What about my books and supplies?
books and supplies may be purchased from the ACC Bookstore on-campus or on-line at http://www.alvincollege.edue/current/college store.cfm.

How do I learn more about Distance Education?
Additional information is available at http://www.alvincollege.edu/Current/DE.cfm

Refund Policy

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

- The student must officially withdraw in writing (see Withdrawing from Classes section).
- Withdrawals are dated the day they are received in the Registrar's Office.
- Class-day count begins at 8:00 a.m. on the date identified "Classes Begin" in the Academic Calendar each semester.
- If tuition and fees are paid with financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds for Title IV grants are made according to the refund schedule available in the Financial Aid Office.

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

Fall and Spring Semesters:
Through Late Registration . . . . . .100% refund
2nd through 15th class day of semester term . . . . . .70% refund
16th through 20th class day of semester term. . . . . .25% refund
After 20th class day of semester term . . . . . .No refund

Summer Sessions (5-week classes):
Through Late Registration . . . . . .100% refund
2nd through 5th class day of semester term . . . . . .70% refund
5th through 6th class day of semester term. . . . . .25% refund
After 6th class day of semester term . . . . . .No refund

Summer Session (11-week classes):
Through Late Registration . . . . . .100% refund
2nd through 10th class day of semester term . . . . . .70% refund
11th through 14th class day of semester term. . . . . .25% refund
After 14th class day of semester term . . . . . .No refund

Refunds-Schedule Changes
If students change their schedules and the net result is an increase in tuition and fees, they must pay the difference. If the net result is a decrease in tuition and fees, the refund is based on the refund schedule. If the net result is no change in tuition and fees, there is no charge.

Academic Classifications

Academic classification is determined as follows:

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

Students are responsible for determining the academic load they can successfully complete during each semester within compliance of college regulations. Hours taken concurrently at another college are included when determining academic load at ACC.

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

NOTE:

- Students receiving financial aid must meet the credit-hour requirements for their financial aid program.
- Students receiving VA benefits should consult with the VA coordinator to determine enrollment status.
- Students seeking loan deferrals should consult with the Registrar's Office to determine course load requirements.

Maximum Course Load

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

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

Tuition and Fees

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

Higher Tuition Charged for Third Attempt Classes

Most college level courses (excluding developmental) taken at Alvin Community College for the third time since the fall of 2002, will be billed an additional $58 per credit hour. This includes courses with grades of W (withdrawn).

Fall 2008 - Spring 2009

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

Cred. Hrs	Tuition								Total Charges		
	Res-In	Res-Out	Non-Res	Gen. Svc. Fee	Tech Fee	Reg Fee	Stu. Serv.	Sec. Fee	Res-In	Res-Out	Non-Res
1	$90	$174	$330	$5	$20	$21	$22	$10	$168	$252	$408
2	$90	$174	330	10	20	21	22	10	173	257	413
3	$90	$174	330	15	20	21	22	10	178	262	418
4	$120	232	440	20	20	21	22	10	213	325	533
5	$150	290	550	25	20	21	22	10	248	388	648
6	180	348	660	30	20	21	22	10	283	451	763
7	210	406	770	35	30	21	22	10	328	524	888
8	240	464	880	40	30	21	22	10	363	587	1,003
9	270	522	990	45	30	21	22	10	398	650	1,118
10	300	580	1,100	50	30	21	22	10	433	713	1,233
11	330	638	1,210	55	30	21	22	10	468	776	1,348
12	360	696	1,320	60	30	21	22	10	503	839	1,463
13	390	754	1,430	65	30	21	22	10	538	902	1,578
14	420	812	1,540	70	30	21	22	10	573	965	1,693
15	450	870	1,650	75	30	21	22	10	608	1,028	1,808
16	480	928	1,760	80	30	21	22	10	643	1,091	1,923
17	510	986	1,870	85	30	21	22	10	678	1,154	2,038
18	540	1,044	1,980	90	30	21	22	10	713	1,217	2,153

*Other specific course fees may apply

Summer 2009

Cred. Hrs	Tuition								Total Charges*		
	Res-In	Res-Out	Non-Res	Gen. Svc. Fee	Tech Fee	Reg. Fee.	Stu. Serv.	Sec. Fee	Res-In	Res-Out	Non-Res
1	$90	$174	$330	$5	$20	$21	$6	$5	$147	$231	$387
2	90	174	330	10	20	21	6	5	152	236	392
3	90	174	330	15	20	21	6	5	157	241	397
4	120	232	440	20	20	21	6	5	192	304	512
5	150	290	550	25	20	21	6	5	227	367	627
6	180	348	660	30	20	21	6	5	262	430	742
7	210	406	770	35	30	21	6	5	307	503	867
8	240	464	880	40	30	21	6	5	342	566	982
9	270	522	990	45	30	21	6	5	377	629	1,097
10	300	580	1,100	50	30	21	6	5	412	692	1,212
11	330	638	1,210	55	30	21	6	5	447	755	1,327
12	360	696	1,320	60	30	21	6	5	482	818	1,442
13	390	754	1,430	65	30	21	6	5	517	881	1,557
14	420	812	1,540	70	30	21	6	5	552	944	1,672

Course-Related Fees

Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as Internet and TV courses, private music lessons, scuba diving, bowling, etc. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the Class Schedule.

Definitions for Column Headings

Res-In: Resident-In District
Res-Out: Resident-Out of District
Non-Res: Non-resident
Gen. Svc. Fee: General Service Fee
Tech Fee: Technology Fee
Reg. Fee: Registration Fee
Stu. Serv: Student Service Fee
Sec. Fee: Security Fee

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

Courses which are exempt from Third Attempt Charges:

ARTS 1311	MUAP 1237	MUAP 2269
ARTS 1312	MUAP 1238	MUAP 2270
ARTS 1317	MUAP 1257	MUAP 2281
ARTS 2317	MUAP 1258	MUAP 2282
ARTS 2327	MUAP 1261	MUEN 1122
ARTS 2334	MUAP 1262	MUEN 1123
ARTS 2342	MUAP 1269	MUEN 1125
ARTS 2347	MUAP 1270	MUEN 1126
ARTS 2349	MUAP 1281	MUEN 1141
ARTS 2357	MUAP 1282	MUEN 1142
ARTS 2367	MUAP 1291	MUEN 1151
ARTS 2377	MUAP 1292	MUEN 1152
CRTR 1404	MUAP 2217	MUEN 2122
CRTR 1406	MUAP 2218	MUEN 2123
CRTR 2331	MUAP 2237	MUEN 2125
CRTR 2401	MUAP 2238	MUEN 2126
CRTR 2403	MUAP 2257	MUEN 2141
CRTR 2435	MUAP 2258	MUEN 2142
MUAP 1217	MUAP 2261	MUEN 2151
MUAP 1218	MUAP 2262	MUEN 2152

Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree

Students who graduate from a state supported university may pay a higher tuition rate for taking excessive courses.

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

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. (Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the excell hours, not do any courses taken at a private or out-of-state institution.)

Excess Developmental Education/Courses

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

Payment Plan

Students may opt to pay for fall and spring tuition and fees on the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in two equal installments thereafter.The dates of the installments are set by the college. A non refundable $20 fee is assessed at the time the installment plan is executed. Any student failing to make the 2nd or 3rd installment plan is subject to fines/penalties, withdrawals for non payment and may forfeit credit for courses. If a student is withdrawn for non payment, all tuition, fees, fines and penalties are collected along with a $100 reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the following term.

The installment plan is a legally binding contract. Installment plans are available beginning with early registration through late registration. Applications are made through WebAccess.

Tuition Adjustment for Ad Valorem Tax Payers

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

Tuition Rebate for Baccalaureate Degree

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

Tuition Rebate for Early High School Graduation

Students who graduate in three years from a Texas public high school and are Texas residents may be entitled up to $3,000 in tuition credit for college level courses. The tuition credit can be used in multiple semesters until the full amount is used. Contact your high school counselor for information on how to apply.

Inclement Weather & Closing of the College

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

HyperAlert

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

Emergency Student Notification

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

Attendance Policy

Students may not attend classes without completing registration, including payment of all tuition and fees. Students who fail to meet payment deadlines will be withdrawn.

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

Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed will affect the grade of the student regardless of the reason for the absence.
Students who are enrolled in developmental courses because of TSI requirements must attend classes and participate in instructional activities. Failure to attend and participate could result in being dropped from all classes. Students unable to attend should contact their instructors as soon as possible concerning the absence.

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

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

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

The student will have an opportunity to respond to the evidence in a conference with the College President or designee.

Classroom Conduct

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

Cell Phones and Pagers

Cell phones and other electronic devices are prohibited. Violators are subject to disciplinary action as outlined in the Alvin Community College Student Handbook and Alvin Community College Procedures Manual.

Children in Class / Unattended Minors

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

Withdrawing from Classes

It is recommended that a student talk to the instructor before withdrawing. The procedure begins in the Registrar's Office. *Students **CAN NOT** drop classes online - WebACCess does not process course withdrawals once registration has ended.* The student must take the form to the Financial Aid Office and to the Office of Admissions and Academic Advising by the published deadline. Failure to withdraw in writing will result in a failing grade. All withdrawals must be consistent with TSI policies.

If a student cannot withdraw in person, a request may be mailed to the Office of Admissions and Academic Advising or faxed to 281-756-3843. Include name, student ID number, course number(s), phone number where you can be reached and signature. Confirm receipt of the faxed withdrawal at 281-756-3531.

Withdrawing from classes may affect a student's enrollment in other courses, insurance eligibility, and eligibility for financial aid and/or veterans benefits for **both current recipients and future applicants.** Therefore, before withdrawing, students are advised to:

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

Military Service Policy for Withdrawals

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

- Institutional refund of the tuition and fees paid for the semester of the withdrawal;
- Receive an incomplete grade in all courses by designating

"withdrawn-military" on the student's transcript, or;

- As determined by the instructor, receive an appropriate final grade or credit if the student has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

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

Grades for Withdrawals

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

Course Drop Limit Provisions

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

Grades for Repeated Courses

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

Grading

Grade-Point Value

A Excellent – Four grade points per semester hour

B Good – Three grade points per semester hour

C Average – Two grade points per semester hour

D Poor – One grade point per semester hour

F Failure – No grade points per semester hour

AU Audit – Grade points not assigned

I Incomplete – Grade points not assigned
An I may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester (December, May, August) will automatically be changed to an F. An instructor may extend an Incomplete grade deadline for one additional semester by submitting an **Incomplete Grade Extension** form to the Registrar's Office. If a valid grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F.

IP In Progress – Grade points not assigned
An IP is a temporary notation that appears on a student's official transcript. It indicates semester hours in progress.

R Re-enroll – Grade points not assigned
The R grade is used with all court reporting machine shorthand courses, CRTR 2331 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG course with a related clinical component will receive the "R" grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.

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

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

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

Calculation of Grade Points

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

Grade Point Averages

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

Semester Grade Point Average is computed by dividing the total semester grade points earned by the total semester hours in all courses attempted at Alvin Community College for the semester. Semester GPA's are not rounded up.

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

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

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

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

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

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

Grade Challenge Petition

Students have one year from date of assignment to challenge a grade.

Grade change requests begin with the course instructor and must be approved by the instructor and the Division Chair or Dean of Technical Programs or Dean of Academic Programs.

A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the Department or Division Chair. Further appeals will be directed through the appropriate Division Chair, the Dean of Technical Programs and/or the Dean of Academic Programs, and the Academic Affairs committee. The decision of the Academic Affairs Committee is final.

Academic Honors

Presidential Scholar
Presidential scholars are selected during the spring term. A student may receive the honor one time only. To be designated a Presidential Scholar, a student must have:

- Completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-transfer courses, excluding sports and human performance activity credits,
- earned a 3.90 grade point average on all college-level courses taken at ACC,
- *no grade below a B on any course taken at ACC, and*
- completed at least 12 college-level semester hours at ACC during the previous calendar year.
- No record or pending charges of disciplinary action or academic dishonesty.

