a later *Bulletin*. Any change to the requirements of a later *Bulletin* must be approved by the Registrar, Assistant Registrar, or Graduation Advisor.

GRADUATION POLICY

Degrees, diplomas, or certificates are not awarded automatically upon completion of requirements. The student must submit an application for graduation to the Graduation Advisor and pay a graduation fee to the Business Office. Official deadlines for submitting applications appear each semester in the *Schedule of Classes* and each year in the *College Bulletin*. If the student does not fulfill all degree requirements within the designated semester or summer session, the graduation application will be deactivated.

DEGREES, DIPLOMAS, AND CERTIFICATES

The Associate in Arts (AA) degree is awarded in General Liberal Arts, Art, Communication, Drama, Music, and Physical Education.

The Associate in Science (AS) degree is awarded in Agriculture, Biological Science, Business Administration, Mathematics, and Physical Science.

The Associate in Applied Science (AAS) degree is awarded in occupational/technical two-year curriculums. See program listings under curriculum offerings.

The Diploma is awarded for academic work (at the community college level) with maximum flexibility in course selection. At least 62 semester hours are required, including at least 16 hours of general education (humanities and social science). Diploma courses are selected to meet the individual needs of the student.

The Certificate is awarded in one-year technical programs. See program listings under curriculum offerings.

GRADUATION REQUIREMENTS

The student must:

1. Meet entrance requirements;
2. Fulfill all course requirements of a particular curriculum as specified in the *College Bulletin* and/or student's degree plan;
3. For a two-year program, complete 24 semester hours in residence at Alvin Community College; for a one-year program, complete 12 semester hours in residence (In each program, at least half of the hours in residence must be in the student's major field of study);
4. Earn a grade point average of at least 2.0 (C average) in courses required by the student's particular curriculum;
5. For a two-year program, complete two semester hours of activity physical education; for a one-year program, complete the number of hours of activity physical education specified in the student's particular curriculum (Students with justifiable extenuating circumstances may petition for a waiver. The petition must originate with the Physical Education Department Chairperson and be approved by the appropriate associate dean);
6. File an application for graduation with the Graduation Advisor (Late applications will result in the student's graduation being postponed until the following scheduled graduation, at the earliest);
7. Resolve all financial obligations to the College and return all borrowed materials, including library books (Failure to resolve such obligations will result in the student's records being placed on "hold," prohibiting graduation);
8. If a spring graduate, attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

Under extraordinary circumstances, any deviation from these general requirements may be requested by the appropriate department chairperson and approved by the appropriate associate dean and the Dean of Instruction, Student and Community Services.

SECOND DEGREE OR CERTIFICATE

In awarding students an additional degree, diploma, or certificate, Alvin Community College grants credit for all previously completed courses which are re-

quirements of the additional degree, diploma, or certificate. The student must pay the regular fee for the second degree, diploma, or certificate.

DEFINITIONS OF ACADEMIC TERMS

Following are the definitions of terms with which the reader may not be familiar:

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

Admission: Acceptance of a student for enrollment;

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

Corequisite: A course which must be taken simultaneously or prior to another course;

Course Waiver: Permission to use another course in lieu of one requested in a given curriculum;

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

Elective: A subject or course which a student may choose to take, as distinguished from a "required course";

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

Faculty: The instructional staff of the College;

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

Matriculation: Enrollment in the College;

Prerequisite: An academic requirement which must be met before a certain course may be taken;

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

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

Term: A subdivision of the academic year, i.e., Fall, Spring, and Summer Terms;

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

CORE CURRICULUMS

The Coordinating Board, Texas College and University System, has adopted a "Core Curriculum" for three major fields of study and is conducting studies in additional fields. The objective of this work is to provide "a basic core of general academic courses which, when offered at a junior college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been done at the receiving institution."

The following statement of policy was adopted by the Coordinating Board, Texas College and University System, on October 16, 1967. It became effective on September 1, 1968, and applied to all public colleges and universities in Texas. Private colleges and universities usually implement this policy voluntarily.

GENERAL PROVISIONS

1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at an accredited* Texas public junior college; such credits will apply toward a degree in an academic field covered by the core curriculums at a Texas public senior college or university.

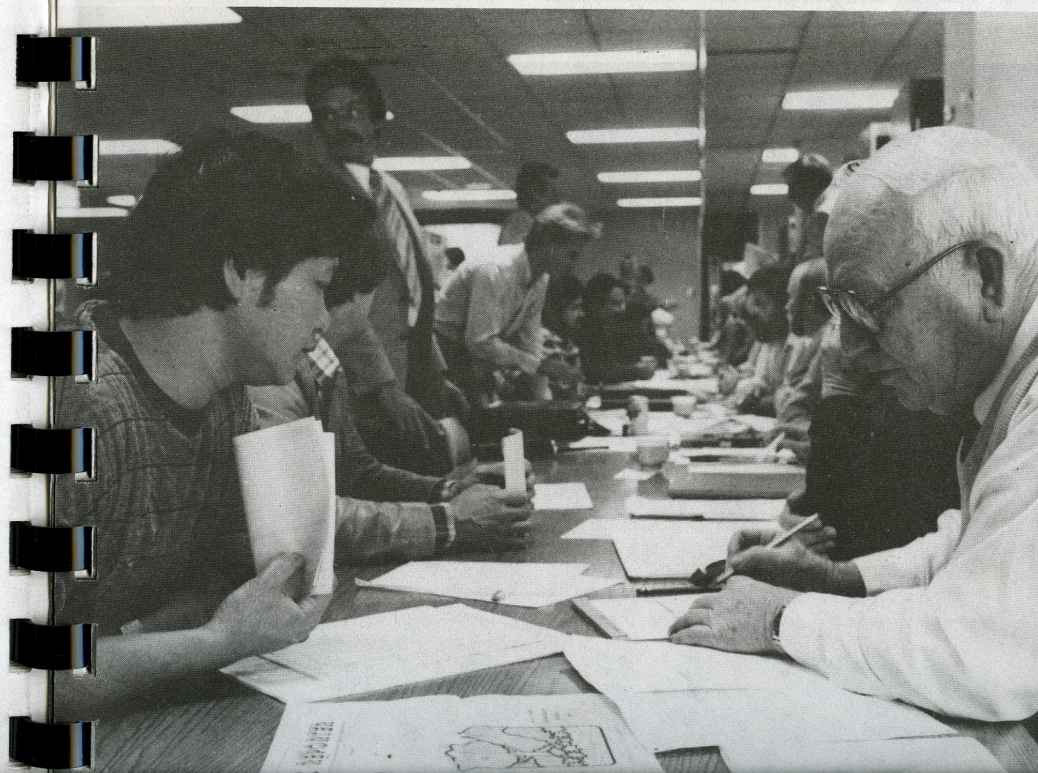
2. Each Texas public senior college or university shall accept credits earned by any student transferring from an accredited Texas public junior college, provided such credits are within the core curriculum of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as stated in the catalog of the senior institutions and as they apply to the student's declared major.

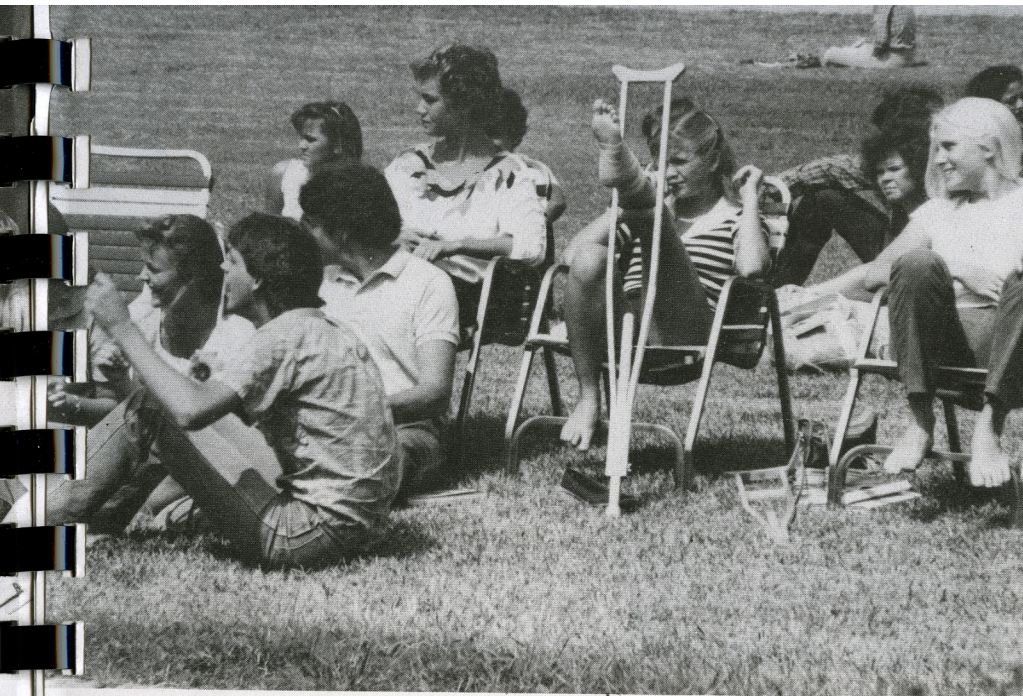
3. Inasmuch as the core curriculums necessarily depend upon the student's major, he/she shall be required to declare his/her major field no later than the end of his/her first year of attendance at the junior college and upon request for admission by transfer to a senior institution.

4. The student shall not be required to complete the entire core curriculum for it to be valid and freely transferable, but any course shall also be transferable, provided that the course was completed prior to original registration in the senior institution.

5. Alvin Community College may accept credits from an unaccredited institution contingent upon 12 hours of satisfactory resident work at Alvin Community College.

*An accredited college in Texas is one accredited by the Southern Association of Colleges and Schools or by the Association of Texas Colleges and Universities.







STUDENT SERVICES, POLICIES and REGULATIONS

ADMISSION REQUIREMENTS

A student may be admitted to Alvin Community College on any of the following conditions:

1. Transfer in good standing from another college or university;
2. Graduation from an accredited high school;
3. Successful completion of the General Educational Development (GED) test;
4. Individual approval —
 - a. A person who is age 17 or above may apply to the Admissions/Records Office for approval;
 - b. A student who has completed his/her junior year of high school and who is age 17 or above may, upon recommendation of the high school principal and with approval from the Admissions/Records Office, be permitted to enroll in a maximum of two (2) courses at ACC while concurrently enrolled in a senior high school.

ADMISSION PROCEDURES

All new students must submit a completed application for admission and a health and immunization statement to the Admissions/Records Office, preferably at least three months prior to the student's planned registration date. All former students must have their records updated (address change, name change, etc.) in the Admission/Records Office.

1. Additional requirements for the student *working for a certificate or a degree*:
 - a. Former student — There are not additional requirements, if the student has attended ACC since 1971;
 - b. Transfer student —
 - (1) The student must submit official transcripts from all previous colleges;
 - (2) The student must submit ACT or SAT scores or local placement exam scores, if English and math are not transferred;
 - (3) If the student is on academic probation or suspension from another school, he/she must gain approval from the Dean of Instruction, Student and Community Services (or his designated representative) for admission to the College. Such approval will be conditional;
 - c. High school or GED graduate — The student must submit ACT, SAT, or local placement exam scores; a high school graduate must order his/her transcript;
 - d. Student without high school equivalency —
 - (1) The student must gain individual approval from the Admissions/Records Office after providing sufficient evidence that he/she can benefit from college work;
 - (2) The student must submit ACT or SAT scores or local placement exam scores.
2. Additional requirements for the student *not working for a certificate or a degree* (The student must notify the Admissions/Records Office that he/she is not working for a certificate or degree):

- a. Former or transfer student, high school or GED graduate — There are no additional requirements;
- b. Student without high school equivalency —
 - (1) The student must gain individual approval from the Admissions/Records Office after providing sufficient evidence that he/she can benefit from college work;
 - (2) Current high school students who have completed his/her junior year must have an approval letter about concurrent enrollment from his/her high school principal.
- c. College transient student — The student must sign a statement that he/she is in good standing at the last college attended;
- d. Concurrent student — The student with concurrent enrollment must submit an approval letter from the other college he/she is attending.

PLACEMENT TEST

New students who do not transfer college English or math should take the American College Test (ACT) and have the results sent to the Admissions/Records Office. Students who have not taken the ACT should contact the Counseling Center for dates and testing information.

ACT results are used for counseling, research, follow-up programs, and for student placement in English and math courses. The test is *not a selective device for College admission*.

The Scholastic Aptitude Test (SAT) is acceptable.

A local placement exam may be substituted for the ACT or SAT. The Counseling Center has information and times for this exam.

FULL AND PROVISIONAL ACCEPTANCE

A new student will be fully accepted by the Admissions/Records Office after all required documents are on file. A student will be provisionally accepted until all required documents are received. All documents should be submitted as soon as possible.

INTERNATIONAL STUDENTS

Students from other countries attending Alvin Community College are called "international" students. An international student is a citizen of a country other than the United States who has a visa for educational purposes and who intends to return to his/her home upon completion of his/her educational program.

International students must carry a minimum of twelve (12) semester hours to meet Department of U.S. Naturalization and Immigration Service's requirements. Because no scholarships or grants are available to international students, it is essential that students from outside the United States have sufficient funds to cover their expenses while in this country. The international student tuition is \$40.00 per semester hour with a minimum tuition of \$510.00 for the regular term and \$255.00 for the summer session (subject to change without notice).