Dean's List
Through the Dean's List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, it contains the names of all students who have earned 12 or more resident, college-level semester hours during the semester with a minimum 3.50 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

Merit List
Through the Merit List, the College honors the scholastic achievement of part-time students. Issued each fall and spring semester, it contains the names of all students who have earned 7-11 resident college-level semester hours during the semester with a minimum 3.50 grade-point average with no F or U grades. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

Academic Suspension/Probation

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

Court Reporting
Diagnostic Cardiovascular Sonography
Law Enforcement Academy
Law Enforcement In-Service Training
Nursing
Nursing - Transition
Respiratory Care
Vocational Nursing

See the requirements for each curriculum in the Educational Programs section of this catalog.

Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on a minimum of 6 semester hours. The probation stands until the cumulative GPA is raised to 2.0 or higher. The maximum course load for students on academic probation is 13 credit hours.

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

Name or Address Change

Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Registrar's Office. Personal information includes such items as name, address, telephone number, and emergency contact. Any communication mailed to the name and address on file is considered delivered. The Registrar's Office will place a restriction on a student's records if the Post Office returns the student's mail because of an *incorrect address or if the student cannot be reached at the phone* number reported.

Challenge to Accuracy of Records

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

Records Restriction

A restriction will be placed on a student's records for an incorrect address or an outstanding obligation, such as required documents, unreturned library books, traffic violation, child care expenses and financial aid or business obligation. The restriction may prohibit the student from future registration, releasing his records (transcript) for any purpose, and graduation. The Registrar's Office will assist the student in determining the office which placed the restriction. The student must go to the appropriate department (i.e., library, college police, etc.) to clear the obligation.

Transcript Requests

Students may request official transcripts by completing the Request for Transcript Service form in the Registrar's Office or by letter or fax, (281) 756-3834. The letter or fax must include the student's name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, and signature. Phone requests are accepted when the transcript is to be mailed to another college or university; call (281) 756-3502. All requests must provide a complete address to which the transcript is to be sent. Online requests may be made at www.alvincollege.edu.

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

Student Grievance Procedure

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

Graduation

Commencement Ceremony

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

Graduation Requirements

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

To graduate at ACC, a student must:

1. complete 24 college-level semester hours in residence at Alvin Community College for an associate degree; complete12 college-level semester hours in residence for a certificate. In either program, at least half the hours in residence must be the student's major. Semester hours granted for nontraditional education, including credit by examination, do not apply toward hours in residence required for graduation.
2. earn a minimum 2.0 grade point average in courses completed which apply to the student's particular degree or certificate.
3. file an application for graduation with the Registrar's Office by the published deadline.
4. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have a restriction placed on their records, prohibiting graduation.

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

Graduation Under A Particular Catalog

To graduate, students must complete the requirements of the ACC Catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Registrar's Office. Students who interrupt their studies at Alvin Community College for more than four consecutive semesters (fall, spring, summer 1 and summer 2) must meet the requirements of the catalog under which they are readmitted. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate program.

Transfer Graduation Policy

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

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

Course Substitution

Semester credit hours and core academic requirements for a degree or certificate will not be waived. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Office of Admissions and Academic Advising, department chair or Registrar's Office.

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

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

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

Educational Guarantee

Programs – Transfer Credit

Alvin Community College hereby guarantees to students who have graduated with the Associate of Arts or Associate of Science degree in May 1993 and thereafter that the course credits earned as part of these degree programs will transfer to those Texas colleges or universities which participate in the Texas Common Course Numbering System provided the following conditions have been met:

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

The transfer plan must include:

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

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

Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour (not to exceed twelve semester hours) which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books or other course related expenses.

This guarantee is designed specifically for those ACC students who have made firm decisions about their major and the institution to which they plan to transfer. In order to secure such a guarantee, students must begin the process in the ACC Office of Admissions and Academic Advising. This guarantee does not apply when degree requirements set by some universities vary significantly from ACC's degree programs.

Technical Programs – Competent Job Skills

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

1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter in a technical or occupational program listed in ACC's catalog.
2. The student must complete the program within four (4) years prior to the date of graduation and earn, as a minimum, 75% of the credits at ACC.
3. The student must be employed full time within six (6) months of graduation in an occupation directly related to the specific program completed at ACC.
4. The employer must certify in writing that the student lacks the entry-level skills identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the Dean of Technical Programs and other appropriate personnel.
6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The student and/or employee is responsible for the cost of books, insurance, uniforms, fees and other course related expenses.
9. The guarantee does not imply that ACC graduates will pass any licensing or qualifying examination for a particular career.
10. A student's sole remedy against ACC and its employees for skill deficiencies shall be limited to nine tuition-free credit hours under conditions described above.

Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate.

The Associate Of Arts (AA) Degree:

- Art
- Drama
- General Liberal Arts
- General Studies
- Music-Instrumental Concentration
- Music-Voice Concentration
- Musical Theater
- Psychology
- Sociology
- Sports and Human Performance

The Associate of Arts in Teaching (AAT) Degree

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

The Associate Of Science (AS) Degree:

- Biological Science
- Business Administration
- Communications/Radio and Television Broadcasting
- Health Science
- Mathematics
- Physical Science

The Associate Of Applied Science (AAS) Degree:

- Business Technology - Legal Office Professional
- Business Technology - Medical Office Professional
- Business Technology - Office Professional
- Child Development/Early Childhood
- Communications-Radio/TV Broadcasting
- Computer Science - Computer Programming
- Computer Science - Networking
- Court Reporting
- Criminal Justice-Correctional Science
- CriminalJustice-Law Enforcement & Police Administration
- Culinary Arts
- Diagnostic Cardiovascular Sonography-Echo
- Diagnostic Cardiovascular Non/Invasive Vascular
- Drafting Technology
- Emergency Medical Technology
- Management Development
- Mental Health / Addiction Counseling

The Associate Of Applied Science (AAS) Degree (continued)

- Nursing
- Nursing Transition
- Paralegal
- Polysomnography
- Process Technology
- Respiratory Care

The Associate Of Applied Science (AAS) Degree with Enhanced Skills Certificate:

- Court Reporting
- Emergency Medical Technology
- Diagnostic Cardiovascular Sonography
- Polysomnography

The Certificates:

- Business Technology - Accounting Clerk
- Business Technology - Legal Office Assistant
- Business Technology - Medical Coding & Billing Specialist
- Business Technology - Office Assistant
- Child Development/Early Childhood
- Child Development/Early Childhood Administration
- Communications-Radio/TV Broadcasting
- Computer Science-Data Processing
- Computer Science-Networking
- Court Reporting
- Court Reporting Scopist
- Criminal Justice-Correctional Administration
- Criminal Justice-Correctional Science
- Criminal Justice-Crime Scene Technician
- Criminal Justice-Basic Law Enforcement Academy
- Criminal Justice-Texas Peace Officer
- Culinary Arts
- Culinary Management
- Drafting Technology
- Emergency Medical Technology
- Management Development
- Mental Health / Addiction Counseling
- Paralegal
- Process Technology
- Vocational Nursing

Second Degree Or Certificate

Alvin Community College grants credit for all previously completed courses which also meet the requirements of an additional degree or certificate.

ROTC - Reserve Officer Training Corp

AIR FORCE

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

All courses and physical training sessions take place at the University of Houston Main Campus. Flight orientation occurs at airports in the Houston metro area.

Community College students are required to complete a four-year academic plan detailing the courses they will take to complete a four-year degree and specifying when they will graduate. This will require them to meet with a counselor at one of our four-year cross-town schools listed below. This requirement ensures that two-year students plan on transferring to a four-year school to finish our program.

Course Credit

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

Four-Year Program

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

AFROTC Scholarship Opportunities

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

ARMY

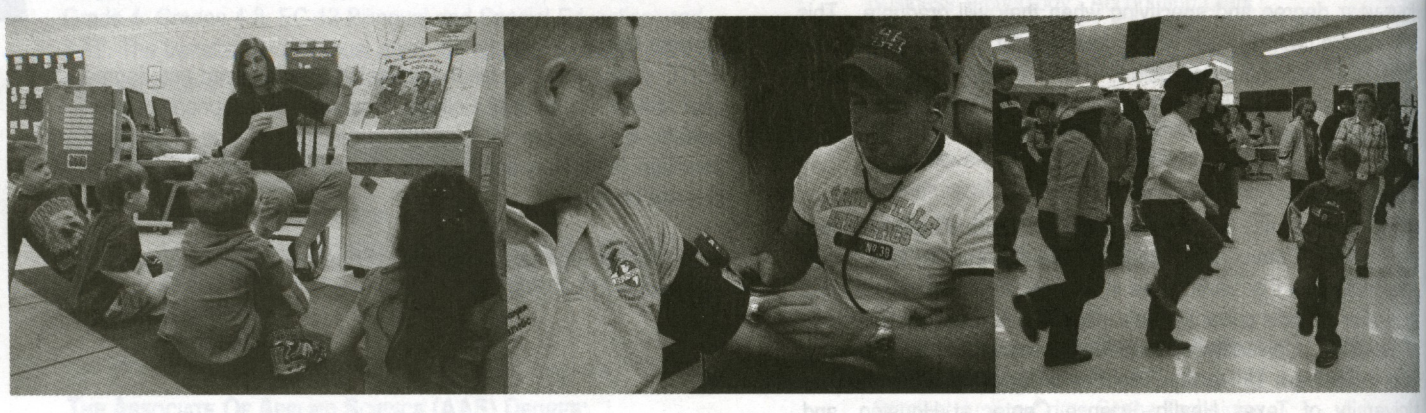
The goal of the U.S. Army ROTC program is to develop technically competent, physically fit and highly motivated men and women for positions of responsibility as commissioned officers in the active Army, the Army Reserve and Army National Guard. Upon completion of the curriculum, students will have an understanding of the fundamental concepts and principles of the military as an art and as a science. The leadership and managerial experience gained through ROTC provides great benefit for students in both their civilian endeavors and their military careers.

General statutory authority for establishment and operation of the ROTC program, including the scholarship program, is contained in Title 10, United States Code, Chapter 103 (Sec. 2102-2111). Specific rules and procedures are found in U.S. Army Regulation 145-1.

Course Credit

ROTC classes may be taken for elective credit toward any degree plan at Alvin Community College. Freshman and sophomore level classes are open to all students, regardless of age or physical condition. No military obligation is incurred as a result of enrollment in these courses.

For additional information contact the Enrollment Officer at University of Houston 713-743-3880



Office of Admissions and Academic Advising

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

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

Counseling Services

The Office of Admissions, Academic Advising and Testing employs counselors who can assist students with issues that may impact academic success. Consultation and referrals are kept confidential. An exception to confidentiality is if there is evidence of danger to oneself or others then the proper authorities will be notified. Texas state law requires that Licensed Professional Counselors report abuse or neglect of a child, elder or a disabled person to the appropriate state agency.

Other counseling services include referrals to community resources, academic and disability counseling and advising, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skill training and enhancement.

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

Career Services

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

The Career Planning Program can help define and explore career options which are compatible with an individual's personal goals, abilities, and interests. It includes two online assessments you can do at home. Completion of a workbook and individual career counseling sessions are required to develop an action plan. For more information about this program contact the Academic Advising and Testing Office.

Other Career Services

- Advisors and Counselors can assist individuals in making the transition from college to career using a variety of resources.
- Choices is a career planning program which includes an interest inventory, descriptions of occupations, labor market information, financial aid information and more.
- Typefocus is a personality typing program which matches results to occupations.
- Workshops are available for resume and cover letter writing, interview preparation and tapping the hidden job market.

Job Placement

Job Fairs and Career Events

The Career Services staff coordinates job fairs and career expos. For more information about these events call 281-756-3560 or 281-756-3534. Information regarding upcoming job fairs and career expos are posted on the two bulletin boards located in buildings A and G at Alvin Community College and in the college's employment database, JobLink.