Before any action can be taken on their applications, international students who wish to become degree-seeking students at Alvin Community College must complete and file the following with the International Student Advisor thirty days

prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed application form;
2. A health form (physician's examination);
3. Official transcripts for at least the last four years of secondary school study and any university-level or other post-secondary school work that has been completed or attempted. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English transcriptions;
4. An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum score of 500 or above;
5. An Affidavit of Support;
6. An educational background letter from the foreign student advisor of the previous school attended (this applies to students already enrolled in a school in the United States);
7. A deposit of \$500 in the Alvin Community College Business Office.

Once an international student has been accepted for enrollment, he/she must agree to attend foreign student orientation each semester or summer session that he/she attends Alvin Community College.

ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered for admission to a curriculum are the student's educational and occupational experiences. The student may have to meet reasonable standards to insure that he/she possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the Curriculum Offerings section of the *College Bulletin*. Students who do not meet the requirements for a specific curriculum or course may be eligible to enter that curriculum or course after they have completed preparatory course work.

It is policy not to admit a student to a curriculum unless he/she meets all of the listed requirements for the curriculum. The Admissions Officer will officially admit the student upon the approval of the director responsible for the curriculum. If the student has not completed all of the admission requirements for the curriculum, he/she will be required to complete these requirements.

RESIDENCE STATUS

The Admissions/Records Office will determine the legal residency of each applicant to Alvin Community College.

For tuition purposes, the students who enroll in Alvin Community College will be classified as follows:

1. **In-District** — A student who is a resident of the Alvin Community College District on the day of registration and who has been a Texas resident for at least one year;
2. **Out-of-District** — A student who is not a resident of the Alvin Community College District but who has been a Texas resident for at least one year;

3. **Out-of-State or Out-of-Country** — A student who lives away from his/her family and whose family resides in another state or another country, or a student who has not resided in Texas for the twelve months immediately prior to the day of registration;
4. **Allen** — A student who is living in this country under a visa permitting permanent residence, or who has filed a declaration of intention to become a citizen with the proper federal immigration authorities.

An alien student has the same privilege of qualifying for residence status as a citizen of the United States.

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

RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

It is the student's responsibility to register under the proper residence classification. If a student has any questions pertaining to his/her residency classification, he/she should contact the Admissions/Records Office prior to registration.

The student must establish residency classification for a given semester before the first day of registration. A student may make no changes in residency classification during registration. A residency change request must be resolved and residency status be established by the 12th Class Day. At that time, the student can expect a refund as soon as it can be processed.

A non-resident student is classified as such as long as he/she attends the College or until a petition for change of status has been approved.

A resident student who becomes a non-resident because of a change in legal residence is required to notify the Registrar's Office.

FINANCIAL INFORMATION

Students must pay all tuition and fees in full at the time of registration (or as posted in the case of advance registration). A student may not attend class until all payments have been made. A student who has received a scholarship is required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration. Students needing financial assistance should make application to the Student Financial Aid Office early in order to satisfy deadlines described in the Financial Aid section of this *Bulletin*.

The College reserves the right to change, without notice, tuition and fees and related requirements and regulations as necessitated by College or legislative action.

**ALVIN COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE
Fall and Spring Semesters**

This schedule represents fees for the Fall and Spring Semesters based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

NOTE: Registration does not become official until tuition and fees are paid.

CRED HRS	TUITION				SPECIAL FEES		TOTAL CHARGES			
	RI	RO	NR	IS	BUILDING* USE FEE	STUDENT SERVICE	RI	RO	NR	IS
1	\$25.00	\$25.00	\$ 25.00	\$ 40.00	\$ 5.00	\$12.00	\$37.00	\$ 42.00	\$ 42.00	\$ 57.00
2	25.00	25.00	34.00	80.00	10.00	12.00	37.00	47.00	56.00	102.00
3	25.00	25.00	51.00	120.00	15.00	12.00	37.00	52.00	78.00	147.00
4	25.00	25.00	68.00	160.00	20.00	12.00	37.00	57.00	100.00	192.00
5	25.00	25.00	85.00	200.00	25.00	12.00	37.00	62.00	122.00	237.00
6	25.00	25.00	102.00	240.00	30.00	12.00	37.00	67.00	144.00	282.00
7	28.00	28.00	119.00	280.00	35.00	12.00	40.00	75.00	166.00	327.00
8	32.00	32.00	136.00	320.00	40.00	12.00	44.00	84.00	188.00	372.00
9	36.00	36.00	153.00	360.00	45.00	12.00	48.00	93.00	210.00	417.00
10	40.00	40.00	170.00	400.00	45.00	12.00	52.00	97.00	227.00	457.00
11	44.00	44.00	187.00	440.00	45.00	12.00	56.00	101.00	244.00	497.00
12	48.00	48.00	200.00	480.00	45.00	12.00	60.00	105.00	257.00	537.00
13	52.00	52.00	200.00	520.00	45.00	12.00	64.00	109.00	257.00	577.00
14	56.00	56.00	200.00	560.00	45.00	12.00	68.00	113.00	257.00	617.00
15	60.00	60.00	200.00	600.00	45.00	12.00	72.00	117.00	257.00	657.00
16	64.00	64.00	200.00	640.00	45.00	12.00	76.00	121.00	257.00	697.00
17	68.00	68.00	200.00	680.00	45.00	12.00	80.00	125.00	257.00	737.00
18	72.00	72.00	200.00	720.00	45.00	12.00	84.00	129.00	257.00	777.00
19	76.00	76.00	200.00	760.00	45.00	12.00	88.00	133.00	257.00	817.00
20	80.00	80.00	200.00	800.00	45.00	12.00	92.00	137.00	257.00	857.00

*Building Use Fee — \$5.00 per credit Hour not to exceed \$45.00
Out-of-District, Out-of-State and
International Students

**ALVIN COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE
Summer Semesters**

This schedule represents fees for the Summer term based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

NOTE: Registration does not become official until tuition and fees are paid.

SEM HRS	TUITION				BUILDING USE FEE*	TOTAL CHARGES			
	RI	RO	NR	IS		RI	RO	NR	IS
1	\$ 25.00	\$ 25.00	\$ 25.00	\$ 40.00					
2	25.00	25.00	34.00	80.00	\$ 7.50	\$ 25.00	\$ 32.50	\$ 32.50	\$ 47.50
3	30.00	30.00	51.00	120.00	7.50	25.00	32.50	41.50	87.50
4	40.00	40.00	68.00	160.00	7.50	30.00	37.50	58.30	127.50
5	50.00	50.00	85.00	200.00	15.00	40.00	55.00	83.00	175.00
6	60.00	60.00	102.00	240.00	15.00	50.00	65.00	100.00	215.00
7	70.00	70.00	119.00	280.00	15.00	60.00	75.00	117.00	255.00
8	80.00	80.00	136.00	320.00	15.00	70.00	85.00	134.00	295.00
9	90.00	90.00	153.00	360.00	20.00	80.00	95.00	151.00	335.00
10	100.00	100.00	170.00	400.00	20.00	90.00	110.00	173.00	380.00
11	110.00	110.00	187.00	440.00	20.00	100.00	120.00	190.00	420.00
12	120.00	120.00	200.00	480.00	20.00	110.00	130.00	207.00	460.00
13	130.00	130.00	200.00	520.00	20.00	120.00	140.00	220.00	500.00
14	140.00	140.00	200.00	560.00	20.00	130.00	150.00	220.00	540.00
15	150.00	150.00	200.00	600.00	20.00	140.00	160.00	220.00	580.00
						150.00	170.00	220.00	620.00

CODE:—RI—Resident/In-District
 RO—Resident/Out-of-District
 NR—Non-residents who are US citizens
 IS—International Students

*Does not apply to Resident/In-District Students

SPECIAL FEES

Student Service Fee	
Fall or Spring semester	\$10.00
Summer term	None
Applied Music Fees	
Private Lessons — per semester hour	\$25.00
Class Change Fee	
(For approved class changes made for the convenience of the student)	
Per each add or drop	\$ 3.00
Maximum:	\$ 9.00
Credit by Examination	
Per semester hour	\$ 4.00
Graduation Fee*	\$25.00
Lab Fees	
Air Conditioning and Refrigeration, Automotive Mechanics, Art, Biology, Chemistry, Child Care, Computer Science, Court Reporting, Drafting, Electronics, Foreign Language, Geology, Medical Laboratory Technology, Nursing, Physics, Respiratory Therapy, Secretarial Science, Welding	\$ 8.00
Materials Fee	
Air Conditioning & Refrigeration, Automotive Mechanics, and Welding	\$ 7.00
Parking Fee	
Per vehicle per semester	\$ 1.00
Physical Education Fees (per semester)	
Towel & Locker Use Fee	\$ 6.00
Bowling Fee	\$15.00
Golf Fee	\$15.00
Scuba Diving Fee	\$70.00
Water Safety Instruction Fee	\$15.00
Returned Check Fee	\$ 5.00
Late Registration Fee	\$10.00
TNSA Membership Fee	\$11.00
State Board Examination Fee (ADN)	\$30.00
Malpractice Insurance Fee (Annual)	See Course Schedule
Transcript Fee	\$ 1.00

*Note: Graduation fees must be paid to the Business Office. Upon presentation of a Business Office receipt, College Store personnel will assist with orders and measurements for caps and gowns.

REFUND POLICY

Student tuition and fees provide only a portion of the payment to cover educational expenses. When a student enrolls in a class, a place is reserved in that class which cannot be made available to another student until the student officially drops the class. The enrollment of a student, whether it is continued or not, represents a sizable cost to the College. Therefore, refunds are made under the following conditions:

Fall & Spring Semesters

Total Withdrawal

1. Prior to the First Class Day, 100% less \$10.00 service fee
2. During the First Five Class Days, 80%
3. During the Second Five Class Days, 70%
4. During the Third Five Class Days, 50%
5. During the Fourth Five Class Days, 25%
6. After the Fourth Five Class Days, None
7. A student must officially withdraw from all classes in the Admissions/Records Office to receive a refund.
8. If a student's tuition and fees are paid through Financial Aid, the student is not eligible for a refund.

Schedule Changes

1. Schedule changes are assessed \$3.00 per line on the Add/Drop form with a \$9.00 limit. This fee will be waived if the change is due to administrative or instructor request.
2. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the **First Twelve Class Days** will receive a 100% refund less \$3.00 per line charge.
3. After the Twelfth Class Day, **No Refund** will be given.
4. If the net result of the schedule change is the addition of tuition and/or fees, the student pays the net difference at the Business Office.
5. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

Changes become official only after the Add/Drop process is completed in the Business Office.

Refunds are processed after payee's check clears his/her bank. (**Allow approximately four weeks.**) If payment is made in **cash**, refunds are processed after the twelfth class day.

Summer Sessions

Total Withdrawal

1. A student must OFFICIALLY WITHDRAW from classes in the Admissions/Records Office in order to receive a refund.
2. If a student withdraws prior to the first day of classes, a 100% refund less a \$10.00 service charge, will be given.
3. If a student completely withdraws during the fourth, fifth, or sixth class day, the refund is 50%.
5. After the 6th class day, no refunds will be given.
6. The late registration fee of \$10.00 is not refundable under any circumstances.
7. If a student's tuition and fees are met through financial aid, the student is not eligible for a refund.

Schedule Changes

1. Schedule changes are normally assessed a \$3.00 charge per line on the Add/Drop form with a \$9.00 limit. This fee will be waived if the change is due to administrative or instructor request.
2. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the first four class days will receive a 100% refund, minus the \$3.00 per line charge, with a \$9.00 maximum each transaction.

3. If the net result of the schedule change is the addition of tuition and/or fees, the student pays the net difference at the Business Office.
4. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

Changes become official only after the Add/Drop process is completed in the Business Office.

Refunds are processed after the payee's check clears his/her bank. (Allow approximately four weeks.) If payment is made in cash, refunds are processed after the sixth class day.

COUNSELING

As a service to students and to the community, Alvin Community College maintains a staff of professional counselors in addition to a system of faculty advisors in each instructional program.

The Counseling Center assists students in making intelligent decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational and educational information.

The Career Library, located in the Counseling Center, contains various materials and resources concerning job, career, and college information for students interested in transfer and/or jobs.

The Counseling Center provides individual attention and supplements the instructional programs of the College.

The Counseling Center provides assistance to students who have a physical handicap or disability through services to meet special needs.

The Counseling Center maintains office hours from 8:00 a.m. to 8:00 p.m., Monday-Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday during the Fall and Spring semesters. Office hours for the summer are normally 7:30 a.m.-8:00 p.m. Monday-Thursday. Summer hours are subject to change so please call 331-6111, ext. 235 for an appointment.

LIBRARY

The Library is located adjacent to the Learning Laboratory on the second floor of Building A (Learning Resources Center). It houses 31,000 books and bound periodicals, 218 current periodical subscriptions, 862 reels of microfilm, 16,000 microfiche, 2541 titles of other audio-visual materials, and 1734 other titles of various kinds of media. All materials are available for use by students, staff, faculty, administrators, and residents of the community. Seven librarians and several student assistants are available to provide service for 65.5 hours each week.