JobLink - Job Database

Students and alumni of all college and continuing education programs can register and access an online job database, JobLink. this is a free service and is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part-time, full-time, internship, work-study and temporary positions. Access to JobLink will require a resume within two weeks. Many of these employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post multiple resumes and cover letters for employers to view, search jobs, send online inquiries, locate job fair information, and receive employment bulletins. To access JobLink go to www.alvincollege.edu and click on Current Students, click on Career Planning and Job Placement Services, and then Student/Alumni services. For questions or assistance regarding JobLink call 281-756-3560.

Alvin Community College makes no particular recommendations or quarantees regarding employers or employees. We are acting as a referral service only. Thus, we are unable to research each organization or person that posts a job with the college.

Employers Services

Employers may list their current job openings in the college employment database, JobLink. Access to JobLink is located on the Alvin Community college webpage. There is no fee for this service. To post a job go to www.alvincollege.edu click on Community, click on Career Services and Employers Services. Once a job posting is approved by Career Services, students and alumni will have access

to the information about the company and their current employment opportunities. If a student or graduate chooses, registered employers can print out their resumes or contact Career Services for a packet of resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. For informtion about job fairs and career expos contact 281-756-3560. All jobs posted in JobLink are approved and viewed by compliance with federal laws enforced by the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements

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

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

Psyc 1300 - Learning Strategies Requirement

Students who score at the developmental level on all three sections of the placement exam (Accuplacer, THEA, Compass, or Asset) are required to enroll in PSYC 1300 during their first semester of attendance. A grade of C must be earned to satisfy this requirement. If a C is not earned, the student must retake the course.

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

Honors Program

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

BIOL	1406-1407
ENGL	1301-1302
GEOL	1403-1404
GOVT	2301-2302
HIST	1301-1302
MATH	2413-2414
PHYS	1401-1402
PSYC	2301

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

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

To earn Honors Program Graduate status, a student must have at least a 3.0 grade point average on all college-level courses, including all attempts of repeated courses, must complete a minimum of 12 semester hours of honors courses, and must earn a grade of B or higher in all honors courses taken. For more *information, call 281-756-3736.*

SMART START PROGRAM - College Enrollment for High School Students

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

Steps to Enroll:

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

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

Dual Degree Program

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

Services for Students with Disabilities

Alvin Community College complies with the ADA and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities. Students requesting accommodations due to a qualifying disability should make an appointment with the ADA Counselor at least 60 days prior to the beginning of the semester. Services provided are based on fundamental limitations reported in documentation.

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

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

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

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Department of Assistive and Rehabilitative Services (DARS) and the DARS - Blind Division provide tuition assistance, diagnostic testing and counseling for eligible individuals. Prospective DARS students should contact the nearest DARS office at least six weeks prior to college registration to discuss eligibility and vocational objectives. Call first to set up an appointment. For phone numbers, call the Office of Admissions and Academic Advising at 281-756-3531. For contact information go to the ACC website which links to these agencies.

Upward Bound Program

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

Financial Aid

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

Financial aid is awarded in the form of grants, scholarships, loans and jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

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

Students must apply for financial aid online and submit a new application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Deadlines are published in class schedules. Application forms and additional information are available in the Enrollment Services Center. All information provided to this office remains confidential.

The Financial Aid Office will determine if a student's academic progress has preserved his eligibility for financial assistance. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

All tuition and fees must be paid in full before a student may attend classes. Therefore, if a student's financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Thus, students needing financial assistance should apply to the Financial Aid Office early in order to satisfy deadlines.

Federal Assistance Programs

Federal Pell Grant: This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. All students who desire to participate in this program must submit an application. Students will receive a Student Aid Report (SAR) which must be submitted to the Financial Aid Office for consideration for Pell and other types of aid.

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

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

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

Return of Federal Title IV Funds:
Alvin Community College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance

regulations, as amended, under 34CFR, section 668.22 (d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordination Board, and with board policies.

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

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

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

Federal Satisfactory Progress Guidelines

Federal regulations require standards of satisfactory progress for students who receive federal funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student's future eligibility for aid. Standards of satisfactory progress require (1) qualitative and (2) quantitative measures and must include (3) the "maximum time frame" in which students must complete their certificate or degree program. Students must meet all three standards defined below to maintain their financial aid at Alvin Community College.

1. **Qualitative Standard**
   a. Students awarded for 12 semester hours must pass at least 9 hours with at least a 2.0 grade point average (GPA).
   b. Students awarded for 6, 7, 8, 9, 10, or 11 semester hours must pass at least 6 hours with at least a 2.0 GPA.
   c. Students making a ZERO GPA will automatically be placed on financial aid suspension.

After students have completed two years of studies, they must maintain a cumulative GPA of 2.0 or better. As long as the cumulative GPA is 2.0 or better, the semester GPA may be less than 2.0 but may not be a ZERO GPA. Two years is defined as a total of four fall or spring semesters.

2. **Quantitative Standard**
   Students must successfully complete (see 1 above) at least 6 semester hours each semester of enrollment. This standard must be met even if no financial aid funds are used to pay for the tuition and fees. For financial aid purposes, Summer 1 and Summer 2 sessions combined are considered one semester. Therefore, students may take six semester hours in Summer 1, or six semester hours in Summer 2, or three semester hours in each session and satisfy the Quantitative Standard.

3. **"Maximum Time Frame" Standard**
   Students must complete their certificate or degree by attempting no more than 150% of the semester hours required for that certificate or degree. Example: If a student is working toward an associate degree which requires 66 semester hours; he/she must complete all requirements for the degree in 99 attempted semester hours or less. Incompletes, withdrawals/drops, repeated and developmental courses, and all transfer credits will be counted in calculating the number of attempted semester hours.

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

State Assistance Programs

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

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

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

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

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted semester credit hours of eligibility using the Hazlewood benefit. Eligibility is determined from an original or certified copy of the veteran's DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran's Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill.

Application for Hazlewood benefits is made through the Registrar's Office. Applicants should begin the application process at least two months prior to registration to establish eligibility. Hazlewood students must obtain a Tuition Exemption Form from the Registrar's Office before the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

Other Assistance Programs

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

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

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

Art
Business Administration
Business Technolog
Cardiovascular
Child Development/Early Childhood
Communications
Computer Science
Court Reporting
Criminal Justice
Drafting Technology
English
Foreign Languages
Law Enforcement
Math
Management Development
Mental Health
Music
Nursing-ADN
Paralegal
Process Technology
Respiratory Care
Social Science
Science
Vocational Nursing

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

Veterans Administration Benefits

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the Veterans Benefits Counselor in the ACC Office of Admissions and Academic Advising for applications and information. Students are encouraged to apply for benefits online at www.gibill.va.gov. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; veterans must request certification each semester.

Standards Of Academic Progress For Students Receiving VA Benefits

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

Associate Degree and Certificate Students:
Probation: Failure to achieve a CGPA of 2.0 results in the student being placed on "first probation" the next semester. First Probation students who achieve a 2.0 GPA for their first semester on probation, but do not achieve a CGPA of 2.0 are placed on "second probation". Students will remain on "second probation" for the following semesters as long as the semester GPA remains above a 2.0 and the student does not receive punitive grades (F), or until the CGPA is raised to a 2.0 or higher.

Unsatisfactory Progress: If a student that is on "second probation" has a semester GPA that falls below 2.0, or if they receive a punitive grade, their VA benefits will be suspended. Students that are on VA suspension are not certified for VA benefits.

Reinstatement of VA Education Benefits:
Students under VA suspension may choose to continue taking courses without being certified for VA benefits. Students that successfully complete a sememster enrolled in at least 1/2 time status with a 2.0 or higher semester GPA, with no punitive grades earned may have their VA benefits reinstated.

Transfer and Returning Students:
VA students that transfer to ACC under academic suspension or probation at the last school they attended are admitted under the terms of "first probation" (see above). Returning or Transfer students may seek written approval from the Dean of Student Services to exclude credits taken prior to enlistment in military service from being considered in the CGPA requirements for stisfactory progress for VA certification purposes only. These students are required to meet the "Satisfactory Progress" guidelines as explained above, starting the first semester they enroll in ACC after completing their required military service.

Learning Lab

The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Lab services include

developmental classes to better prepare students for their chosen programs, individual tutoring, tape player/recorders/copiers and computer usage and printing, including internet service. The Learning Lab also serves as a testing facility for TBA and other distance education classes.

Academic Enhancement Center

The Academic Enhancement Center (AEC) is located in the Leaning Lab, office A210. This center is the central office for developmental education at ACC. The AEC offers a variety of academic support services such a tutoring in English, and Reading, and designing Customized Study Plans for students enrolled in developmental classes. The Learning Lab/AEC hours are available each semester in the Learning Lab, A232.

Library

The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has over 25,000 books, 200 current periodical subscriptions, videotapes, a scanner, and a coin-operated photocopier. Computer print jobs are sent to the central server with coin-operated print control software. Printing is done at the cost of ten cents per page. Study rooms are available for individual and group study as well as viewing course dvd's and videos. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials or use the computers. A classroom is available in the library where PowerPoint and Internet instruction is offered to any individual or groups of students. Laptops are available for a one week check out. Contact the Library for more information. **Wireless Internet access is available in the library and throughout the campus.** See an assistant in the Cyber-Student Computer Lab to register for this service.

ACC belongs to Texshare, a statewide system allowing reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. Articles can be ordered from other libraries and sent to the ACC library. The interlibrary loan program allows library patrons to borrow books from other libraries.

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

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

Campus Services

Cafeteria - Campus Café

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

Child Development Laboratory School

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

College Store

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

Fitness Center

The ACC Fitness Center, including the gym, racquetball courts, tennis courts, weight training rooms, locker rooms and saunas, is open to students, faculty, staff and the residents of the college district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. For summer hours and membership information call (281) 756-3691.

Health Insurance

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

Parking

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

Student Activities

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student and the College encourages its students to participate and get involved. Activities range from health & wellness to cultural awareness; entertainment, as well as intramural sports. throughout the year special events take place including Fall Festival & Carnival, Festival of Lights and the The BIG Event. The Student Activities Office maintains a calendar of campus events which can be accessed through MyACC, as well as the campus newsletter - Campus Connection.

Student Organizations

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

- ACC Soccer Club
- Alvin Community College Empowering People to Embrace Disabilities (ACCEPTED)
- Alvin Paralegal Association
- Alvin Nursing Student Association
- Animal Rescue
- Anime Club
- Baptist Student Ministries
- Catholic Newman Association
- Church of Christ Student Fellowship
- Health and Medical Society (HAMS)
- Phi Theta Kappa
- Student Government Association
- Student Organization for Respiratory Care
- Word Droppers
- Writer's Club

Athletics

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

Student Handbook

The student handbook provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the official publication of the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The student handbook is available online at www.alvincollege.edu and in the Dean of Students office.

ACC students learn African drum techniques during Black History month.

my ACC

MyACC is an electronic commons area accessed through the college homepage at www.alvincollege.edu. This communication portal has been established as an official method of communication between students and college faculty and staff. Through myACC students may establish email accounts, personalized calendars and task lists. The campus message board provides a centralized location for campus announcements and news items. Faculty use myACC to communicate with students through class specific chat rooms as well as postings for course related resources by providing a place for shared files that can be accessed from any place that has an Internet connection.

Communicate:

- → Stay on top of deadlines and schedules with MyACC calendars
- → Get in the loop with MyACC email
- → Receive campus-wide, committee, departmental, and group announcements

Collaborate:

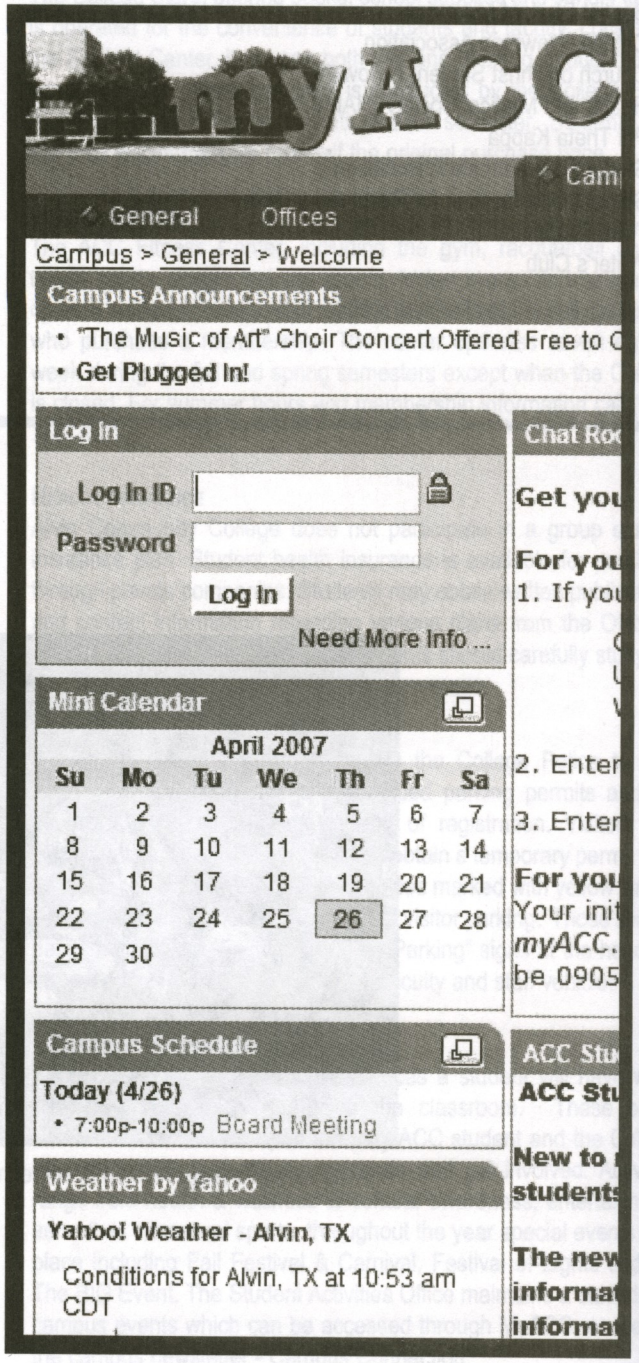
- → Share documents and photos
- → Stop by the CruiserCafe for social networking with classmates
- → Access WebACCess to:
  - Register and search for classes
  - Drop/Add Courses
  - View your Transcripts
  - Make Payments

Learn:

- → Work on group projects
- → Access grades in real-time
- → Submit assignments
- → Chat with professors and classmates
- → Access course syllabus and materials

Access Campus Services:

- → College store
- → Department offices
- → Copy Center
- → Registrar
- → Academic Advising
- → Financial Aid
- → Library
- → Fitness Center
- → And more



ACADEMIC PROGRAMS

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

Associate of Arts Degree

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

Art
Child Dev./Early Childhood
Economics
Education
English
Foreign Language
Government
History
Journalism
Library Science
Mathematics
Music
Musical Theater
Philosophy
Physical Education
Pre-Law
Psychology
Sociology
Speech

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

General Liberal Arts Degree

Associate of Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Select from Math Core Curriculum	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Communication	3	0	3
Foreign Language or Elective		3	3	3-4
PHED	Physical Activity	0	3	1
		15	6	16-17
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
+MATH	Select from Math Core Curriculum	3	0	3
Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	6-8	17-18
Third Semester				
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+GOVT 2301	American National & State Governments I	3	0	3
+Visual and Performing Arts	Select from Visual & Perf Arts Core	3	0	3
ENGL Literature	Any sophomore level literature	3	0	3
Elective	Elective	3	2	3
		15	5	16
Fourth Semester				
+ Humanities	Select from Humanities Core Curriculum	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core:	3	0	3
Elective	Elective	3	0	3
		15	3	16

+Denotes core requirement; see p. 20
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a General Liberal Arts Degree 65

Art Degree Program

281-756-3605

Associate of Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	3	3	3
ARTS 1316	Drawing I	3	3	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		15	9	16
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II	3	3	3
ARTS 1317	Drawing II	3	3	3
PHED	Physical Activity	0	3	1
		12	9	13
Summer I Semester				
+GOVT 2301	American National & State Governments I	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
		6	0	6
Summer II Semester				
+GOVT 2302	American National & State Governments II	3	0	3
+COSC 1401 (or Higher)	Microcomputer Applications	3	3	4
		6	3	7
Third Semester				
ARTS 2316	Painting I	3	3	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+MATH 1314	College Algebra	3	0	3
		12	9	13
Fourth Semester				
ARTS 2326	Sculpture I	3	3	3
+Natural Sciences	Natural Sciences	3	3	4
SPCH 1315/1318	Public Speaking/Interpersonal Communications	3	0	3
		09	6	10

+Denotes core requirement; see p. 20

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

Total Minimum Credits Required for an Arts Degree.....65

Drama Degree Program

Associate of Arts Degree Program

281-756-3607

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
DRAM 1220	Theatre Practicum I	0	6	2
DRAM 1322	Stage Movement & Dance	1	3	3
DRAM 1310	Introduction to Theater	3	2	3
+MATH 1314 or	College Algebra			
+MATH 1332 or	Contemporary Mathematics I			
+Natural Science	Select from Natural Sciences Core Curriculum	3	3/4	3/4
		10	14/15	14/15
Second Semester				
+ENGL 1302	Composition II	3	0	3
DRAM 1221	Theatre Practicum II	0	6	2
DRAM 1351	Acting I	2	4	3
DRAM 1341	Stage Makeup	2	4	3
+DRAM 2361 or	History of Theatre I	3	0	3
+DRAM 2362	History of Theatre II			
+**HIST 1301	The U.S. to 1877	3	0	3
		13	14	17
Third Semester				
+Humanities	Select from Humanities Core Curriculum	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
DRAM 2120	Theatre Practicum III	0	6	1
DRAM 1330	Stagecraft I	2	4	3
DRAM 1352	Acting II	2	4	3
		13	14	16
Fourth Semester				
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
DRAM 2331	Stagecraft I	3	3	3
+DRAM 2336[a]	Voice for Theatre	3	0	3
DRAM 2121	Theatre Practicum IV	0	6	1
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		15	12	17

+Denotes core requirement; see p. 20

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

[a] Satisfies Speech Core requirement

Total Minimum Credits Required for Drama Degree 65

Music - Instrumental Concentration Degree Program

281-756-3587

Associate of Arts Degree Program

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

+Denotes Core Requirement; see p.20

*MUAP 1269, 1270, 2269, 2270 may be substituted.

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

***Corequisite

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

[b] Satisfies Visual/Performing Arts Core requirements

[c] Satisfies Speech core requirement

[d] Piano and guitar majors may substitute Concert Choir (MUEN1141,1142,2141,2142)

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

Music - Voice Concentration Degree Program

Associate of Arts Degree Program

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

+Denotes core requirement; see p. 20

*MUAP 1269, 1270, 2269, 2270 may be substituted.

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

***Corequisites

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

[b] Satisfies Visual/Performing Arts core requirement.

[c] Speech core requirement.

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

Field of Study Curriculum for Music

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

Field of Study Courses

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

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

Keyboard (Piano) Competency

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

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

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

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

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

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

ACC hosted the GCIC 2008 Jazz Festival featuring jazz groups from the Houston area Community Colleges.

Musical Theatre Degree Program

Associate of Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+DRAM 2336[a]	Voice for Theatre	3	0	3
MUSI 1211	Music Theory I	3	0	2
MUSI 1216	Elementary Sight Singing & Ear Training I	3	0	2
MUAP 1281	Applied Music: Voice	1	4	2
MUSI 1159	Musical Theatre I	1	4	1
MATH 1314 **or**	College Algebra **or**			
MATH 1332 **or**	Contemporary Mathematics I **or**			
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3/4	3/4
		17	8-11	16-17
Second Semester				
+**HIST 1301	The U.S. to 1877	3	0	3
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
MUSI 1212	Music Theory II	3	0	2
MUSI 1217	Elementary Sight Singing & Ear Training II	3	0	2
MUAP 1282	Applied Music: Voice	1	4	2
+Social/Behavioral	Select from Social/Behavioral Science Core	3	0	3
		16	11	18
Third Semester				
+ENGL 1302	Composition II	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
DRAM 1341	Stage Makeup	2	4	3
MUSI 1181	Class Piano I	1	1	1
MUAP 2281	Applied Music: Voice	1	4	2
MUSI 2159	Musical Theatre II	1	4	1
		14	13	16
Fourth Semester				
DRAM 1352	Acting II	2	4	3
MUAP 2282	Applied Music: Voice	1	4	2
+**HIST 1302	The U.S. Since 1877	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
MUSI 1182	Class Piano II	1	1	1
+DRAM 2360 or +MUSI 1308/9b or +DRAM 1310	Modern Theatre Literature or Survey of Music Literature I or II or Introduction to Theater	3	0	3
		13	9	15

+Denotes core requirement; see p. 20.
*MUAP 1269, 1270, 2269, 2270 may be substituted.
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirement
a Satisfies Speech Core requirement
b Satisfies Visual/Performing Arts Core requirement. Students should choose based on requirements of the senior institution to which they are transferring.

Total Minimum Credits Required for Musical Theatre Degree 65-66

Psychology Degree Program

Associates in Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Select from Math Core Curriculum	5	0	3
PSYC 2301	General Psychology	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Comm.	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core	3	3	4
PSYC 2317	Statistical Methods in Psychology	3	0	3
PSYC 2314	Life-Span Growth & Development	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+Visual and Performing Arts	Visual and Performing Arts	3	0	3
PSYC Elective	Elective	3	0	3
		15	3	16
Fourth Semester				
+GOVT 2302	American National & State Governments II	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
PSYC Elective	Elective	3	0	3
PSYC Elective	Elective	3	0	3
		12	3	13

+Denotes Core Curriculum Requirement

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

Total Minimum Credits Required for a Psychology Degree 62

Sociology Degree Program

Associates in Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Select from Math Core Curriculum	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Comm.	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core	3	3	4
PSYC 2317	Statistical Methods in Psychology	3	0	3
SOCI 1306	Social Problems	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+Visual and Performing Arts	Visual and Performing Arts	3	0	3
SOCI 2319	Minority Studies	3	0	3
		15	3	16
Fourth Semester				
+GOVT 2302	American National & State Governments II	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
SOCI Elective	Elective	3	0	3
SOCI Elective	Elective	3	0	3
		12	3	13

+Denotes Core Curriculum Requirement

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

Total Minimum Credits Required for a Sociology Degree 62

Sports and Human Performance

281-756-3691

Associate of Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+BIOL 1406	General Biology I	3	3	4
PHED 1301	Introduction to Physical Fitness & Sport	3	0	3
+COSC 1401	Microcomputer Applications	3	3	4
PHED	Physical Activity	0	3	1
		15	9	18
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Health and Wellness	3	0	3
PHED 1346	Drug Use and Abuse	3	0	3
PHED	Physical Activity	0	3	1
		12	3	13
Summer Semester				
+MATH 1314	College Algebra	3	0	3
		3	0	3
Third Semester				
+Visual/Performing	Select from Visual & Perf Arts Core	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
+GOVT 2301	American National & State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
+PSYC 2301	General Psychology	3	0	3
		15	3	16
Fourth Semester				
BIOL 2402	Anatomy & Physiology II	3	3	4
+GOVT 2302	American National & State Governments II	3	0	3
PHED 1322	Coaching Athletics-Baseball/Softball	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		15	3	16