The Library is open from 7:30 a.m. to 9:30 p.m., Monday-Thursday, and from 7:30 a.m. to 5:00 p.m. on Friday during the Fall and Spring semesters. Service hours for summer sessions will be posted in the Library.

LEARNING LABORATORY

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves any ACC student. Its purpose is to provide help for students in a non-traditional, non-pressured environment. The three primary services of the Lab are:

1. courses in basic subjects to better prepare students for their chosen programs;
2. free individual tutoring assistance;
3. placement and diagnostic testing to help determine academic strengths and weaknesses.

The Learning Lab is open Monday through Thursday from 8:00 a.m. to 6:30 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. All services of the Lab are free.

DEVELOPMENTAL STUDIES

Those students who are more interested in strengthening basic academic skills and in coming to terms with the more practical aspects of living have the opportunity to do coursework in the Developmental Studies program. Classes in basics (math, reading, and English), self-awareness, improvement, and practical applications of basic life skills (psychology), self-confidence, and articulation (speech), physical conditioning (P.E.), and college involvement (orientation) are open to any interested student. It is possible for students who need full-time status to enroll in 12-15 hours of Developmental Studies—or to take only those classes that fulfill a special interest or need. For more information, see the Associate Dean of Student and Instructional Services in the Learning Resources Center, first floor.

CHILD CARE LABORATORY

A campus day care center is available to the children of students, staff, and faculty. The Center, a laboratory school operated by the Child Care and Development Department, is open from 7:30 a.m. until 5:30 p.m., Monday through Friday. The Center is licensed for children from 18 months to 6 years of age. Registration information and fee schedules may be obtained by contacting the Laboratory School Office.

ORIENTATION

The orientation program acquaints new students with the purposes and programs of the College. The orientation program takes place approximately two weeks before registration. The student is asked to meet with an advisor to discuss his/her educational interests, to determine what additional tests he/she may need, and to plan the student's application for admission to a specific College curriculum. The student may also meet with a faculty advisor in his/her major curriculum to plan a program and course of studies. Placement testing is available at this time.

A group orientation to the College and discussion of student services and activities is scheduled for all new students prior to registration. In order to receive one semester credit for the orientation sessions and classes, the student must register during the registration period for one of the orientation sections in addition to attending the pre-semester, two-day assembly session. Those students registered for the course are required to fulfill 16 hours of class time between the two-day assembly period and the one-hour orientation class sessions offered throughout the semester. During the semester the student chooses from a variety of topics offered at different times to allow flexibility in scheduling. The sessions are also open to members of the college community who are not enrolled for credit but are interested in attending one or more sessions on a space available basis. These classes assist the new student in adjusting to college and in gaining information about career and job choices. Contact the Counseling Center for more information.

VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been approved for GI Bill Educational Training. Prospective students who are veterans or veterans' dependents should contact either the VA Regional Office or the campus Veterans Affairs Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of satisfactory progress. Copies of *Policies Governing Satisfactory Progress* are available in the Assistant Registrar's Office.

Procedures

TEXAS VOCATIONAL REHABILITATION

Vocational rehabilitational services are available for handicapped students who have a disability which constitutes a substantial barrier to employment. The *Texas Rehabilitation Commission (TRC)* provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. The *Texas Commission for the Blind (TCB)* provides this assistance for the visually-impaired and the blind. A representative of one of these Commissions must approve the student's vocational objective. Prospective students should apply for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to the registration period of the semester of desired enrollment. Alvin Community College works in cooperation with the TRC and TCB to provide services to handicapped students. Contact the Counseling Center for more information, or contact the office of the TRC or TCB nearest your place of residence for eligibility requirements and information.

FINANCIAL AID

The primary purpose of the student financial aid program at Alvin Community College is to provide financial assistance to students who, without such aid, would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs. All applications should be made through the Office of Student Financial Aid and Placement. Further information concerning financial aid programs is available through this office.

Most aid is assigned according to financial need, academic grades, and academic load. The amount of support which may be expected from the income, assets, and all other resources of the family and the student is considered in determining the student's financial need. All students who apply for aid in which financial need is a qualification are required to: (1) complete the necessary requirements for admission to the College; (2) complete the College's application for financial aid; and (3) file an approved need analysis and request that a copy to be sent to Alvin Community College. *It is important for a student to apply in person.* A student must submit a new application each year so that his/her financial need may be reevaluated. Since the amount of financial assistance usually reflects the financial standing of the student's family, all information this office receives is handled confidentially.

The application form used at Alvin Community College can be obtained at the Office of Student Financial Aid. Students must make satisfactory academic progress, as determined by the Office of Student Financial Aid, in order to remain eligible for financial assistance.

Student financial aid is awarded in the order of need to students who meet priority deadlines. In order to receive priority consideration, a student's need

analysis report (the results of the need analysis form) must be received in the office by May 1 for summer assistance and by June 16 for the nine month academic period. Applications and reports received after those dates will be awarded on a first-come-first-serve basis as long as funds are available. Students should apply in February or as soon after the first of the calendar year as family income information is available.

FINANCIAL AID PROGRAMS AVAILABLE

Pell Grants (BEOG)

This grant, formerly titled Basic Educational Opportunity Grant, makes funds available to eligible students who are undergraduates and who are enrolled on at least a half-time basis. Need is determined by the use of a need analysis, which includes a confidential income statement of the student's family. A student who meets grant requirements will be provided with an eligibility statement which he/she must submit to the Financial Aid Office. All students who desire to participate in this program must submit an application.

College Work-Study Program

This program provides on-campus employment for students who qualify on the basis of financial need. To be eligible for employment under this program, the student must be enrolled (or accepted) as at least a half-time student and must be in need of the job earnings to pay his/her college expenses.

Short-Term Loans

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

Guaranteed Student Loan Program

This loan program permits students in certain income levels to obtain low-interest loans from local lending agencies who participate in the program. The Student Financial Aid Officer can recommend such loans after consulting with the student. Applicants should find out whether their local lending agencies (banks, credit unions, or savings and loan associations) participate in the program.

Hinson-Hazlewood College Student Loan Program

These loans are available to students who are Texas residents, who qualify on the basis of financial need, and who have met all other financial aid requirements.

State Student Incentive Grant

All eligible students may be considered for this grant program, which is based on financial need.

Supplemental Educational Opportunity Grants

Supplemental Educational Opportunity Grants are awarded to students with financial need. The minimum grant is \$200 per academic year. Any student filing for other student financial aid will be considered for one of these grants.

Texas Public Education Grants

State legislation has made grant funds available to needy students. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Hazlewood Act

Veterans who were honorably discharged from the service, who were legal residents of Texas at the time of induction into the service, who have no further entitlement to VA educational benefits, and who have resided in Texas for at least twelve months prior to the date of college registration are qualified for tuition and fee exemption. To be exempted, the veteran must submit a copy of the DD 214 to the Assistant Registrar prior to registration.

SCHOLARSHIPS

Athletic Grants-in-Aid

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

Music Grants-in-Aid

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

Institutional Departmental Scholarships

Departmental scholarships are offered to qualified students in the following disciplines: Accounting, Air Conditioning, Art, Business, Child Care and Development, Computer Science, Cooperative Education, Correctional Science, Court Reporting, Drafting, Drama, Electronics, Fashion Merchandising, Law Enforcement, Mathematics, Medical Laboratory Technology, Mid-Management, Music, Nursing, Respiratory Therapy, and Secretarial Science. Students interested in these scholarships should contact the chairperson of the respective department.

Other Scholarships

The following scholarships are coordinated by Alvin Community College and are awarded each year: ACC Association of Education Office Personnel Scholarship, ACC Czech Club Scholarship (second-year student), ACC Fashion Group Scholarship, ACC Teachers' Association Scholarship (second-year student), Alvin Community Hospital Scholarship, Alvin Educational Secretaries and Paraprofessionals Association Scholarship (second-year student), Alvin Insurance Agencies Scholarship (ACC graduate), Hollis McGinness Memorial Scholarship (Alvin Noon Lion's Club), James Williams Scholarship (Drama), Nolan Ryan Scholarship (Baseball), Paul Lawson Scholarship (Drama), Rotary Club Scholarship (Alvin Rotary), and Scott Memorial Scholarship (Law Enforcement).

Other scholarships from outside sources are available to ACC students. For further information concerning all scholarships, inquire at the Student Financial Aid Office in Building A or call 331-6111, ext. 206.

PLACEMENT SERVICE

The College maintains a placement service in the Financial Aid and Placement Office for students who wish to secure part-time or full-time employment during school, during vacations, and after graduation. The Placement Center provides occupational information on job requirements and opportunities. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.

Students seeking part-time work are encouraged to keep in mind their future career plans because relevant job experience can help in finding permanent and satisfying positions after graduation.

ATHLETICS

The College schedules intercollegiate competition in basketball, baseball, volleyball, tennis, and golf. Non-varsity students are given the opportunity to participate in the physical education program and in an extensive schedule of intramural sports.

PHYSICAL FITNESS CENTER

The ACC Fitness Center is open to students, faculty, staff, and the residents of the College district who purchase a membership.

Operating hours are:

6:30 a.m. to 10:00 p.m. (Weekdays)

10:00 a.m. to 6:00 p.m. (Saturdays)

12:00 noon to 6:00 p.m. (Sunday)

For membership information call: 331-8846

CAFETERIA

The cafeteria, located in the Student Center, sells hot and cold food and beverages.

PARKING

Automobiles must be registered before they may be parked on campus. The Security Office distributes parking permits and traffic regulations during and after registration. Lots marked with yellow stripes are reserved for student parking, and lots marked with white stripes are reserved for ACC personnel.

CO-CURRICULAR ACTIVITIES

Activities outside the classroom provide some of the most valuable educational experiences a student will have while attending college. For this reason, Alvin Community College encourages its students to participate in these activities. Student activities, which are open to all students, include movies, speakers, dances, intramurals, workshops, concerts, programs, and various club activities. The Student Activities Coordinator maintains the activities calendar. Campus events are listed in the weekly newsletter, *This Week at ACC*.

STUDENT HANDBOOK

A student handbook is available to provide additional information of interest to students. The handbook, which describes student activities, organizations, student services, and college regulations pertinent to students, is available in the Student Activities Office.

COLLEGE STORE

The College Store is operated for the convenience of students and faculty. It is located in the Student Center.

Book-buy-back will be conducted by the College Store on the following dates:
 Fall Semester — December 5-14, 1983
 Spring Semester — May 7-14, 1984
 Summer Session II — August 6-13, 1984
 Book-buy-back is conducted the week of final examinations; students may sell
 their books back for one-half the original purchase price.



CURRICULUM OFFERINGS

(Note: The following table is a transcription of the mirrored text visible on the reverse side of the page, presented here for informational purposes.)

Course Number	Course Title	Prerequisites
MATH 100	Foundations of Mathematics	None
MATH 101	Calculus I	MATH 100
MATH 102	Calculus II	MATH 101
PHED	Physical Education	None
ENGL 101	English I	None
ENGL 102	English II	ENGL 101
ENGL 103	English III	ENGL 102
ENGL 104	English IV	ENGL 103
ENGL 105	English V	ENGL 104
ENGL 106	English VI	ENGL 105
ENGL 107	English VII	ENGL 106
ENGL 108	English VIII	ENGL 107
ENGL 109	English IX	ENGL 108
ENGL 110	English X	ENGL 109
ENGL 111	English XI	ENGL 110
ENGL 112	English XII	ENGL 111
ENGL 113	English XIII	ENGL 112
ENGL 114	English XIV	ENGL 113
ENGL 115	English XV	ENGL 114
ENGL 116	English XVI	ENGL 115
ENGL 117	English XVII	ENGL 116
ENGL 118	English XVIII	ENGL 117
ENGL 119	English XIX	ENGL 118
ENGL 120	English XX	ENGL 119

ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

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

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

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

GENERAL LIBERAL ARTS

Associate In Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
***HIST 141	The U.S. to 1877	3	0	3
MATH 111	Selected Topics I			
or 121				
MATH 160	Foundations of Mathematics	3	0	3
	*Elective	3	0	3
	**Foreign Language or Elective	3	0-2	3-4
PHED	Physical Education	0	3	1
		—	—	—
		15	0-5	16-17

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
***HIST 142	The U.S. since 1877	3	0	3
MATH 112	Selected Topics II			
or				
MATH 170	Modern Topics in Mathematics	3	0	3
	*Elective	3	0	3
	**Foreign Language or Elective	3	0-2	3-4
PHED	Physical Education	0	3	1
		—	—	—
		15	0-5	16-17

Third Semester

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221	Physics 111, or Chem 111, or Biol 111, or Geol 111	3	2-3	4
GOVT 211	American National and State Governments I	3	0	3
	*Electives	6	0	6
		—	—	—
		15	2-3	16

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222	Physics 112, or Chem 112, or Biol 112, or Geol 112	3	2-3	4
GOVT 212	American National and State Governments II	3	0	3
	*Electives	6	0	6
		—	—	—
		15	2-3	16

*COOP courses may be selected as electives with advisor approval.