+Denotes core requirement; see p. 20

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

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

Associate of Arts - General Studies

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

Associate of Arts - General Studies Degree

Core Curriculum	Course Title	Credits
Communication	Select three from the following courses: ENGL 1301, ENGL 1302 SPCH 1315, SPCH 1318, or SPCH 2335	9
Mathematics	Select one from the following courses: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Natural Sciences	Select two from the following courses: BIOL 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1401, 1403, 1404, 1405,1445, 1447 PHYS 1401, 1402, 2425, 2426	8
Visual & Performing Arts	Select one from the following courses: ARTS 1301, 1303, 1304, 2348 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310	3
Humanities	Select one from the following courses: ENGL 2322, 2323, 2326, 2332, 2333 HUMA 1301, 1302 PHIL 1301, 2306 or any Sophomore level French, German or Spanish course	3
Social and Behavioral Sciences	Select from the following: Select two (6 hrs) HIST 1301,1302, 2301 Required (6 hrs) GOVT 2301, 2302 Select one (3 hrs) ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOCI 1301, 1306, 2301, 2319	15
Basic Computer Literacy	Select one from the following courses: BCIS 1405, 1431 COSC 1401, 1418, 1420, or 2420	4
Other Requirements	Physical Activity (each 1 hour activity course)	2
College Level Electives	Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.	18

Total credits required for the Associate of Arts - General Studies Degree.....65

Associate of Arts in Teaching Program

Length: Four –Semester (Two Year) Program

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

Leading to Initial Texas Teacher Certification EC-4 or Early Childhood Degree Specialization.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
MATH 1314	College Algebra or higher (excludes Math 1332)	3	0	3
MATH 1350	Fundamentals of Math I	3	0	3
MATH 1351	Fundamentals of Math II	3	0	3
BIOL	Select from: BIOL 1406, 1407 or 2401	3	3	4
Earth Science or	Select from: GEOL 1401, 1403,1404			
CHEM or PHYS	Select from: CHEM: 1405, 1411, PHYS 1401	3	3	4
HIST	Select from: American History 1301 or 1302			
	and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities	Select from: ENGL literature(sophomore level)			
	or HUMA, or PHIL	3	0	3
Elective	Visual & Performing Arts Core	3	0	3
Social/ Behavioral Science	GEOG 1303 (preferred)	3	0	3
PHED	Physical Activity (2)	0	6	2
Pre-Major/Early Childhood Courses:				
TECA 1303	Family, School & Community	3	1	3
TECA 1311	Educating Young Children	3	1	3
TECA 1318	Wellness & the Young Child	3	1	3
TECA 1354	Child Growth & Development	3	0	3

Total Minimum Credits Required 65

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification
Early Childhood - Grade 4, Grades 4-8 Generalist EC-12 Bilingual/ESL or EC-12 Special Education.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
MATH 1314	College Algebra or higher (excludes Math 1332)	3	0	3
MATH 1350	Fundamentals of Math I	3	0	3
MATH 1351	Fundamentals of Math II	3	0	3
BIOL	Select from: BIOL 1406, 1407 or 2401	3	3	4
CHEM	Select from: CHEM:1405, 1411	3	3	4
PHYS/GEOL	PHYS 1401, PHYS 2425, GEOL 1401, 1403 **or**			
	1404 (for Grades 4-8 Science Certification:			
	Two lab sciences must be in same discipline)	3	3	4
HIST	Select from: American History 1301			
	or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3

Humanities	Select from: ENGL literature(sophomore level) or HUMA, or PHIL	3	0	3
Elective	Visual & Performing Arts Core	3	0	3
Social/ Behavioral Science	GEOG 1303 (preferred)	3	0	3
PHED	Physical Activity (1)	0	3	1
Pre-Major Required Courses:				
EDUC 1301	Introduction to Teaching Profession	3	1	3
EDUC 2301	Introduction to Special Populations	3	1	3

Total Minimum Credits Required 62

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

Associate of Arts in Teaching

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
MATH 1314*	College Algebra	3	0	3
BIOL	Select from: BIOL 1406, 1407 or 2401	3	3	4
Earth Science **or**	Select from: GEOL 1401, 1403			
CHEM **or** PHYS	Select from:CHEM: 1405, 1411 PHYS 1401, PHYS 2425	3	3	4
HIST	Select from: American History 1301 **or** 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities	Select from: ENGL literature(sophomore level), **or** HUMA **or** PHIL	3	0	3
Elective	Select from Visual & Perf Arts Core	3	0	3
Social/ Behavioral Science**	Select from Social/Behavioral Sciences Core	3	0	3
PHED	Physical Activity (2)	0	6	2
Pre-major Courses				
EDUC 1301	Introduction to the Teaching Profession	3	1	3
EDUC 2301	Introduction to Special Populations	3	1	3
*** Content area teaching fields/academic disciplines (12 hours) (See Dept. Chair of Child Development & Early Childhood)				12

Total Minimum Credits Required 65

* Non math or science majors may take Math 1332. Consult the requirements from the accepting university.
** Specific couse may be required. Consult the catalog from the accepting university.

*** Area Teaching Field/Academic Discipline:

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

Associate of Science Degree Program

281-756-3746

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

Biology	Engineering	Physics
Business Administration	Forestry	Pre-Dentistry
Chemistry	Geology	Pre-Medicine
Communications-Radio & Television Broadcasting	Mathematics	Pre-Veterinary
Conservation	Pharmacy	

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

Biological Science Degree Program

281-756-3746

Associate of Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+BIOL 1406	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18
Second Semester				
+BIOL 1407	General Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition II	3	0	3
+CSCI 1401(or higher)	Microcomputer Applications	3	3	4
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	13	19
Third Semester				
BIOL 2306 **or** BIOL 2401	Environmental Conservation **or** Anatomy and Physiology I	3	0-3	3-4
CHEM 2423	Organic Chemistry	3	4	4
+ENGL 2332 **or** ENGL 2322	Survey of Literature I **or** Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+Visual/Perform. Arts	Visual/Performing	3	0	3
		15	4-7	16-17
Fourth Semester				
BIOL 2420 **or** BIOL 2402	Microbiology **or** Anatomy and Physiology II	3	3	4
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		12	3	13

+Denotes core requirement; see p. 20.
**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Biological Science Degree 66-67

Business Administration Degree Program 281-756-3660

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+Visual/Performing Arts	Visual/Performing Arts	3	0	3
		15	3-4	16
Second Semester				
+ENGL 1302	Composition II	3	0	3
MATH 1324	Math for Business & Social Science I	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+Humanities	Select from Humanities Core Curriculum	3	0	3-4
		15	3-4	16-17
Third Semester				
***BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
***ACCT 2301	Financial Accounting	3	1	3
+GOVT 2301	American National & State Governments I	3	0	3
+***ECON 2301[a]	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	3	0	3
		15	4	16
Fourth Semester				
+SPCH 1315 **or** ***SPCH 1321	Public Speaking **or** Business Speaking	3	0	3
***ACCT 2302	Managerial Accounting	3	1	3
+GOVT 2302	American National & State Governments II	3	0	3
***ECON 2302	Principles of Economics II	3	0	3
***MATH 1325	Math for Business & Social Science II	3	0	3
BMGT 1382 **or** BUSI 2302	Cooperative Education in Business **or** Business Law II	3	0	3
		18	1	18

+Denotes core requirement; see p. 20.

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

[a]Satisfies Social/Behavioral Sciences Core Requirement.

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

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

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

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

Communications/Radio and Television Broadcasting Degree Program

281-756-3767

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

Associate of Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
COMM 1336	Television Production I	2	4	3
PHED	Physical Activity	0	3	1
		14	10-11	17
Second Semester				
+ENGL 1302	Composition II	3	0	3
COMM 2311	News Gathering & Writing I	2	4	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
COMM 1337	Television Production II	2	4	3
		13	11-12	16
Third Semester				
COMM 2327	Introduction to Advertising	3	0	3
COMM 2303	Audio/Radio Production	2	2	3
+GOVT 2301	American National & State Governments I	3	0	3
+COMM 1307	Introduction to Mass Communication	3	0	3
+ECON 2301a	Principles of Economics I	3	0	3
PHED	Physical Activity	0	3	1
		14	5	16
Fourth Semester				
+SPCH 1315 **or** SPCH 1318	Public Speaking **or** Interpersonal Communication	3	0	3
+COMM 2366	Introduction to Film	2	2	3
+GOVT 2302	American National & State Governments II	3	0	3
COMM 2331	Radio/Television Announcing	3	0	3
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
		14	5	16

+Denotes core requirement; see p. 20.

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

[a]Satisfies Social/Behavioral Sciences Core Requirement

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

3767

Health Science Degree Program

281-756-3531

Associate of Science Degree Program

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+BIOL 2401	Anatomy and Physiology I	3	3	4
+ENGL 1301	Composition I	3	0	3
+PSYC 2301	General Psychology	3	0	3
+**HIST 1301	US History to 1877	3	0	3
+COSC 1401	Microcomputer Applications	4	3	4
		16	6	17
Second Semester				
+BIOL 2402	Anatomy and Physiology II	3	3	4
+ENGL 1302	Composition II	3	0	3
PSYC 2314	Lifespan Growth & Development	3	0	3
+HUMA/PHIL 2306	Intro to Ethics (recommended)	3	0	3
+**HIST 1302	US History Since 1877	3	0	3
PHED	Physical Activity	1	3	1
		16	6	17
Third Semester				
BIOL 2420	Microbiology	3	3	4
HECO 1322	Nutrition and Diet Therapy	3	0	3
+GOVT 2301	American National &State Governments II	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
+MATH 1314	College Algebra	3	0	3
		15	3	16
Fourth Semester				
CHEM 1405 **or** 1411	Chemistry	3	3	4
+GOVT 2302	American National & State Governments II	3	0	3
+SPCH 1315	Public Speaking	3	0	3
MATH 1342	Statistical Methods	3	0	3
(PSYC 2317 will also fulfill this requirement)				
+VISUAL & PERF ARTS	Visual/ Performing Arts	3	0	3
		15	3	16

+Denotes Core Requirement; see p. 20.

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

Total Minimum Credits Required for Health Science Degree. 66

Mathematics Degree Program

281-756-3705

Associate of Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
PHED	Physical Activity	0	3	1
+Visual/Performing Arts	Visual/Performing Arts	3	0	3
		12	3	13
Second Semester				
+ENGL 1302	Composition II	3	0	3
MATH 2412	Pre-Calculus Math	4	0	4
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
+Humanities	Select from Humanities Core Curriculum	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		16	3	17
Third Semester				
ENGL 2332 **or**	Survey of Literature I **or**	3	0	3
ENGL 2322	Survey of English Literature I			
+GOVT 2301	American National & State Governments I	3	0	3
MATH 2413	Calculus I	4	0	4
+SPCH 1315	Public Speaking	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
		16	3-4	17
Fourth Semester				
+GOVT 2302	American National & State Governments II	3	0	3
MATH 2414	Calculus II	4	0	4
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
		13	6-7	15

+Denotes Core Requirement; see p. 20.

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

Total Minimum Credits Required for Mathematics Degree 62

Physical Science Degree Program

281-756-3745

Associate of Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
		15	10	18
Second Semester				
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+MATH 2412	Pre-Calculus Math	4	0	4
+Visual/Perform. Arts	Visual/Performing Arts	3	0	3
PHED	Physical Activity	0	3	1
		16	7	18
Third Semester				
***Science	Recommended for Majors	3	3-4	4
+ENGL 2332 **or**	Survey of Literature I **or**	3	0	3
ENGL 2322	Survey of English Literature I			
+GOVT 2301	American National & State Governments I	3	0	3
MATH 2413	Calculus I	4	0	4
		13	3-4	14
Fourth Semester				
****Science	Second half of science courses taken third semester	3	3-4	4
+GOVT 2302	American National & State Governments II	3	0	3
MATH 2414	Calculus II	4	0	4
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		13	3-4	14

+Denotes core requirement; see p. 20.

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

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

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

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

Total Minimum Credits Required for Physical Science Degree 64

Associate of Applied Science Degree Programs

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree (A.A.S.) is awarded to students who fulfill the requirements in one of the following programs:

Business Technology - Legal Office Professional
Business Technology - Office Professional
Business Technology - Medical Office Professional
Child Development/Early Childhood
Communications-Radio Broadcasting
Communications-Television Broadcasting
Computer Science - Networking
Court Reporting
Computer Science Technology - Computer Programming
Criminal Justice - Correctional Science
Criminal Justice - Law Enforcement & Police Administration
Culinary Arts
Diagnostic Cardiovascular Sonography-Echocardiography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
Drafting Technology
Emergency Medical Technology
Management Development
Mental Health/Addiction Counseling
Nursing ADN
Nursing Transition (LVN to ADN)
Polysomnography
Business Technology - Office Professional
Paralegal
Process Technology
Respiratory Care

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

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

Advanced Technical Certificate Programs

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

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

Certificate Programs

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

Accounting Clerk
Child Development/Early Childhood
Child Development/Early Childhood Admin.
Communications-Radio Broadcasting
Communications-Television
Computer Science-Data Processing
Computer Science-Networking
Court Reporting
Court Reporting Scopist
Criminal Justice-Correctional Administration
Criminal Justice-Correctional Science
Criminal Justice-Crime Scene Technician
Criminal Justice-Law Enforcement Police Administration
Criminal Justice-Basic Law Enforcement
Culinary Arts
Culinary Management
Drafting Technology
Emergency Medical Technician
Emergency Medical Technician - Intermediate
Law Enforcement & Police Administration
Legal Office Assistant
Management Development
Marine Robotics
Medical Coding & Billing Specialist
Mental Health/Addiction Counseling
Office Assistant
Paralegal
Process Technology
Vocational Nursing

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

Business Technology - Legal Office Professional Degree Program
(formerly Office Administration)

Degree: Associate of Applied Science (A.A.S.)
Length: Five-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Business Technology offers courses which prepare the student for employment in the legal secretarial field.
Program Requirements: The two-year curriculum in business technology provides instruction in areas required for competence as an administrative assistant in a legal office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree in Business Technology.

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
HIST 1302 **or**	The United States Since 1877 **or**			
GOVT 2302	American National and State Governments II	3	0	3
LGLA 1311	Introduction to Law	3	0	3
POFL 1305	Legal Terminology	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
		15	4	16
Second Semester				
POFT 2312	Business Correspondence & Communication	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
MATH 1333	Contemporary Mathematics for Tech	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		15	6	17
Summer Semester				
LGLA 1355	Family Law	3	0	3
POFL 1303	Legal Office Procedures	3	0	3
POFT 1419	Records and Information Management I	3	3	4
		9	3	10
SECOND YEAR				
First Semester				
LGLA 1344	Texas Civil Litigation	3	0	3
POFI 2401	Word Processing	3	3	4
SPAN 2316 **or**	Career Spanish I **or**	3	0	3
SPAN 2317	Career Spanish II			
POFL 1380	Cooperative Ed – Legal Adm Asst/Secretary	1	20	3
		10	23	13
Second Semester				
LGLA 2305	Interviewing & Investigating	3	0	3
ENGL 1301	Composition I	3	0	3
POFL 2380	Cooperative Ed – Legal Adm Asst/Secretary	1	20	3
SPCH 1315 **or**	Public Speaking **or**	3	0	3
SPCH 1318	Interpersonal Communications			
		10	20	12

Total Credits Required for Legal Office Professional 68

Business Technology - Medical Office Professional Degree Program

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Business Technology offers courses which prepare the student for employment in the medical secretarial field. The program is designed to meet the need for efficient medical secretaries in the medical field.
Program Requirements: The two-year curriculum in business technology provides instruction in areas required for competence as an administrative assistant in a medical office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree in Business Technology.

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
PSYC 2314	Life Span-Growth & Development	3	0	3
HITT 1305	Medical Terminology I	3	0	3
POFM 1317	Medical Administrative Support	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
		15	4	16
Second Semester				
POFI 1401	Computer Applications I	3	3	4
HITT 2331	Medical Terminology Advanced	3	0	3
POFT 2401	Document Formatting and Skillbuilding	3	3	4
POFT 2312	Business Correspondence & Communication	3	0	3
SPAN 2316 **or**	Career Spanish I **or**	3	0	3
SPAN 2317	Career Spanish II			
		15	6	17
SECOND YEAR				
First Semester				
HITT 1349	Pharmacology	3	0	3
POFM 1300	Medical Coding Basics (CPT)	3	0	3
POFM 1380	Cooperative Ed Medical Admin Assistant/Secretary	1	20	3
POFT 1419	Records and Information Management I	3	0	4
POFI 2401	Word Processing	3	0	4
		13	20	17
Second Semester				
MATH 1333	Contemporary Mathematics for Tech	3	0	3
POFT 1421	Business Math	3	3	4
HIST 1302 **or**	The United States Since 1877 **or**			
GOVT 2302	American National State Governments II	3	0	3
POFM 2380	Cooperative Ed Medical Admin Assistant/Secretary	1	20	3
ENGL 1301	Composition I	3	0	3
		13	20	16

Total Credits Required for A.A.S. Medical Office Professional 66

Business Technology - Office Professional Degree Program 281-756-3810

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Business Technology offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.
Program Requirements: The two-year curriculum in business technology provides instruction in areas required for competence as an administrative assistant in an office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Business Technology.

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
POFT 1331	Business Machine Applications	3	2	3
MATH 1333	Contemporary Mathematics for Tech	3	0	3
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
POFT 1421	Business Math	3	3	4
		15	9	17
Second Semester				
ENGL 1301	Composition I	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFT 1419	Records and Information Management I	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		12	9	15
Third Semester				
POFI 2401	Word Processing	3	3	4
POFT 2312	Business Correspondence Communication	3	0	3
SOCI 2319	Minority Studies	3	0	3
POFT 1309	Administrative Office Procedures I	3	0	3
POFT 1382	Cooperative Education – Office Occupations and Clerical Services	1	20	3
		13	23	16
Fourth Semester				
POFT 2331	Administrative Systems – Voice Recognition	3	0	3
POFI 2431	Desktop Publishing	3	3	4
POFT 2382	Cooperative Education - Office Occupations and Clerical Services	1	20	3
SPAN 2316 **or** SPAN 2317	Career Spanish I **or** Career Spanish II	3	0	3
HIST 1302 **or** GOVT 2302	The United States Since 1877 **or** American National & State Governments II	3	0	3
		13	23	16

Total Credits Required for A.A.S. Office Professional.....64

Business Technology - Accounting Clerk Certificate Program
(formerly Office Administration)

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
POFT 1309	Administrative Office Procedures I	3	0	3
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1329	Keyboarding and Document Formatting	3	1	3
POFT 1421	Business Math	3	3	4
		12	5	13
Second Semester				
POFI 1401	Computer Applications I	3	3	4
POFT 1419	Records and Information Management I	3	3	4
ACNT 1311	Introduction to Computerized Accounting QuickBooks 2007	3	1	3
		9	7	11
Third Semester				
ACNT 2302	Accounting Capstone	3	0	3
ACNT 1382	Cooperative Education – Accounting Technician	1	20	3
		4	20	6

Total Credits Required for Accounting Clerk Certificate 30

Business Technology - Legal Office Assistant Certificate

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
POFT 1419	Records and Information Management I	3	3	4
LGLA 1311	Introduction to Law	3	0	3
POFL 1305	Legal Terminology	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
		12	6	14
Second Semester				
POFT 2312	Business Correspondence & Communication	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
POFL 1303	Legal Office Procedures	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFT 2303	Speed and Accuracy Building	3	1	3
		15	4	16
Third Semester				
LGLA 2305	Interviewing & Investigating	3	0	3
LGLA 1344	Texas Civil Litigation	3	0	3
SPAN 2316 **or**	Career Spanish I **or**	3	0	3
SPAN 2317	Career Spanish II			
POFL 1380	Cooperative Ed – Legal Adm. Asst./Secretary	1	0	3
		10	0	12

Total Credits Required for Legal Office Assistant Certificate 42

Business Technology - Medical Coding and Billing Specialist Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
HITT 1305	Medical Terminology I	3	0	3
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
POFM 1317	Medical Administrative Support	3	0	3
POFT 1329	Keyboarding and Document Formatting	3	1	3
HPRS 2301	Pathophysiology	3	0	3
		15	1	15
Second Semester				
POFM 1300	Medical Coding Basic (CPT)	3	0	3
HITT 2331	Medical Terminology Advanced	3	0	3
POFI 1401	Computer Applications I	3	3	4
HITT 1349	Pharmacology	3	0	3
HITT 1341	Coding and Classification Systems	3	0	3
		15	3	16
Third Semester				
HITT 2346	Advanced Medical Coding	3	0	3
HITT 2335	Coding and Reimbursement Methodologies	3	0	3
POFM 1380	Cooperative Ed – Medical Admin Assistant	1	0	3
		7	0	9

Total Credits Required for Medical Coding and Billing Specialist Certificate 40

Business Technology - Office Assistant Certificate Program

Length: Two-Semester (One-Year) Program
Purpose: The one-year program prepares the student for employment in office occupations.
Program Requirements: The one-year programs for the Office Assistant, Accounting Clerk, Legal Office Assistant, and Medical Coding and Billing Specialist combine instruction and classroom participation on competencies required in the office environment. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1419	Records and Information Management I	3	3	4
POFT 1421	Business Math	3	3	4
POFT 1429	Keyboarding and Document Formatting	3	3	4
		12	10	15
Second Semester				
POFI 1401	Computer Applications I	3	3	4
POFT 1331	Business Machines Applications	3	1	3
POFT 2312	Business Correspondence & Communication	3	0	3
POFT 2401	Document Formatting and Skillbuilding	3	3	4
POFT 2331	Administrative Systems –Voice Recognition	3	0	3
		15	7	17
Third Semester				
POFT 1309	Administrative Office Procedures I	3	0	3
POFT 1382	Cooperative Ed – Office Occupations and Clerical Services	1	20	3
POFT 2401	Word Processing	3	3	4
		7	23	10

Total Credits Required for Office Assistant Certificate 42

Child Development/Early Childhood Degree Program

281-756-3644

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The curriculum in child development and early childhood prepares individuals for career services in day care centers, pre-school programs and related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child development and early childhood.
Admission Requirements: In addition to the general requirements for admission to the college, entry into the program requires a personal interview with the Child Development/Early Childhood Department.
Program Requirements: Approximately two-thirds of the curriculum includes courses in child development and early childhood with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in child development and early childhood or related activities. Students are urged to consult with their faculty advisor and the Office of Admissions and Academic Advising in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate of Applied Science Degree Program-TECH PREP

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester				
CDEC 1270	Early Childhood: Games & Recreation	1	2	2
TECA 1311 **or**	Educating Young Children **or**	3	1	3
*CDEC 1313	Curriculum Resources for Early Childhood Prog.			
CDEC 1317	Child Development Associate Training I	2	3	3
*CDEC 1358	Creative Arts for Early Childhood	2	3	3
ENGL 1301	Composition I	3	0	3
EDUC 1301	Introduction to the Teaching Profession	3	0	3
		14	9	17
Second Semester				
TECA 1354	Child Growth and Development	3	0	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
*CDEC 1384 **or**	Cooperative Ed. in Child Development I **or**	1	5/20	3
CDEC 2322	Child Development Assoc. Training II			
COSC 1401	Microcomputer Applications	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	1	3	1
		12	14/29	17
SECOND YEAR				
First Semester				
BIOL 2306	Environmental Conservation	3	0	3
TECA 1303	Family, School and Community	3	1	3
CDEC 1319	Child Guidance	3	1	3
CDEC 1359	Children with Special Needs	3	0	3
***CDEC 2324 **or**	Child Development Associate Training III **or**			
***CDEC 2384	Cooperative Ed. in Child Development II	1	5/20	3
		13	7/22	15
Second Semester				
TECA 1318	Wellness of the Young Child	3	1	3
CDEC 2307	Math and Science for Early Childhood	2	3	3
CDEC 1321	The Infant and Toddler	3	0	3
SOCI 2319	Minority Studies	3	0	3
ARTS 1301	Art Appreciation	3	0	3
		14	4	15

*Students who finish high school program are given college credit for these courses.
***CDEC 2324 or CDEC 2384 may be used as Capstone course.