**Recommended elective, depending on the transfer requirements of the college the student will be attending.

***One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

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

ART

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Comp. & Rhetoric I	3	0	3
**HIST 141	U.S. to 1877	3	0	3
ARTS 111	Design I	0	6	3
ARTS 121	Drawing I	0	6	3
ARTS 120	Art Appreciation	3	0	3
PHED	Physical Education	0	3	1
		9	15	16
Second Semester				
ENGL 122	Comp. and Rhetoric II	3	0	3
**HIST 142	U.S. Since 1877	3	0	3
ARTS 112	Design II	0	6	3
ARTS 122	Drawing II	0	6	3
ARTS 240	Watercolor Painting	0	6	3
PHED	Physical Education	0	3	1
		6	21	16
Third Semester				
ENGL 211	Survey of Literature I			
or				
ENGL 221		3	0	3
GOVT 211	Amer. Nat. & State Govt. I	3	0	3
ARTS 211	Drawing III	0	6	3
ARTS 231	Painting I			
or 251	Commercial Art I	0	6	3
	*Elective	3	0	3
		9	12	15
Fourth Semester				
ENGL 212	Survey of Literature II			
or				
ENGL 222		3	0	3
GOVT 212	Amer. Nat. & State Govt.	3	0	3
ARTS 232	Painting II			
or 252	Commercial Art II	0	6	3
ARTS 221	Design III	0	6	3
or				
ARTS 241	Intro to Portrait Paining	0	6	3
	*Elective	3	0	3
		9	12	15

*Electives must be art courses.

**One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required

for Arts Degree 62

DRAMA

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
DRAM 111	Rehearsal and Performance	0	2	1
DRAM 145	Movement & Dance for the Performing Arts	1	3	3
DRAM 130	Introduction to Theatre Arts	3	0	3
SPCH 110	Fundamentals of Speech or Elective	3	0	3
		13	5	16
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
*HIST 142	The U.S. since 1877	3	0	3
DRAM 112	Rehearsal and Performance	0	2	1
DRAM 140	Introduction to Acting	2	2	3
DRAM 150	Stage Makeup Elective	2	2	3
		3	0	3
		13	6	16
Third Semester				
ENGL 211	Survey of Literature I			
or				
ENGL 221		3	0	3
GOVT 211	American National and State Governments I	3	0	3
DRAM 211	Rehearsal and Performance	0	2	1
DRAM 230	Introduction to Technical Theatre	2	2	3
DRAM 240	Advanced Acting	2	2	3
DRAM 260	Modern Theatre Literature	3	0	3
		13	6	16

Fourth Semester

ENGL 212	Survey of Literature II			
or				
ENGL 222		3	0	3
GOVT 212	American National and State Governments II	3	0	3
DRAM 235	Intermediate Technical Theatre	3	0	3
DRAM 250	Theatre Speech	3	0	3
DRAM 212	Rehearsal and Performance Elective	0	2	1
		3	0	3
		—	—	—
		15	2	16

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for Drama Degree 64

**MUSIC
(INSTRUMENTAL CONCENTRATION)**

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training & Sight-Singing	1	2	2
MUSC 123	Conducting	0	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 131B	Brass Class	0	3	1
or				
MUSC 131W	Woodwind Class	0	3	1
MUSC 185	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
		—	—	—
		11	21	18

Second Semester

ENGL 122	Composition & Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training & Sight-Singing	1	2	2
MUSC 124	Conducting	0	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 131B	Brass Class	0	3	1
or				
MUSC 131W	Woodwind Class	0	3	1
MUSC 186	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
		—	—	—
		11	21	18

Third Semester

**HIST 141	The U.S. to 1877	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training & Sight-Singing	1	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 131P	Percussion Class	0	3	1
MUSC 287	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
PHED	Physical Education	0	3	1
		—	—	—
		11	19	17

Fourth Semester

**HIST 142	The U.S. since 1877	3	0	3
GOVT 212	American National & State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training & Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 131E	Synthesizer Class	1	2	1
or				
MUSC 131G	Guitar Class	0	3	1
MUSC 288	Concert Band	0	5	1
	Applied Music: Principle Instrument	1	4	2
PHED	Physical Education	0	3	1
		—	—	—
		11-12	17-18	17

*MUSC 117X, 117Y, 217X, 217Y may be substituted.

**One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a Music Degree 70

**MUSIC
(VOICE CONCENTRATION)**

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training & Sight-Singing	1	2	2
MUSC 123	Conducting	0	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1

MUSC 151	Concert Choir	0	5	1
MUSC 125X	Applied Music: Voice	1	4	2
		11	19-20	18-19

Second Semester

ENGL 122	Composition & Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training & Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 152	Concert Choir	0	5	1
MUSC 125Y	Applied Music: Voice	1	4	2
		11	17-18	16-17

Third Semester

**HIST 141	The U.S. to 1877	3	0	3
GOVT 211	American National & State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training & Sight-Singing	1	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 253	Concert Choir	0	5	1
MUSC 225X	Applied Music: Voice	1	4	2
PHED	Physical Education	0	3	1
		11	20-21	17-18

Fourth Semester

**HIST 142	The U.S. since 1877	3	0	3
GOVT 212	American National & State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training & Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 254	Concert Choir	0	5	1
MUSC 225Y	Applied Music: Voice	1	4	2
PHED	Physical Education	0	3	1
		11	20-21	17-18

*Music 117X, 117Y, 217X, 217Y may be substituted.
 **One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
 for a Music Degree..... 70

PHYSICAL EDUCATION

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
MATH 121	College Algebra	3	0	3
PHED 110	Foundations of Phy. Ed.	3	0	3
PHED 130A	Coaching Basketball	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16

Second Semester

ENGL 122	Composition & Rhetoric II	3	0	3
*HIST 142	The U.S. since 1877	3	0	3
PHED 120	Personal Health	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
PHED 130C	Coaching Football-Track	3	0	3
		15	3	16

Third Semester

ENGL 211	Survey of Literature I	3	0	3
BIOL 121	Human Anatomy & Physiology	3	2	4
GOVT 211	American Government I	3	0	3
PHED 210	First Aid	3	0	3
PHED 230	Athletic Injuries	3	0	3
PHED	Physical Activity	0	3	1
		15	3	17

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
BIOL 122	Human Anatomy & Physiology	3	2	4
GOVT 212	American Government II	3	0	3
PHED 220B	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 110	Fundamentals of Speech	3	0	3
		15	5	17

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
 for a Physical Education Degree 66

ASSOCIATE IN APPLIED ARTS DEGREE

Degree: Associate in Applied Arts

Length: Four-Semester (Two-Year) Program

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

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

COMMUNICATIONS (RADIO BROADCASTING)

Associate in Applied Arts Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 210	Radio News Workshop	3	2	3
COMM 105	Introduction to Mass Communications	3	0	3
	Elective	3	0	3
		13	7	16
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
COMM 112	Advanced Recording Techniques	1	2	3
COMM 222	Public Relations	3	0	3
PHED	Physical Education	0	3	1
COMM 211	Radio Production	1	4	3
COMM 115	Writing for Mass Media	3	0	3
		11	9	16
Third Semester				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National & State Govt. I	3	0	3
COMM 2120	Principles of Advertising	3	0	3
COMM 220	Independent Study	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
		15	0	15

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National & State Govt. II	3	0	3
COMM 221	Independent Study	3	0	3
*HIST 142	The U.S. to 1877	3	0	3
	Elective	3	0	3
		15	0	15

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for Communications Degree 62

COMMUNICATIONS (SOUND REINFORCEMENT & RECORDING)

Associate in Applied Arts Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 105	Introduction to Mass Communications	3	0	3
MUSC 110	Introduction to Music	3	0	3
	or			
MUSC 111	Survey of Music Literature	3	1	3
		13	5-6	16
Second Semester				
ENGL 122	Composition & Rhetoric II	3	0	3
COMM 112	Advanced Recording Techniques	1	2	3
MUSC 120	Music Appreciation	3	0	3
	or			
MUSIC 112	Survey of Music Literature	3	1	3
PHED	Physical Education	0	3	1
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronics Technology Lab	0	3	1
COMM 211	Radio Production	1	4	3
		14	12-13	17

Third Semester

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National & State Government I	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
COMM 220	Independent Study	3	0	3
MATH 111	Selected Topics I	3	0	3
		15	0	15

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National & State Government II	3	0	3
COMM 221	Independent Study	3	0	3
MATH 112	Selected Topics II	3	0	3
	Elective	3	0	3
		15	0	15

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for Communications Degree 63

ASSOCIATE IN SCIENCE DEGREE

Degree: Associate in Science (A.S.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Science Degree (A.S.) is awarded to students who fulfill the requirements of the Biological Science, Business Administration, Mathematics, or Physical Science curriculum. Students who complete these curriculums normally transfer to a four-year college where they may major in one of the following subject areas:

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

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

BIOLOGICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
---------------	--------------	---------------	-----------	----------------

First Semester

BIOL 111	Biology I (Zoology)	3	3	4
CHEM 121	General Chemistry & Analysis	3	4	4
ENGL 121	Composition & Rhetoric I	3	0	3
MATH 121	College Algebra — Plane or 132 Trigonometry	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
		15	10	18

Second Semester

BIOL 112	Biology II (Botany)	3	3	4
CHEM 122	General Chemistry & Analysis	3	4	4
ENGL 122	Composition & Rhetoric II	3	0	3
MATH 132	Plane Trigonometry — or 150 Analytic Geometry	3	0	3
*HIST 142	The U.S. since 1877	3	0	3
PHED	Physical Education	0	3	1
		15	10	18

Third Semester

BIOL 110	Environmental Conservation	3	0	3
or				
BIOL 121	Human Anatomy & Physiology	3	2	4
CHEM 211	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Government I	3	0	3
		15	6	13-14

Fourth Semester

BIOL 225	Microbiology	3	3	4
or				
BIOL 122	Human Anatomy & Physiology	3	2	4
CHEM 212	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3

GOVT 212	American National and State Government II	3	0	3
		<u>12</u>	<u>9</u>	<u>14</u>

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for Biological Science Degree 63-64

BUSINESS ADMINISTRATION

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 180	Finite Mathematics	3	0	3
HIST 141	The United States to 1877	3	0	3
	Phys 111, Chem 111, or Biol 111	3	2	4
	*Elective	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>5</u>	<u>17</u>
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 190	Analysis	3	0	3
HIST 142	The United States since 1877	3	0	3
	Phys 112, Chem 112, or Biol 112	3	2	4
CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>18</u>	<u>18</u>
Third Semester				
ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
ACCT 221	Principles of Accounting I	3	1	3
GOVT 211	American National and State Governments I	3	0	3
ECON 111	Principles of Economics I	3	0	3
BUAD 120	Business Law I	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

Fourth Semester

ENGL 212	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
GOVT 212	American National and State Governments II	3	0	3
ECON 112	Principles of Economics II	3	0	3
	*Elective	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

*Recommended to be taken from the following: SOCI 111, PSYC 120, SPCH 110, or Co-op courses.

Total Minimum Credits Required for a
Business Administration Degree 65

MATHEMATICS

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra	3	0	3
MATH 132	Plane Trigonometry	3	0	3
**HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
		<u>15</u>	<u>5-7</u>	<u>17</u>
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 150	Analytic Geometry	3	0	3
**HIST 142	The U.S. since 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
	*Elective	3	0	3
		<u>15</u>	<u>5-7</u>	<u>17</u>

Third Semester				
ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MATH 213	Differential and Integral Calculus	4	0	4
	Electives	6	0	6
		—	—	—
		16	0	16

Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222	Survey of English Literature II			
GOVT 212	American National and State Governments II	3	0	3
MATH 214	Differential and Integral Calculus	4	0	4
	*Electives	6	0	6
		—	—	—
		16	0	16

*Co-op courses may be selected as satisfaction of elective credit.
 **One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a
 Mathematics Degree 66

PHYSICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 121	General Chemistry and Analysis	3	4	4
ENGL 121	Composition and Rhetoric I	3	0	3
**HIST 141	The U.S. To 1877	3	0	3
MATH 121	College Algebra			
or 132	Plane Trigonometry	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		12	7	14

Second Semester				
CHEM 122	General Chemistry and Analysis	3	4	4
ENGL 122	Composition and Rhetoric II	3	0	3
**HIST 142	The U.S. Since 1877	3	0	3
MATH 132	Plane Trigonometry			
or 150	Analytic Geometry	3	0	3
	*Elective	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	7	17

Third Semester				
CHEM 211	Organic Chemistry I	3	4	4
or				
PHYS 141,	Mechanics and Heat	3	0	3
146	Mec. and Heat Lab	0	3	1
ENGL 211	Survey of Lit. I	3	0	3
GOVT 211	American Nat'l. and State Gov'ts. I	3	0	3
BIOL 111	General Biology I	3	3	4
MATH 213	Differential Calculus	4	0	4
		—	—	—
		16	6-7	18

Fourth Semester				
CHEM 212	Organic Chemistry II	3	4	4
or				
PHYS 242,	Electricity and Magnetism	3	3	3
247	and Lab	0	3	1
ENGL 212	Survey of Lit. II	3	0	3
GOVT 212	American Nat'l and State Gov'ts. II	3	0	3
BIOL 112	General Biology II	3	3	4
MATH 214	Integral Calculus	4	0	4
	*Elective	3	0	3
		—	—	—
		19	6-7	21

*It is recommended that electives be selected from either Chemistry, Physics, Mathematics, or Biology. Physics majors should take MATH 213 the second semester.
 **One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a
 Physical Science Degree 70

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Length: Four-Semester (Two-Year) Program

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

Accounting	Law Enforcement and
Air Conditioning and	Police Administration
Refrigeration	Legal Secretary
Automotive Technology	Medical Laboratory Technology
Child Care	Medical Secretary
Computer Science	Mid-Management
Computer Systems Technology	Nursing Technology
Correctional Science	Secretarial Science
Court Reporting	Welding
Drafting Technology	
Electronic Technology	

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

ACCOUNTING

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

Length: Four-Semester (Two-Year) Program

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

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

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



ACCOUNTING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 221	Principles of Accounting I	3	1	3
BUAD 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		15	4	16

Second Semester				
ACCT 222	Principles of Accounting II	3	1	3
CSCI 110	Intro. to Computer Science	3	3	4
MMGT 121	Principles of Management	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
SECT 130	Business Communications	3	0	3
PHED	Physical Education	0	3	1
		15	7	17

Third Semester				
ACCT 231	Intermediate Accounting I	3	0	3
ACCT 233	Federal Income Tax Accounting	3	0	3
ECON 111	Principles of Economics I	3	0	3
CSCI 260	Mini-Micro Computers	3	3	3
ACCT 211	Accounting Internship	0	20	3
or				
*Elective		—	—	—
		12	23	15

Fourth Semester				
ACCT 232	Intermediate Accounting II	3	0	3
ACCT 234	Managerial Accounting	3	0	3
ECON 112	Principles of Economics II	3	0	3
BUAD 120	Business Law I	3	0	3
ACCT 212	Accounting Internship	0	20	3
or				
*Elective		—	—	—
		12	20	15

*Two electives such as Computer Science, Finite Math, Principles of Real Estate, Personnel Management, etc., may be substituted.