Total Credits Required for A.A.S. Child Development/Early Childhood Degree 64

Child Development/Early Childhood Certificate

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CDEC 1270	Early Childhood: Games & Recreation	1	2	2
TECA 1311 **or**	Educating Young Children **or**	3	1	3
CDEC 1313	Curriculum Resources for Early Childhood Programs			
CDEC 1317	Child Development Associate Training I	2	3	3
CDEC 1358	Creative Arts for Early Childhood	2	3	3
CDEC 1359	Children with Special Needs	3	0	3
CDEC 2322 **or**	Child Development Associate Training II **or**			
CDEC 1384	Cooperative Ed. in Child Development I	1	5/20	3
		12	14/29	17
Second Semester				
TECA 1318	Wellness of the Young Child	3	1	3
TECA 1354 **or**	Child Growth and Development **or**	3	0	3
CDEC 1321	The Infant and Toddler			
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 2307	Math & Science for Early Childhood	2	3	3
*CDEC 2324 **or**	Child Development Associate Training III **or**	1	5/20	3
*CDEC 2384	Cooperative Ed. in Child Development II			
Elective	College Elective	3	0	3
		14	12/27	18

*Capstone course requirement: CDEC 2324 or CDEC 2384.

Total Credits Required for Child Development/Early Childhood Certificate 35

Child Development/Early Childhood Administration Certificate

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

First Semester				
CDEC 1313	Curriculum Resources for Early Childhood	3	0	3
CDEC 1317	Child Development Training I	2	3	3
CDEC 2322 **or**	Child Development Training II **or**	1	5/20	3
CDEC 1384	Cooperative Ed. in Child Development I			
CDEC 2426	Administration of Program for Children I	3	2	4
		9	10/25	13
Second Semester				
TECA 1318	Wellness of the Young Child	3	1	3
*CDEC 2324 **or**	Child Development Training III **or**	1	8/20	3
*CDEC 2384	Cooperative Ed. in Child Development II			
CDEC 2428	Administration of Program for Children II	3	2	4
Elective	College Elective	3	0	3
		10	11/23	13

*Capstone Course Required: CDEC 2324 or CDEC 2384.

Total Credits Required for Certificate of Child Development/Early Childhood Administration 26

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

Associate of Applied Science Degree (A.A.S.) - Tech Prep
Length: Four-Semester (Two-Year) Program
Purpose: The program is designed to prepare the student for an entry level position in the field of communications or for further study at a senior institution.

Program Requirements: This curriculum includes the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs.

When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. Students planning to begin employment upon completion of their program should give special consideration to their specific area of interest in the field of communications when selecting electives. Students planning on transferring to a four year academic institution should consult with the department chair.

Radio/TV Broadcasting

Associate of Applied Science Degree Program - Tech Prep

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester				
ENGL 1301	Composition I	3	0	3
RTVB 1310 **or**	Introduction to Mass Communication **or**	3	0	3
COMM 1307	Introduction to Mass Communication			
RTVB 1325	TV Studio Production	2	4	3
COMM 2327	Introduction to Advertising	3	0	3
RTVB 1301	Broadcast News Writing	2	4	3
PHED	Physical Activity	0	3	1
		13	11	16
Second Semester				
MATH 1314 **or**	College Algebra **or**	3	0	3
MATH 1332	Contemporary Mathematics I			
RTVB 1355	Radio and Television Announcing	3	0	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1321	TV Field Production	2	4	3
SOCI 1301	Introductory Sociology	3	0	3
		12	24	15
SECOND YEAR				
First Semester				
RTVB 1309	Audio/Radio Production I	2	2	3
COMM 2366	Introduction to Film	2	2	3
HIST 1301	The United States to 1877	3	0	3
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	1	20	3
SPCH 1315	Public Speaking	3	0	3
		11	24	15
Second Semester				
RTVB 2331	Audio Radio Production III	2	4	3
RTVB 1391	Special Topics in Radio/TV Broadcasting	2	4	3
*RTVB 2340	Portfolio Development	1	6	3
RTVB 2337	TV Production Workshop	2	4	3
COSC 1401	Microcomputer Applications	3	3	4
		10	21	16

*Capstone Course

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

Communications - Radio/TV Broadcasting Certificate 281-756-3767

Length: One-Year Program
Purpose: Program prepares the student for entry into occupations in radio and television broadcasting, digital media, audio or video production. Completion of this program also enhances the effectiveness of those presently employed in the field of communications.
Program Requirements: The student will be awarded a certificate upon completion of the program in Radio/TV Broadcasting

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

*Capstone Course

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

ACC graduate, Jason Nichols, now instructs ACC students in TV production.

Computer Science Technology - Computer Programming Degree 281-756-3782

Degree: Associate of Applied Science Degree (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Computer Science Technology curriculum develops in students the skills, knowledge, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis is given to computer programming, and each student is urged to consult with the Counseling Center or faculty advisor.
Program Requirements: This curriculum in computer science is a two-year program encompassing instruction in the many areas required for competence as a technician in the computer science industry. Approximately one-half of the curriculum includes courses in computer technology, with the remaining courses in technically related areas: mathematics, business, and general education. This curriculum provides a broad background, qualifying the student to perform effectively in several different occupational areas of the computer science technology field. Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer science courses attempted, the student will be awarded the Associate in Applied Science Degree with a major in Computer Science Technology, specializing in business computer programming.

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
ITSE 1422 (or BCIS 1420)	Introduction to C Programming	3	3	4
ENGL 1301	Composition I	3	0	3
HIST 1301	The United States to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		15	6	17
Second Semester				
ITSE 1431 **or** BCIS 1431	Introduction to Visual BASIC Programming **or** Computer Programming - Visual Basic	3	3	4
ITSE 1407 **or** COSC 1420	Introduction to C++ Programming **or** Computer Programming - C++	3	3	4
ENGL 1302 **or** ENGL 2311	Composition II **or** Technical Communication	3	0	3
HIST 1302 **or** HIST 2301	The United States Since 1877 **or** Texas History	3	0	3
MATH 2412 **or** MATH 1324	Pre-Calculus Math **or** Math for Business & Social Sciences I	3/4	0	3/4
		15/16	6	17/18
SECOND YEAR				
First Semester				
ITSE 2413 **or** ITSE Elective	Web Authoring **or** ITSE Elective	3	3	4
BMGT 1303	Principles of Management	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
GOVT 2301	American National & State Government I	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
ITSE 2417	JAVA Programming	3	3	4
*ITSE 2449	Advanced Visual BASIC Programming	3	3	4
ITSE 2387 **or** Elective	Internship - Computer Programming **or** College Level Elective	0/3	18/0	3
GOVT 2302	American National & State Governments II	3	0	3
PHED	Physical Activity	0	3	1
		9/12	27/9	15

* Capstone Course

Total Credits Required for A.A.S. Computer Programming Degree..... 66-67

Computer Science Technology Field of Study Curriculum

Course Number	Course Title	Semester Credits Hours
COSC 1336 or 1436	Programming Fundamentals I	3 or 4
COSC 1337 or 1437	Programming Fundamentals II	3 or 4
COSC 2336 or 2436	Programming Fundamentals III	3 or 4
COSC 2325 or 2425	Computer Organization and Machine Language	3
MATH 2313 or 2413	Calculus I	3 or 4
MATH 2314 or 2414	Calculus II	3 or 4
PHYS 2425	Physics I	4
PHYS 2426	Physics II	4
		26-31 SCH Total

Associate in Applied Science - Computer Networking (281) 756-3669

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

	Course Number	Course Title	Lecture Hours	Lab Hours	Credits
	FIRST YEAR				
	First Semester				
1st Mini	ITNW 1358	Network+	2	2	3
2nd Mini	ITNW 1325	Fundamentals of Networking	2	2	3
	CPMT 1411	Introduction to Computer Maintenance	3	3	4
	SOCI 1301	Introductory Sociology	3	0	3
	COSC 1401	Microcomputer Applications	3	3	4
			13	10	17
	Second Semester				
1st Mini	ITMT 1300	Installing & Administering Win XP Prof. Operating System	2	2	3
2nd Mini	ITMT 1340	Implementing Microsoft Win 2003 Server Operating System	2	2	3
	CPMT 2445	Computer System Troubleshooting	3	3	4
1st Mini	ITNW 2321	Networking with TCP/IP	2	2	3
2nd Mini	ITSY 1342	IT Security (Security+)	2	2	3
			11	11	16
	SECOND YEAR				
	First Semester				
	*Elective	Fine Arts/Humanities	3	0	3
1st Mini	ITMT 1350	Implementing Microsoft Windows Infrastructure	2	2	3
2nd Mini	ITMT 2300	Implementing & Administering Microsoft Windows Directory Services	2	2	3
	ENGL 1301	Composition I	3	0	3
	MATH 1333	Contemporary Mathematics for Tech	3	0	3
			13	4	15
	Second Semester				
	ENGL 1302	Composition II	3	0	3
1st Mini	**ITMT 1355	Managing a Windows Network Environment	3	3	3
2nd Mini	ITMT 2330	Designing a Windows Directory Svs Infrastructure	2	2	3
1st Mini	ITMT 2346	Designing a Secure Windows Network	2	2	3
2nd Mini	ITMC 2355	Deploy & Manage Microsoft ISA Server	2	2	3
			15	9	15

* Elective is optional but provides flexibility and broader development of the program and individual.
** Capstone Course is ITMT 1355 - Managing a Windows Network Environment
Mini-Semesters run 8 weeks and are scheduled back-to-back (e.g. 1st Mini=8wks + 2nd Mini=16wks)

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

Computer Science Technology - General Computer Data Processing Certificate Program

Length: Two-Semester (One-Year) Program

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

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
ITSE 1422 (or BCIS 1420) **or**	Introduction to C Programming **or**	3	3	4
COSC 1420	C++ Programming			
ENGL 1301	Composition I	3	0	3
HIST 1301	The United States to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		15	6	17
Second Semester				
ITSE 1431 **or**	Introduction to Visual BASIC Programming **or**	3	3	4
BCIS 1431	Programming in Visual Basic			
*ITSE 2413	Web Authoring	3	3	4
ENGL 1302	Composition II	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		12	6	14

*Capstone Course

Total Credits Required for General Computer Data Processing Certificate 31

Computer Science Networking Certificate Program

	Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
	First Semester				
	COSC 1401	Microcomputer Applications	3	3	4
	CPMT 1411	Introduction to Computer Maintenance	3	3	4
1st Mini	ITNW 1358	Network +	2	2	3
2nd Mini	ITNW 1325	Fundamentals of Networking	2	2	3
			10	10	14
	Second Semester				
1st Mini	ITMT 1300	Installing & Administering Windows XP Op.System	2	2	3
2nd Mini	*ITMT 1340	Implementing Windows Server 2003 Op. System	2	2	3
1st Mini	ITMT 1350	Implementing Window Server 2003 Infrastructure	3	3	3
	CPMT 2445	Computer System Troubleshooting	3	3	4
			10	10	13

This plan provides courses for preparation for the following certifications:
- CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
- CompTIA A+ Certification (CPMT 1411 and CPMT 2445)
- Microsoft Certified Professional (MCP) Certification (ITMT 1300 and/or ITMT 1340)

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

*Capstone Course

Total Credits Required for Computer Science Networking Certificate 27

Court Reporting Degree Program 281-756-3757

Degree: Associate of Applied Science (A.A.S.)
Length: Six-Semester Program
Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting and for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters and captioning/CART providers throughout the nation, and the lack of institutions to provide the necessary training.
Program Description: The curriculum runs for two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, as practice tapes are encouraged for use off-campus. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.
Program Objectives: The objective of the two-year curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Court Reporters Association (NCRA). Accompanying objectives are the attainment of the Court Reporting Scopist Certificate for those students who desire it and an enhanced skills certificate in captioning/CART.
Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
   a. be a high school or GED graduate;
   b. make application to ACC and fulfill the admission requirements of the College;
   c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
   d. have a personal interview with the Court Reporting Department Chairperson or his/her designee to develop a degree plan and secure a beginning schedule;
   e. submit official copies of transcripts of all previous high school and college work to the ACC Records Office;
   f. be able to type 45 words per minute with not more than 5 errors on a five-minute test before entering Machine Shorthand Theory.