Total Minimum Credits Required
for Accounting Degree..... 63

AIR CONDITIONING AND REFRIGERATION

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Air Conditioning and Refrigeration prepares the student for full-time employment immediately upon graduation from the program. The Air Conditioning and Refrigeration technician is prepared for employment as an engineering assistant in installation, maintenance, research, and development in the Air Conditioning and Refrigeration field.

Program Requirements: In addition to the general requirements for admission to the College, entry into the Air Conditioning and Refrigeration Program requires a personal interview with the Air Conditioning and Refrigeration Department Chairperson.

AIR CONDITIONING AND REFRIGERATION

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning & Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
PHED	Physical Education	0	3	1
		15	9	18
Second Semester				
ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		13	10	15
First Summer Session				
ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2

Third Semester

ACRH 242	Refrigeration Systems Servicing II	2	6	4
ACRH 250	Heating and Ventilation	2	6	4
*ENGL 112	Communication Skills II	3	0	3
SOCI III	Principles of Sociology	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		13	12	17

Fourth Semester

ACRH 234	Air Conditioning & Electrical Circuits II	2	6	4
ACRH 260	Heat Load Calculations	3	0	3
ACRH 280	Automotive Air Conditioning	3	3	4
PROD 230	Industrial Management	3	0	3
		11	9	14

*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for the Air Conditioning & Refrigeration Degree..... 66

AUTOMOTIVE TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Automotive Technology prepares the student for full-time employment in the automotive repair industry upon graduation.

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

AUTOMOTIVE TECHNOLOGY

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AUTO 101	Basic Automotive	2	4	4
AUTO 111	Internal Combustion Engine	2	4	4
MATH 151	Technical Math I	3	0	3
DRFT 110	Fundamentals of Drafting	2	4	3
PHED	Physical Education	0	3	1
		9	15	15

Second Semester

AUTO 112	Automotive Electricity and Ignition Systems	2	4	4
AUTO 113	Carburetion and Fuel Systems	2	4	4
MATH 152	Technical Math II	3	0	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		10	11	15

Third Semester

AUTO 202	Automotive Transmissions	2	4	4
AUTO 211	Automotive and Truck Chassis	2	4	4
AUTO 212	Automotive Air Conditioning	2	4	4
ENGL 112	Communications Skills II	3	0	3
WELD 110	Welding Processes	2	6	4
		11	18	19

Fourth Semester

AUTO 213	Automotive Diagnostics	2	4	4
AUTO 214	Automobile Repair Shop Organization and Management	2	0	2
AUTO 215	Automotive Accessory Equipment	2	4	4
BUAD 110	Introduction to Business	3	0	3
	Elective (approved by Department Chairman)	3	0	3
		12	8	16

Total Credits Required for Automotive Technology Degree 65

BANKING

Please see Mid-Management, Banking Specialization; Banking Certificate.

CHILD CARE and DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

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

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

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

CHILD CARE AND DEVELOPMENT

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
✓ CHCD 110	Pre-School and Day Care Programs	3	0	3
✓ PSYC 130	Child Growth and Development	3	0	3
✓ SOCI 111	Principles of Sociology	3	0	3
*ENGL 111	Communication Skills I	3	0	3
BIOL 111	General Biology			
or				
SPAN 111	Elementary Spanish	3	2-3	4
PHED ✓	Physical Education	0	2	1
		15	4-5	17
Second Semester				
✓ CHCD 140 ✓	Child Care Recreation	1	2	2
✓ CHCD 150 ✓	Introductory Creative Activities	1	2	2
✓ CHCD 160 ✓	Literature for Young Children	1	2	2
✓ CHCD 170 ✓	Music for Young Children	1	2	2
*ENGL 112	Communication Skills II	3	0	3
✓ BIOL 112	General Biology			
or				
SPAN 112	Elementary Spanish	3	2-3	4
PHED ✓	Physical Education	0	2	1
		10	12-13	16
Third Semester				
✓ CHCD 200 ✓	Exceptional Children or			
CHCD 130	Child Care Services	3	0	3
✓ CHCD 210 ✓	Creative Activities II	1	2	2
✓ CHCD 220 ✓	Child Nutrition and Health Care	3	0	3
✓ CHCD 240 ✓	Child Care and Development I	3	2	4
SOCI 122	Social Problems	3	0	3
		13	4	15

Fourth Semester

✓ CHCD 230	Advanced Child Growth and Development	3	0	3
✓ CHCD 250	Child Care and Development II	2	4	4
**CHCD 260	Seminar and Field Work or			
CHCD 270	Special Project	3	8	4
SOCI 110	Marriage and the Family	3	0	3
	**Elective	3	0	3
		—	—	—
		14	12	17

*ENGL 121 and 122 should be substituted if a 4-year degree is planned.
 **See advisor prior to registration.

Total Credits Required for a
 Child Care & Development Degree..... 65

**COMPUTER SCIENCE TECHNOLOGY
 COMPUTER PROGRAMMING**

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

Length: Four-Semester (Two-Year) Program

Purpose: The Computer Science Technology curriculum provides the types of educational and skill experiences which both industry and the computer manufacturers agree are needed. It develops in students the skills, knowledge, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis is on computer programming.

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



**COMPUTER SCIENCE
 (COMPUTER PROGRAMMING)**

Associate In Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 110	Intro. to Computer Science or	3	3	4
CSCI 112	Programming for Eng. and Sci.			
CSCI 114	Computer Programming (BASIC) or	3	3	4
**CSCI	Elective			
ACCT 221	Principles of Accounting I	3	1	3
*MATH 180	Finite Mathematics or	3	0	3
MATH 121	College Algebra			
	Elective	3	0	3
		—	—	—
		15	7	17
Second Semester				
CSCI 120	Computer Programming (RPG)	3	3	4
CSCI 130	Computer Programming (Intro. COBOL)	3	3	4
ACCT 222	Principles of Accounting II or	3	1	3
MMGT 121	Mid-Management			
*MATH 190	Analysis or	3	0	3
MATH 132	Plane Trigonometry			
	Elective	3	0	3
		—	—	—
		15	7	17
Third Semester				
CSCI 210	Computer Programming (Adv. FORTRAN) or	3	3	4
**CSCI	Elective			
CSCI 230	Computer Programming (Adv. COBOL)	3	3	4
*ENGL 121	Composition and Rhetoric I or	3	0	3
ENGL 111	Communications Skills I			
PHED		0	2	1
	Elective	3	0	3
		—	—	—
		12	8	15
Fourth Semester				
CSCI 215	Digital Computer Fundamentals or	3	3	4
**CSCI	Elective			
CSCI 240	Business System Analysis	3	3	4
*ENGL 122	Composition and Rhetoric II or	3	0	3
ENGL 112	Communications Skills II			

PHED	Physical Education	0	1	1
	Elective	3	0	3
		12	6	15

*See advisor prior to registration. Business Programming needs MATH 180-190, Scientific Programming needs MATH 121-132.
 Math and English courses must be a complete sequence, i.e., MATH 121-132, or MATH 180-190; ENGL 121-122, or ENGL 111-112.
 **CSCI electives must be either CSCI 116, CSCI 200, CSCI 210, CSCI 215, CSCI 220, CSCI 250, CSCI 260, CSCI 270, or CSCI 280.

Total Credits Required for a
 Computer Science Degree..... 64

COMPUTER SYSTEMS TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: The curriculum in Computer Systems Technology trains entry-level computer service technicians to service computer systems and to keep them operating efficiently. The curriculum contains courses in Electronics and Computer Science as well as support courses in Math and English.

Program Requirements: Students take a combination of Electronics and Computer Science courses which include lectures as well as laboratories. Required related courses in Plane Trigonometry and Communication Skills are taken in the first three semesters. Electives may be selected from the Liberal Arts area with permission of the Electronics Department Chairperson.

COMPUTER SYSTEMS TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 110	Introduction to Computer Science	3	3	4
ELEC 120	D.C. Theory and Circuit Analysis	3	0	3
ELEC 125	D.C. Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Lab	0	3	1
MATH 132	Plane Trigonometry	3	0	3
		12	9	15

Second Semester

CSCI 114	Computer Programming (BASIC)	3	3	4
ELEC 130	A.C. Theory and Circuit Analysis	3	0	3
ELEC 135	A.C. Theory and Circuit Analysis Lab	0	3	1
ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Lab	0	3	1
ENGL 111	Communication Skills I			
or				
*ENGL 121	Composition & Rhetoric I	3	0	3
		12	9	15

Third Semester

CSCI 130	Computer Programming (Int. COBOL)	3	3	4
CSCI 260	Mini/Micro Computers	3	3	4
**ELECTIVE	Electronics or Computer Science Elective	3	3	4
ENGL 112	Communication Skills II or			
*ENGL 122	Composition & Rhetoric II	3	0	3
PHED	Physical Education	0	3	1
		12	12	16

Fourth Semester

CSCI 210	Computer Programming (Adv. FORTRAN)	3	3	4
CSCI 215	Digital Computer Fundamentals	3	3	4
CSCI 250	Computer Programming (Assembly)	3	3	4
ELEC 290	Computers and Computer Controlled System	3	0	3
ELEC 295	Computers and Computer Controlled System Lab	0	3	1
PHED	Physical Education	0	3	1
		12	15	17

*ENGL 121 and 122 should be substituted if four-year degree is planned.

**Elective may be selected from Liberal Arts area with permission of Department Chairperson.

Total Credits Required for
 Computer Systems Degree..... 63

CORRECTIONAL SCIENCE

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements: In addition to the general requirements for admission to the College, entry into the Correctional Science Program requires the following:

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

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

CORRECTIONAL SCIENCE

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRSC 110	Introduction to Corrections	3	0	3
CRSC 120	Penology	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	3	1
		15	3	16
Second Semester				
*ENGL 112	Communication Skills II	3	0	3
HIST 142	The United States since 1877	3	0	3
CRSC 130	American Legal System	3	0	3
CRSC 140	Crime and Delinquency	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Third Semester

CRSC 150	Introduction to the Criminal Justice System	3	0	3
CRSC 210	Probation, Pardons, and Parole	3	0	3
CRSC 220	Institutional Procedures, Jails and Detention	3	0	3
SOCI 122	Social Problems	3	0	3
GOVT 211	American National and State Government	3	0	3
		15	0	15

Fourth Semester

CRSC 230	Contemporary Practices in Corrections	3	0	3
CRSC 240	Corrections I. Organization and Operations	3	0	3
CRSC 250	Corrections II. Theory and Practice	3	0	3
PSYC 250	Fundamentals of Behavior Pathology	3	0	3
GOVT 212	American National and State Government	3	0	3
		15	0	15

*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Minimum Credits Required
for the Correctional Science Degree 62

COURT REPORTING

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

Length: Four-Semester (Two-Year) Program, plus one summer term

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

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

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

COURT REPORTING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 122	Typing II	2	3	3
CTRP 111	Machine Shorthand Theory	6	4	6
CTRP 121	Law and Legal Terminology	4	1	3
ENGL 111	Communication Skills I	3	0	3
CTRP 141	Grammar and Punctuation I	2	0	2
PHED	Physical Education	0	2	1
		17	10	18
Second Semester				
SECT 220	Typing III	2	3	3
CTRP 112	Machine Shorthand I (60-80-100)	6	4	6
CTRP 130	Transcription I	0	5	2
CTRP 122	Medical Terminology	4	1	3
ENGL 112	Communication Skills II	3	0	3
CTRP 142	Grammar and Punctuation II	2	0	2
PHED	Physical Education	0	2	1
		17	15	20
Summer Semester				
CTRP 120	Machine Shorthand II (120-140)	6	4	6
CTRP 140	Transcription II	0	5	2
GOVT 211	American National & State Government or *Elective	3	0	3
		9	9	11
Third Semester				
SOCI 111	Principles of Sociology	3	0	3
CTRP 211	Machine Shorthand III (160-180)	6	4	6
CTRP 210	Transcription III	0	5	2
CTRP 221	Courtroom Procedures I	3	2	3
CTRP 225	Technical Dictation	3	2	3
		15	13	17

Fourth Semester

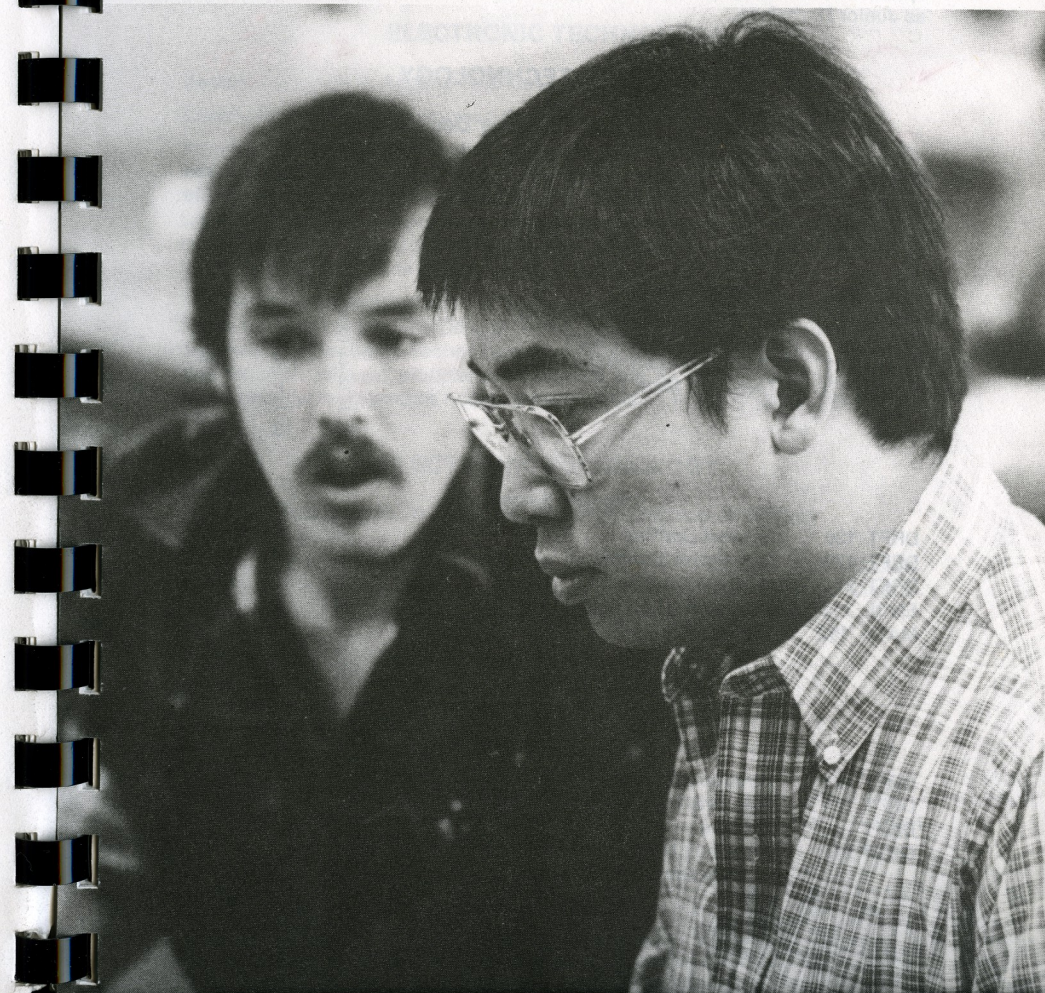
CTRP 212	Machine Shorthand IV (200-225)	6	4	6
CTRP 240	General Office Practices	3	2	3
CTRP 220	Transcription IV	0	5	2
CTRP 222	Courtroom Procedures II	3	2	3
		12	13	14

*To be approved by department chairperson.

Total Credits Required for
Court Reporting Degree..... 80

A typing speed of 60 wpm is required for graduation, and an internship of 40 hours will be required of each student for graduation.

When typing requirements have been fulfilled, the student is encouraged to utilize the tape library for home practice.



DRAFTING TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

DRAFTING TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 111	Technical Drafting	2	6	4
DRFT 107	Industrial Blueprint Reading	3	1	3
DRFT 241	Architectural Drafting I	2	6	4
ENGL 111	Communication Skills I	3	0	3
MATH 151	Technical Math I	3	0	3
		13	13	17
Second Semester				
DRFT 130	General Drafting	2	6	4
DRFT 120	Descriptive Geometry	2	4	3
DRFT 251	Machine Drafting I	2	6	4
ENGL 112	Communication Skills II	3	0	3
MATH 152	Technical Math II	3	0	3
		12	16	17
Third Semester				
DRFT 221	Structural Drafting I	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
*DRFT	Elective	2	6	3
GOVT 211	American National and State Govt. I	3	0	3

PHED	Physical Education	0	3	1
		9	21	15
Fourth Semester				
SOCI 111	Principles of Sociology	3	0	3
*DRFT	Elective	2	6	4
	Free Elective			3
DRFT 270	Construction Drafting	2	6	4
PHED	Physical Education	0	3	1
		7	15	15

*Approval of Department Chairperson.

Total Credits Required for a
Drafting Technology Degree 64

ELECTRONIC TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum in Electronics Technology prepares the student for full-time employment immediately upon graduation from the program. The electronics technician is prepared for employment as an engineering assistant in production, maintenance, and research and development in the electronics field. Options in the curriculum allow for designing a program to transfer to baccalaureate degree granting institutions.

Program Requirements: In addition to the general admission requirements established for Alvin Community College, entry into the Associate in Applied Science curriculum in Electronic Technology requires a proficiency in algebra. Students who require increased proficiency in algebra will be required to complete the developmental mathematics course prior to enrolling in ELEC 130 and ELEC 135.

ELECTRONIC TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELEC 110 ✓	Introduction to Electronic Technology	3	0	3
ELEC 115 ✓	Introduction to Electronic Technology	0	3	1
ELEC 120 ✓	DC Theory and Circuit Analysis	3	0	3
ELEC 125 ✓	DC Theory and Circuit Analysis Lab	0	3	1
ELEC 150 ✓	Electronic Problems	3	0	3
***ENGL 111	Communication Skills I English	3	0	3
PHED	Physical Education			1
		12	6	15

Second Semester

ELEC 130 ✓	AC Theory and Circuit Analysis	3	0	3
ELEC 135 ✓	AC Theory and Circuit Analysis Lab	0	3	1
ELEC 140 ✓	Electronics I	3	0	3
ELEC 145 ✓	Electronics I Lab	0	3	1
ELEC 160 ✓	Electronic Drafting and Design	3	0	3
ELEC 165 ✓	Electronic Drafting and Design Lab	0	3	1
***ENGL 112	Communication Skills II	3	0	3
		12	9	15

Third Semester

ELEC 210 ✓	Electronics II	3	0	3
ELEC 215 ✓	Electronics II Lab	0	3	1
ELEC 230 ✓	Electronic Instrumentation and Measurement Techniques	3	0	3
ELEC 235 ✓	Electronic Instrumentation and Measurement Techniques Lab	0	3	1
CSCI 110	Introduction to Computer Science	3	3	4
*HIST 141	U.S. History to 1877	3	0	3
MATH 121	College Algebra	3	0	3
		15	9	18

Fourth Semester

ELEC 220 ✓	Electronics III	3	0	3
ELEC 225 ✓	Electronics III Lab	0	3	1
ELEC	Electronics Elective	0	0	3
MATH 132	Plane Trigonometry	3	0	3
*HIST 142	U.S. History Since 1877	3	0	3
**SOCI 111	Principles of Sociology or approved elective	3	0	3
PHED	Physical Education	0	3	1
		12	6	17

*Or Government 211, 212
 **See Advisor prior to registration
 ***ENGL 121, 122 recommended for those who desire to transfer for BS degree

Total Credits Required for Electronic Technology Degree 65

LAW ENFORCEMENT AND POLICE ADMINISTRATION

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

1. General requirements for admission to the college.
2. A personal interview with the Law Enforcement Department Chairperson.

Program Requirements:

1. Have completed Alvin Community College graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Have completed a minimum of 63 approved credit hours.
3. Upon satisfactory completion of program and Alvin Community College graduation requirements, the student will be awarded the Associate in Applied Science Degree.

LAW ENFORCEMENT AND POLICE ADMINISTRATION

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
LWNF 110 ✓	Introduction to Law Enforcement	3	0	3
LWNF 120 ✓	Criminal Investigation	3	0	3
LWNF 130 ✓	Legal Aspects of Law Enforcement	3	0	3
*ENGL 111 ✓	Communication Skills I	3	0	3
HIST 141 ✓	The United States to 1877	3	0	3
PHED ✓	Physical Education	0	3	1
		15	3	16
Second Semester				
LWNF 140 ✓	Criminal Procedure and Evidence	3	0	3
LWNF 150	Police Role in Crime and Delinquency	3	0	3
*ENGL 112 ✓	Communication Skills II	3	0	3
HIST 142 ✓	The United States since 1877	3	0	3
PHED ✓	Physical Education	0	3	1
SOCI 111	Principles of Sociology or	3	0	3
PSYC 120 ✓	General Psychology	3	0	3
		15	3	16

Third Semester

LWNF 220 ✓	Police Organization and Administration	3	0	3
**LWNF 230 ✓	Patrol Administration	3	0	3
GOVT 211 ✓	American National and State Governments I	3	0	3
LWNF 295 ✓	Defensive Measures	3	3	4
	Elective ✓	3	0	3
		—	—	—
		15	3	16

Fourth Semester

LWNF 240	Police—Community Relations	3	0	3
**LWNF 210 ✓	Elements of Police Supervision	3	0	3
**LWNF 270 ✓	Juvenile Delinquency	3	0	3
GOVT 212 ✓	American National and State Governments II	3	0	3
	Elective ✓	3	0	3
		—	—	—
		15	0	15

*ENGL 121 and 122 should be substituted if a 4-year degree is planned.
 **Students may substitute other Law Enforcement courses approved by the department chairperson.

Total Credits Required for Law Enforcement & Police Administration Degree 63



MEDICAL LABORATORY TECHNICIAN

Degree: Associate in Applied Science in Medical Laboratory Technology

Length: Six Semesters (Two-Year Program)

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

Admission Requirements: In addition to the general requirements for admission to Alvin Community College, entry into the Medical Laboratory Technology program requires the following:

1. All students will be required to write the American College Test or the Scholastic Aptitude Test.
2. a. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
- b. A student must be eligible to enter MATH 121 and CHEM 111 (as indicated by ACT scores and/or Alvin Community College testing) prior to admission to the Medical Laboratory Technology program.

3. A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.

Methods for awarding credit for previous education or training:

- a. Transfer of credit from an accredited college or university:
Credit will be given for support courses equivalent to those included in the Medical Laboratory Technology Program at Alvin Community College as determined by examination of the syllabus of the transfer course. A grade of "C" or better must have been earned in transfer courses.
- b. Credit by examination:
Credit will be given for transfer of HMLT courses completed at other accredited schools upon successful completion of written and practical exams. No more than 50% of the course work necessary for a degree may be attained in this way.

4. A complete physical examination which includes chest x-ray, urinalysis, and serology is to be submitted with the application for admission.
5. An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.
6. A MLT student will abide by the curriculum requirements of the MLT department at the time they are accepted into the MLT program. Curriculum requirements of the MLT program take precedence over the Bulletin under which the student entered Alvin Community College.

Progression:

1. After a student has enrolled, the required MLT courses must be completed in proper sequence.
2. Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.

3. Any required course completed more than five years previous to the time the student is accepted may not satisfy degree requirements.
4. A MLT student is required to satisfactorily complete both theory and practical experience of the MLT course. In the event either theory or practical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.
5. Practical experience may be obtained in lab on campus or at the clinical site.
6. No grade below a "C" will be acceptable in MLT, biology, math, or chemistry courses.
7. A MLT student must maintain a grade point average of at least 2.00 in order to progress in the MLT program.
8. A student may be terminated from the program if clinical performance is unsatisfactory.
9. A student not successfully completing a MLT course for the second time will be subject to redirection.
10. If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
11. A student is required to earn at least 24 resident semester hours at Alvin Community College.
12. Hospitalization insurance, malpractice insurance, laboratory uniforms, and transportation to and from the various health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include clinical rotation.
13. The individual will be awarded an Associate Degree in Applied Science and may apply for any of the competency examinations.

MEDICAL LABORATORY TECHNOLOGY

Associate in Applied Science Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 111	Introductory Chemistry	3	3	4
HMLT 110	Introduction to Medical Technology and Terminology	2	3	3
BIOL 121	Anatomy and Physiology	3	2	4
HMLT 113	Hematology I	2	8	4
		—	—	—
		10	16	15
Second Semester				
BIOL 122	Anatomy and Physiology II	3	2	4
PHED	Physical Education	0	3	1
MATH 121	College Algebra	3	0	3
HMLT 111	Clinical Chemistry I	3	8	5
HMLT 112	Clinical Microbiology I	2	8	4
		—	—	—
		17	21	17

Summer Session (Two-6 weeks)

HMLT 140	Fluid Analysis	1	0	1
HMLT 150	Parasitology	1	2	2
HMLT 213	Hematology II	2	4	3
		—	—	—
		4	6	6

Third Semester

HMLT 130	Urinology & Clinical Microscopy	2	4	3
ENGL 121	Composition & Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
HMLT 212	Clinical Microbiology II	2	8	4
HMLT 211	Clinical Chemistry II	3	4	4
		—	—	—
		10	19	15

Fourth Semester

ENGL 122	Composition & Rhetoric I	3	0	3
HMLT 210	Serology-Immunology	2	4	3
HMLT 220	Clinical Instrumentation	2	4	3
HMLT 230	Immunohematology	2	8	4
	Elective or			
PSYC 120	General Psychology	.	.	3
		—	—	—
		9	16	16

Summer Session (12 weeks)

HMLT 240	MLT—Practicum (5 days per week rotation required)	0	40	6
----------	---	---	----	---

Total Credits Required for
Medical Laboratory Technician
Degree 75

MID-MANAGEMENT

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

Length: Four-Semester (Two-Year) Program

Purpose: The Mid-Management program prepares individuals for career occupations in the fields of Banking, Production, Real Estate, Retailing, General MMGT, and Fashion Merchandising.

Program Requirements: The Banking curriculum follows the requirements of the American Institute of Banking in providing the Basic and Standard certificates of the American Institute of Banking. The Production, Real Estate, General MMGT, Retailing, and Fashion Merchandising curriculums contain a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives. In addition, four specialized courses are taken in the area of specialization chosen by the student. Emphasis is thereby placed on training the individual for a particular specialized occupation by providing a combination of general courses, specialized courses, and internships.

MID-MANAGEMENT

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
BUAD 130	Business Mathematics	3	0	3
**Elective		3	0	3
		12	23	16

Second Semester

MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
*ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
**Elective		3	0	3
		12	23	16

Third Semester

MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
**Elective		6	0	6
		12	20	15

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
GOVT 211	American National and State Government I			
or				
ECON 112	Principles of Economics II	3	0	3
**Elective		6	0	6
		12	20	15

*ENGL 121 or 122 should be substituted if a 4-year degree is planned.
 **Suggested electives are ACCT 221, 222, BUAD 110, 120, CSCI 110, MATH 180, 190, REAL 230, SECT 121, 150.

Total for 2-year curriculum 62

**MID-MANAGEMENT
BANK SPECIALIZATION**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BANK 130	Principles of Bank Operations	3	0	3
ECON 111	Principles of Economics I	3	0	3
*ENGL 111	Communication Skills I	3	0	3
ACCT 221	Principles of Accounting I	3	1	3
BUAD 130	General Business Mathematics	3	0	3
PHED	Physical Education	0	3	1
		15	4	16

COMPLETES REQUIREMENTS FOR AIB BASIC CERTIFICATE

Second Semester

BANK 140	Money and Banking	3	0	3
*ENGL 112	Communication Skills II	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
BANK 280	Teller Training Seminar	3	0	3
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	3	1
		15	4	16

Third Semester

MMGT 111	Supervision	3	0	3
*MMGT 112	Internship	0	20	3
CSCI 110	Introduction to Computer Science	3	3	4
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
SOCI 111	Principles of Sociology	3	0	3
		12	23	16



**ADDITIONAL REQUIREMENTS FOR AIB STANDARD
CERTIFICATE**

Bank Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
MMGT 121	Principles of Management	3	0	3
**MMGT 122	Internship	0	20	3
BANK 230	Marketing for Bankers	3	0	3
GOVT 211	American National & State Government I	3	0	3
	Elective	3	0	3
	Total	12	20	15

*These courses correspond to AIB courses: Bank Letters and Reports and Effective English. ENGL 121 and 122 may be substituted if a 4-year degree is planned.

**In lieu of internship, the student may elect to substitute electives approved by the department of any banking functions courses. Suggestions include:

- BANK 150 Analyzing Bank Financial Statements
- BANK 240 Bank Investments
- BANK 250 Credit Administration
- BANK 260 Supervision and Personnel Administration
- BANK 270 Installment Credit

Total Credits Required for Bank Specialization Degree 63

FASHION MERCHANDISING

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

Length: Four-Semester (Two-Year) Program

Purpose: The Fashion Merchandising curriculum develops an overview of the fashion industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of Fashion Merchandising. Either the person currently working in a fashion-related area or the immediate post high school student interested in fashion merchandising will find this curriculum applicable.

Program Requirements: The Fashion Merchandising Curriculum combines a careful blending of fashion merchandising principles, fashion merchandising courses, and management courses such as Introduction to Management, Principles of Management, Personnel Management, and Problems in Management with general education courses such as two semesters of communications skills and two semesters of social science to provide the student with a balanced education and a strong marketable skill. In addition, the student serves four semesters of internship to combine practical experience with his/her class instruction. The internship requires the intern to work a minimum of twenty hours per week at an approved work station. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

**MID-MANAGEMENT
FASHION MERCHANDISING SPECIALIZATION**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
*FASH 112	Internship	0	20	3
**ENGL 111	Communication Skills I	3	0	3
FASH 130	Introduction to Fashion Merchandising	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	2	1
	Total	12	22	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
*FASH 122	Internship	0	20	3
**ENGL 112	Communication Skills II	3	0	3
FASH 150	Merchandising Math	3	0	3
FASH 140	Fashion Buying and Merchandising	3	0	3
PHED	Physical Education	0	2	1
	Total	12	22	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
FASH 212	Internship	0	20	3
FASH 210	Fashion Sales Promotion	3	0	3
GOVT 211	American National and State Government			
or				
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
	Total	12	20	15
Fourth Semester				
MMGT 221	Problems in Management	3	0	3
FASH 222	Internship	0	20	3
FASH 220	Textiles	3	0	3
FASH 230	Fashion Fundamentals	3	0	3
	***Elective	3	0	3
	Total	12	20	15

*These courses replace MGMT internship classes.
 **ENGL 121 or 122 should be substituted if a 4-year degree is planned.
 ***Suggested electives include RETL 130, SECT 130, BUAD 120.

Total Credits Required for
 Fashion Merchandising Degree 62

**MID-MANAGEMENT
 PRODUCTION SPECIALIZATION**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
	*Elective	3	0	3
**ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		12	23	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
**ENGL 112	Communication Skills II	3	0	3
*BUAD 130	Business Math	3	0	3
GOVT 211	American National and State Government I	3	0	3
PHED	Physical Education	0	3	1
		12	23	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
PROD 230	Industrial Management	3	0	3
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
		12	20	15
Fourth Semester				
MMGT 211	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
PROD 240	Production Planning and Control	3	0	3

ECON 112	Principles of Economics II	3	0	3
	Elective ✓	3	0	3
		12	20	15

*MATH 180 and MATH 190 may be substituted if a 4-year degree is planned.
 **ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for two-year curriculum 62

**MID-MANAGEMENT
 REAL ESTATE SPECIALIZATION**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
REAL 130	Principles of Real Estate	3	0	3
*ENGL 111	Communication Skills I	3	0	3
REAL 140	Real Estate Mathematics	3	0	3
PHED	Physical Education	0	3	1
		12	23	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
*ENGL 112	Communication Skills II	3	0	3
REAL 220	Real Estate Practice	3	0	3
PHED	Physical Education	0	3	1
		12	23	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
REAL 240	Real Estate Finance	3	0	3
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
		12	20	15

Fourth Semester				
MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
REAL 250	Real Estate Brokerage	3	0	3
REAL 260	Real Estate Appraisal	3	0	3
GOVT 211	American National and State Government			
or				
ECON 112	Principles of Economics II	3	0	3
		<hr/>	<hr/>	<hr/>
		12	20	15

*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for 2-year curriculum 62

MID-MANAGEMENT RETAIL SPECIALIZATION

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
RETL 130	Principles of Retailing	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		12	23	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
*ENGL 112	Communication Skills II	3	0	3
GOVT 211	American National and State Government			
or				
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		12	23	16

Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
RETL 230	Principles of Marketing	3	0	3
PSYC 120	General Psychology	3	0	3
or				
BUAD 150	Business Psychology Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		12	20	15

Fourth Semester				
MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
RETL 250	Selling and Salesmanship	3	0	3
RETL 260	Retail Mdse. Management	3	0	3
	Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		12	20	15

*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for 2-year curriculum 62

NURSING

Degree: Associate in Applied Science

Length: Two Year Program

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

Admission Requirements:

1. To be considered for admission to the Associate Degree Nursing Program, the applicant must:
 - a. be a high school or G.E.D. graduate.
 - b. make application to A.C.C. and fulfill the admission requirements.
 - c. make application to the A.D.N. department
 - d. score 16 or higher on ACT composite or a comparable SAT score (combined math and verbal).

or

if ACT composite is between 15 and 12, attain an overall grade point average (GPA)* of 2.5 on all courses taken at Alvin Community College (excluding developmental courses and orientation) and including at least one (1) natural science course required in the nursing curriculum.

- e. remove all academic deficiencies (i.e. complete developmental courses if English, math, or social science ACT scores are below 14).
 - f. submit a health history and physical examination prior to enrollment, reported on a form provided by the ADN department.
 - g. complete a battery of tests.
 - h. have a personal interview with the Director or her designate to develop a degree plan.
2. Any science or nursing course completed more than five (5) years prior to the time the student is accepted, may not satisfy requirements for a degree in nursing.
 3. Transcripts may not reflect more than one (1) "D", "F" or "WF" in a science or nursing course. Applicants who have had a repetition of more than one (1) science or nursing course are ineligible.
 4. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.
 5. Any student not successfully completing a nursing course will be counseled prior to consideration for readmission to the program.
 6. Transfer students must:
 - a. have a recommendation from the Dean/Director of their previous program.
 - b. meet above admission criteria.
 - c. have a cumulative GPA of 2.5 or better on all courses being transferred into the nursing curriculum.
 - d. provide the ADN department with an official transcript from each institution attended.
 - e. not currently be on suspension or academic probation from another college.
 7. A new class begins each fall semester. Qualified applicants will be admitted according to space available.
 8. The ACT/SAT requirements will be waived for those applicants with a bachelor's degree.

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

Progression Policies:

1. Nursing students will abide by the admission and curriculum requirements of the nursing department at the time they are admitted or readmitted to the Associate Degree Nursing Program. Requirements of the nursing (ADN) program take precedence over the catalogue requirements under which the student entered Alvin Community College.
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 catalogue and degree plan.
3. In order to receive a grade of "C", a minimum grade of 75% must be attained in each nursing course having a clinical component.
4. No grade below a "C" in a nursing or science course will be acceptable for progression.

5. An ADN student is required to satisfactorily complete theory, laboratory and clinical experience of all nursing courses in order to earn a passing grade (C).
6. A student will be terminated from the program if clinical or laboratory performance is unsatisfactory as determined by the instructors in these areas. This action may be taken at any time during the semester or at the end of the semester.
7. A student must achieve an overall GPA of 2.5 on all courses in the nursing curriculum in order to progress to the next nursing course. (excluding orientation and developmental courses)
8. Only two (2) attempts in any science or any nursing course will be permitted. An attempt is defined as a course in which a grade of "D", "F" or "WF" is recorded on the transcript. Students requiring a repetition of more than one (1) of these courses will no longer be eligible for the ADN program.
9. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
10. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
11. A student who has accumulated five (5) days of absences in nursing classes, within a semester, may be dropped. Of these absences, no more than two (2) may be in clinical.

NURSING

Associate in Applied Science Degree Program

FIRST YEAR

Fall Semester

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
BIOL 121	Anatomy and Physiology I	3	2	4
NURS 110	Introduction to Nursing	4	13	8
PSYC 120	General Psychology	3	0	3
		—	—	—
		10	15	15

Spring Semester

BIOL 122	Anatomy and Physiology II	3	2	4
NURS 211	Medical/Surgical Nursing I	4	16	9
PHED	Physical Education	0	3	1
ENGL 121	Composition and Rhetoric I	3	0	3
		—	—	—
		10	21	17

Summer Semester I

BIOL 225	Microbiology	3	2	4
PSYC 130	Child Growth and Development	3	0	3
		<hr/>	<hr/>	<hr/>
		6	2	7

Summer Semester II

NURS 130	Psychiatric Nursing	4	12	4
		<hr/>	<hr/>	<hr/>
		4	12	4

SECOND YEAR

Fall Semester

CHEM 111	Introductory Chemistry I	3	3	4
NURS 212	Medical/Surgical Nursing II	4	16	9
PHED	Physical Education	0	3	1
ENGL 122	Composition and Rhetoric II	3	0	3
		<hr/>	<hr/>	<hr/>
		10	22	17

Spring Semester

NURS 213	Maternity Nursing (8 weeks)	4	13	4
NURS 214	Child Health Nursing (8 weeks)	4	13	4
NURS 221	Professional Development	1	2	2
SOCI 111	Sociology	3	0	3
		<hr/>	<hr/>	<hr/>
		12	28	13

Total Credits Required for an Associate Nursing Degree 73

PRODUCTION

Please see Mid-Management, Production Specialization.

REAL ESTATE

Please see Mid-Management, Real Estate Specialization; Certificate Program.

RETAIL

Please see Mid-Management, Retail Specialization; Certificate Program.

SECRETARIAL SCIENCE

Executive Secretary

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the secretarial field. It is designed for those seeking first employment and for those seeking promotion in the secretarial field. The program meets the need for efficient executive secretaries in businesses in the fast-growing Gulf Coast area.

Program Requirements: The two-year curriculum in Secretarial Science provides instruction in areas required for competence as an executive secretary in a business office. The curriculum includes courses in secretarial science and related courses, plus general electives. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Secretarial Science.

Internship Option: The Executive Secretarial student may choose to serve an internship during the third and fourth semesters of the program, for pay and for college credit. The student desiring to serve an internship omits two 3-hour courses — the two are decided on an individual basis in conference with departmental personnel.

SECRETARIAL SCIENCE

Executive Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 110	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		13	9	16
Second Semester				
*ENGL 112	Communication Skills II	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	2	1
		<hr/>	<hr/>	<hr/>
		13	10	16

Third Semester

SECT 230	Records Management	2	2	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
SOCI 111	Principles of Sociology	3	0	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	2	3	3
		—	—	—
		16	7	18

Fourth Semester

SECT 140	Secretarial Practice	3	2	3
SECT 240	Office Procedures	3	0	3
SECT 250	Word Processing	2	3	3
SECT 215	Dictation and Transcription	3	2	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 120	Business Law I or Elective	3	0	3
		—	—	—
		17	7	18

*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for
Secretarial Science Degree..... 68



SECRETARIAL SCIENCE

Legal Secretary

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the legal secretarial field. The program meets the need for efficient legal secretaries in businesses in the fast-growing Gulf Coast area.

Program Requirements: This two-year curriculum in Secretarial Science provides instruction in areas required for competence as a secretary in a legal office. The curriculum includes secretarial science and related courses. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Secretarial Science.

Internship Option: The Legal Secretary student may choose to serve an internship during the third and fourth semesters of the program, for pay and for college credit. The student desiring to serve an internship omits two 3-hour courses — the two are decided on an individual basis in conference with departmental personnel.

SECRETARIAL SCIENCE

Legal Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 110	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		—	—	—
		13	9	16
Second Semester				
*ENGL 112	Communication Skills II	3	0	3
REAL 130	Principles of Real Estate	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	2	1
		—	—	—
		13	10	16

Third Semester			
SECT 230	Records Management	2	2 3
SECT 130	Business Communication	3	0 3
SECT 210	Shorthand III	3	2 3
GOVT 211	American National and State Governments I	3	0 3
SECT 220	Typewriting III	2	3 3
BUAD 150	Business Psychology	3	0 3
		16	7 18

Fourth Semester			
SECT 143	Legal Secretarial Practice	3	2 3
SECT 144	Legal Terminology	4	1 3
SECT 250	Word Processing	2	3 3
GOVT 212	American National and State Governments II	3	0 3
BUAD 120	Business Law I	3	0 3
		15	6 15

*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for Secretarial Science Degree..... 65

SECRETARIAL SCIENCE

Medical Secretary

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the medical secretarial field. The program meets the need for efficient medical secretaries in businesses in the fast-growing Gulf Coast area.

Program Requirements: This two-year curriculum in secretarial science provides instruction in areas required for competence as a secretary in a medical office. The curriculum includes secretarial science and related courses. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Secretarial Science.

Internship Option: The Medical Secretary student may choose to serve an internship during the third and fourth semesters of the program, for pay and for college credit. The student desiring to serve an internship omits two 3-hour courses — the two are decided on an individual basis in conference with departmental personnel.

SECRETARIAL SCIENCE

Medical Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
---------------	--------------	---------------	-----------	----------------

First Semester

ACCT 110	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		13	9	16

Second Semester

*ENGL 112	Communication Skills II	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	2	1
		13	10	16

Third Semester

SECT 230	Records Management	2	2	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
BUAD 150	Business Psychology	3	0	3
GOVT 211	American National and State Governments	3	0	3
SECT 220	Typewriting III	2	3	3
		16	7	18

Fourth Semester

SECT 141	Medical Secretarial Practices	3	2	3
SECT 250	Word Processing	2	3	3
SECT 142	Medical Terminology	4	1	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 120	Business Law I or Elective	3	0	3
		15	6	15

*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for Secretarial Science Degree..... 65

WELDING

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Welding prepares the student for full-time employment in the career of welding upon graduation. The basic objective of the program is to develop the skills in ferrous and nonferrous metals for employment in construction trades and area industries.

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

WELDING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint reading)	2	4	3
PHED	Physical Education	0	3	1
		7	21	14
Second Semester				
WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		10	15	15
Third Semester				
WELD 241	Basic Layout Design and Fabrication	1	4	3
WELD 251	Pipe Welding I	2	6	4
WELD 231	Advanced MIG and TIG	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
*ENGL 112	Communication Skills II	3	0	3
		10	22	18

Fourth Semester

WELD 242	Adv. Layout Design and Fabrication	1	4	3
WELD 252	Pipe Welding II	2	6	4
SOCI 111	Principles of Sociology	3	0	3
	**Electives	6	0	6
		12	10	16

*ENGL 121 and 122 may be substituted if a 4-year degree is planned.
**Co-op courses may be selected as satisfaction of elective.

Total Credits Required for the
Welding Degree..... 63

CERTIFICATE PROGRAMS

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

Air Conditioning	Law Enforcement
Refrigeration	Mid-Management
Automotive Technology	Banking
Certified Laboratory Assistant	Fashion Merchandising
Child Care and Development	Production
Clerical	Real Estate
Communications	Retail
Computer Science	Nursing Assistant
Correctional Science	Respiratory Therapy
Correctional Science	Technician
Administration	Stenography
Drafting	Vocational Nurse
Electronics	Welding

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

AIR CONDITIONING AND REFRIGERATION

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

Program Requirements: In addition to the general requirements for admission to the College, entry in the Air Conditioning and Refrigeration Program requires a personal interview with the Air Conditioning and Refrigeration Department Chairperson.

AIR CONDITIONING AND REFRIGERATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning & Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
PHED	Physical Education	0	3	1
		15	9	18

Second Semester				
ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		12	10	15

First Summer Session				
ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2
Total Credits Required for the Air Conditioning & Refrigeration Certificate..... 35				

AUTOMOTIVE TECHNOLOGY

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

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

Certificate in Automotive Technology

Course	Lecture Hours	Lab Hours	Course Credits
Group I	14	28	28
Group II	9	0	9
			Total 37

Group I		Group II	
Basic Automotive		Technical Math I	
Internal Combustion Engine		Fundamentals of Drafting	
Automotive Electricity and Ignition System		Technical Math II	
Carburetion and Fuel System		Communication Skills I	
Automotive Transmission		Welding Processes	
Automotive and Truck Chassis		Introduction to Business	
Automotive Air Conditioning		Communication Skills II	
Automotive Diagnosis			
Repair Shop Organization and Management			
Total Credits Required for Automotive Technology Certificate.....		37	

CHILD CARE AND DEVELOPMENT

Degree: Certificate

Length: Thirty-Two Semester Hours

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

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

Child Care and Development

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	9	0	9
Physical Education	0	6	2
	30	6	32

Group I
 Pre-School and Day Care Programs
 Exceptional Children
 Child Care Recreation
 Child Care Services
 Introductory Creative Activities
 Literature for Young Children
 Music for Young Children
 Child Nutrition and Health Care
 Child Care and Development I
 Child Care and Development II
 Seminar and Field Work

Group II
 Principles of Sociology
 Social Problems
 General Psychology
 Marriage and Family
 Communication Skills

Total Credits Required for
 Child Care & Development Certificate 32

COMMUNICATIONS

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

Certificate in Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Media	3	0	3
COMM 210	Radio News Workshop	1	4	3
COMM 220	Independent Study	3	0	3
		—	—	—
		13	4	15
Second Semester				
COMM 111	Basic Recording Techniques	1	2	3
COMM 211	Radio Production	1	4	3
COMM 212	Advertising	3	0	3
COMM 221	Independent Study	3	0	3
COMM 222	Public Relations	3	0	3
		—	—	—
		11	6	15

Total Credits Required for
 Communications — Broadcasting Certificate 30

Certificate in Sound Reinforcement and Recording

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 111	Communication Skills I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 211	Radio Production	1	4	3
COMM 111	Basic Recording Techniques	1	2	3
MUSC 110	Introduction to Music	3	0	3
		—	—	—
		11	6	15

Second Semester

ELEC 110	Introduction to Electronics Technology	3	0	3
ELEC 115	Introduction to Electronics Technology Lab	0	3	1
COMM 112	Advanced Recording Techniques	1	2	3
BUAD 110	Introduction to Business	3	0	3
MUSC 105	Business of Music	3	0	3
COMM 220	Independent Study	3	0	3
		—	—	—
		13	5	16

Total Credits Required for
 Communications — Sound Reinforcement &
 Recording Certificate 31

COMPUTER SCIENCE TECHNOLOGY

General Computer Data Processing

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

Computer Science Technology — General Computer Data Processing

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	15	20
Group II	12	0	12
			—
			Total 32

Group I	Group II
CSCI 110 Intro. to Computer Science	BUAD 110 Intro. to Business
CSCI 115 Computer Operations	BUAD 130 General Business Mathematics
CSCI 120 RPG Programming	ACCT 110 Office Accounting
CSCI 130 COBOL Programming	ACT 221 Principles of Accounting I
CSCI 210 FORTRAN Programming	ACCT 222 Principles of Accounting II
CSCI 225 Special Topics	SOCI 111 Principles of Sociology
CSCI 230 Advanced COBOL	MATH 180 Finite Mathematics
CSCI 240 System Analysis	MATH 190 Analysis
CSCI 250 Assembly Programming	MATH 121 College Algebra
CSCI 170 Structured Programming	MATH 132 Plane Trigonometry
CSCI 114 Basic Programming Fundamentals	ENGL 111 Communication Skills I
CSCI 260 Mini/Micro Computers	ENGL 112 Communication Skills II
	ENGL 121 Composition & Rhetoric I
	ENGL 122 Composition & Rhetoric II
	HIST 111 Western Civilization to 1660
	HIST 112 Western Civilization since 1660
	GOVT 211 American National & State Gov't.
	GOVT 212 American National & State Gov't.
	PHYSICAL EDUCATION

CORRECTIONAL SCIENCE

Certificate Program: Certificate in Correctional Science

Length: Thirty-Two Semester Hours

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

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

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

CORRECTIONAL SCIENCE

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	4	23
Group II	9	0	9
			—
			Total 32

Group I	Group II
Introduction to Corrections	Composition and Rhetoric
Penology	General Psychology
American Legal System	Principles of Sociology
Crime and Delinquency	Communication Skills
Probation, Pardons, & Parole	American, National, & State Government
Institutional Procedures, Jails & Detention	U.S. History
Contemporary Practices in Correction	
Corrections I. Organization and Operations	
Corrections II. Theory and Practice	
Physical Education	
	Total Credits Required for Correctional Science Certificate..... 32

CORRECTIONAL ADMINISTRATION

Certificate Program: Certificate in Correctional Administration

Length: Thirty-Four Semester Hours

Purpose: The Correctional Administration Certificate program is designed for persons who are working in the Correctional field in management-type positions. Interested non-inservice persons should obtain permission from the Department Chairperson of Corrections.

Program Requirements: Approximately one-half of the certificate program includes required courses in Correctional Science and Mid-Management. The remaining courses are selected from related areas.

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

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	12	1	13
			—
			Total 34

**Required Courses
Group I**

- CSCI 150 Introduction to the Criminal Justice System
- CRSC 220 Institutional Procedures
- CRSC 230 Contemporary Practices in Corrections
- CRSC 240 Organization and Operations
- MMGT 121 Principles of Management
- MMGT 211 Personnel Management
- MMGT 221 Problems in Management

**Elective Courses
Group II**

- ACCT 221 Principles of Accounting I
- ACCT 222 Principles of Accounting II
- SOCI 111 Principles of Sociology
- SPCH 140 Business Speech
- AGRI 210 Farm Management
- PSYC 250 Fundamentals of Behavior Pathology

Total Credits Required for Correctional Science Certificate..... 34

DRAFTING TECHNOLOGY

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

DRAFTING TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 111	Technical Drafting	2	6	4
DRFT 107	Industrial Blueprint Reading	3	1	3
DRFT 241	Architectural Drafting I	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills I	3	0	3
		—	—	—
		13	13	17

Second Semester

DRFT 130	General Drafting	2	6	4
*DRFT	Elective	2	6	4
MATH 152	Technical Math II	3	0	3
ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education or **Related Elective	0	3	1
		—	—	—
		10	15	18

*Approval of Department Chairperson.

**Related Electives may be in areas of Drafting, Math, Physics, Computer Science, Electronic Technology, Air Conditioning, Welding with approval of Department.

Total Credits Required for Drafting Technology Certificate..... 35

ELECTRONIC TECHNOLOGY

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

Program Requirements: A certificate student takes a minimum of five courses from Group I, four laboratory courses from Group II (corequisites of courses in Group I), four courses from Group III, and two semesters of physical education or one 3-hour elective.

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	0	15
Group II	0	12	4
Group III	12	0	12
Physical Education or Elective	0	6	2
	3	0	3
	—	—	—
Total	27 or 30	12 or 18	33 or 34

- Group I** Electronic Technology Courses
- Group II** Corequisite Electronic Technology Laboratory Course
- Group III** Composition & Rhetoric
Mathematics
Government
U.S. History
General Psychology

Total Credits Required for Certificate in Electronic Technology..... 33 or 34