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

2. Any student who has accumulated the equivalent of any five full days absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis. All CRTR students will be limited to two semesters of CRTR 1404 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades will be issued on the following basis:

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

No grade below a C (75%) in any CRTR English class, including CRTR 1312, CRTR 2311, will be accepted for progression. A grade of D or below will not be accepted for advancement in machine shorthand classes.

3. Transfer students:
   a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
   b. may apply for credit by examination by testing in the following areas: Legal Terminology; Medical Reporting; Reporting Communications I.

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

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

Court Reporting Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Fall)				
CRTR 1213	Reporting Orientation	2	0	2
CRTR 1404	Machine Shorthand I	2	8	4
*CRTR 1312	Reporting Communications I	2	3	3
CRTR 1302	Law and Legal Terminology	3	0	3
		9	11	12
Second Semester (Spring)				
CRTR 1406	Machine Shorthand II	2	8	4
*CRTR 2311	Reporting Communications II	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 1314	Reporting Technology I	2	3	3
		9	14	13
Third Semester (Summer)				
CRTR 2401	Intermediate Machine Shorthand	2	8	4
SOCI 1301 **or**	Introductory Sociology **or**	3	0	3
PSYC 1300	Learning Strategies			
CRTR 1308	Realtime Reporting I	2	3	3
		7	11	10
SECOND YEAR				
First Semester (Fall)				
CRTR 2403	Advanced Machine Shorthand	2	8	4
CRTR 1310	Realtime Reporting II	2	3	3
CRTR 2343	Simulated Courtroom Procedures	2	3	3
GOVT 2301 **or**	American National & State Governments **or**			
HIST 1301	The United States to 1877	3	0	3
		9	14	13
Second Semester (Spring)				
CRTR 2435	Accelerated Machine Shorthand	2	8	4
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2315	Reporting and Office Procedures	2	3	3
MATH 1314 **or**	College Algebra **or**			
MATH 1333	Contemporary Mathematics for Tech	3	0	3
		9	14	13
Third Semester (Summer)				
SPCH 1318	Interpersonal Communications	3	0	3
Elective	Fine Arts/Humanities	3	0	3
CRTR 2247	Testimony Dictation IV	2	3	2
CRTR 2381	Cooperative Education	1	20	3
		9	23	11

*Students must take CRTR 1312 and 2311 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.

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

1. The student shall pass three five-minute tests with a minimum of 95% accuracy at each of the following speeds: 200 words per minute jury charge and 180 words per minute literary. The student shall pass four five-minute testimony tests with a minimum of 95% accuracy. These tests will include the following:

- One 180 wpm five-minute literary test with no more than 10 errors-98.9%
- One 180 wpm five-minute testimony test with no more than 10 errors-98.9%
- One 200 wpm five-minute jury charge test with no more than 25 errors-97.8%
- Two 225 wpm five-minute testimony tests with no more than 25 errors-97.8%
- Two mock CSR exams. EACH exam consists of the following:
- One 180 wpm five-minute literary test with no more than 45 errors-95%
- One 200 wpm five-minute jury charge test with no more than 50 errors-95%
- One 225 wpm five-minute testimony test with no more than 56 errors-95%

2. Each student shall complete an internship (CRTR 2381) of at least 15 verified hours per week for one semester with a practicing reporter plus 5 hours per week transcribing proceedings taken during the internship

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

Court Reporting Enhanced Skills Certificate (Captioning)

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
CRTR 1346	Captioning Reporting I	2	3	3
CRTR 2333	Captioning Reporting II	2	3	3
		4	6	6

Total Credits Required Court Reporting Enhanced Skills Certificate 78

Court Reporting Certificate Program

Length: Six-Semester Program

Purpose: The certificate in Court Reporting prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not wish to pursue an A.A.S. degree plan.

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

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester (Fall)				
CRTR 1213	Reporting Orientation	2	0	2
CRTR 1404	Machine Shorthand I	2	8	4
*CRTR 1312	Reporting Communications I	2	3	3
CRTR 1302	Law and Legal Terminology	3	0	3
		9	11	12
Second Semester (Spring)				
CRTR 1406	Machine Shorthand II	2	8	4
*CRTR 2311	Reporting Communications II	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 1314	Reporting Technology I	2	3	3
		9	14	13
Third Semester (Summer)				
CRTR 2401	Intermediate Machine Shorthand	2	8	4
CRTR 1308	Realtime Reporting I	2	3	3
		4	11	7
SECOND YEAR				
First Semester (Fall)				
CRTR 2403	Advanced Machine Shorthand	2	8	4
CRTR 1310	Realtime Reporting II	2	3	3
CRTR 2343	Simulated Courtroom Procedures	2	3	3
		6	14	10
Second Semester (Spring)				
CRTR 2435	Accelerated Machine Shorthand	2	8	4
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2315	Reporting and Office Procedures	2	3	3
		6	14	10
Third Semester (Summer)				
CRTR 2247	Testimony Dictation IV	2	3	2
*CRTR 2381	Cooperative Education	1	20	3
		3	23	5

*Capstone Course

Total Credits Required for Court Reporting Certificate. 57

Court Reporting Scopist Certificate Program

Length: Three-Semester Program

Purpose: The Court Reporting Scopist Certificate prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time. Those seeking the Court Reporting Scopist Certificate will attain the speed of 80 words per minute on machine shorthand tests.

Program Requirements: Students entering this program must be high school graduates or possess a GED equivalency certificate. Students entering the scoping program must possess keyboarding skills of at least 50 words per minute. Each student is urged to consult with the Counseling Center and the Court Reporting Department Chairperson in planning his/her program. The Court Reporting Scopist Certificate will be awarded upon satisfactory completion of the three-semester program.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester (Fall)				
CRTR 1213	Reporting Orientation	2	0	2
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I	2	8	4
		9	11	12
Second Semester (Spring)				
CRTR 1314	Reporting Technology I	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	2	3	3
		7	6	9
Third Semester (Summer)				
CRTR 2313 or	Reporting Technology II **or**	2	3/8	3/4
CRTR 1406	Machine Shorthand II			
*CRTR 2380	Cooperative Education - Court Reporter	1	20	3
		3	23/28	6/7

*Capstone Course

Total Credits Required for Court Reporting Scopist Certificate 27/28

Criminal Justice - Correctional Science Degree 281-756-3951

Degree: Associate of Applied Science (A.A.S.) - Tech Prep
Length: Four-Semester (Two-Year) Program
Purpose: The curriculum in correctional science prepares individuals for career services with the Texas Department of Corrections, with juveniles in institutions, and with related correctional occupations. Supported by a broad general education, training is given to develop professional competence in the field of contemporary corrections. This curriculum is applicable to both the preparatory student and the experienced correctional worker.
Admission Requirements: In addition to the general requirements for admission to the College, entry into the correctional science program requires the following:

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

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

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
ENGL 1301	Composition I	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
		15	3	16
Second Semester				
CJCR 1304	Probation and Parole	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 1307	Crime in America	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
MATH 1314 **or** MATH 1332	College Algebra **or** Contemporary Mathematics I	3	0	3
		15	0	15
Third Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CJSA 1364	Practicum - Criminal Justice Studies	1	21	3
CJCR 1300	Basic Jail Course	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
		13	21	15
Fourth Semester				
CJSA 1365	Practicum - Criminal Justice Studies	1	21	3
CRIJ 2328	Police Systems & Practices	2	3	3
CJSA1325	Criminology	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	24	15

Total Minimum Credits Required for the Correctional Science Degree 61

Criminal Justice - Law Enforcement and Police Administration Degree

Degree: Associate of Applied Science (A.A.S.) - Tech Prep
Length: Four-Semester (Two-Year) Program
Purpose: The curriculum in Law Enforcement and Police Administration prepares individuals for career services in law enforcement and related occupations. Supported by a broad general education, training is given to develop professional competence in the fields of law enforcement administration, police science, prevention and control of delinquency and crime, correctional administration, and industrial security administration. This curriculum is applicable to both the preparatory student and the experienced officer.
Admission Requirements:

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

Program Requirements:

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

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

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CRIJ 1301 **or**	Introduction to Criminal Justice **or**			
CJLE 1506	Basic Peace Officer I	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
ENGL 1301	Composition I	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
		15	3	16
Second Semester				
CRIJ 2323 **or**	Legal Aspects of Law Enforcement **or**			
CJLE 1512	Basic Peace Officer II	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
MATH 1314 **or**	College Algebra			
MATH 1332	Contemporary Mathematics I	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
		15	0	15
Third Semester				
CRIJ 1307	Crime in America	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CJSA 2364 **or**	Practicum-Criminal Justice Studies **or**			
CJLE 1518	Basic Peace Officer III	0	21	3
Elective	College Level	3	0	3
		12	21	15
Fourth Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 1313	Juvenile Justice System	3	0	3
Elective	Criminal Justice Elective	3	0	3
CJSA 2365 **or**	Practicum - Criminal Justice Studies **or**			
CJLE 1524	Basic Peace Officer IV	0	21	3
SPCH 1318	Interpersonal Communication	3	0	3
		12	21	15

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

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

Criminal Justice - Field of Study

Degree: Associate in Arts Degree with a Field of Study in Criminal Justice (A.A.FS. Criminal Justice)
Length: Four-Semester (Two-Year) Program
Purpose: This degree plan is a field of study approved by the Texas Higher Education Coordinating Board which is designed to meet the needs of students who plan to major in Criminal Justice and transfer all of the hours to a four year university or college. Although, this plan has been approved for transfer the student should still verify the transferability of this plan with the intended university or college.
Admission Requirements: The student must meet the general admission requirements to the college.
Program Requirements: The student must complete the college graduation requirements which include completion of the Core Curriculum, the Field of Study Curriculum for Criminal Justice for a total of 60 hours.

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

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

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

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

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

Criminal Justice - Correctional Administration Certificate

Length: Thirty-One Semester Hours
Purpose: The certificate program is designed for individuals who are working in the correctional field in management-type positions. Interested non-inservice persons should obtain permission from the Criminal Justice Department Chairperson.
Program Requirements: The certificate program includes required courses in correctional science and management development.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
BMGT 1303	Principles in Management	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
		15	3	16
Second Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
CJSA 1364	Practicum-Criminal Justice Studies	0	21	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
SPCH 1318	Interpersonal Communications	3	0	3
		12	21	15

Total Credits Required for Correctional Administration Certificate 31

Criminal Justice - Correctional Science Certificate

Length: Two Semester (One-Year) Program
Purpose: The certificate program is designed for individuals working in the correctional field.
Program Requirements: A certificate student takes thirty (30) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Correctional Science Certificate. Interested non-inservice persons should obtain permission from the Criminal Justice Chairperson.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 1307	Crime in America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
		15	0	15
Second Semester				
CJCR 1304	Probation and Parole	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CJCR 1300	Basic Jails Course	3	0	3
		15	0	15

Total Credits for Correctional Science Certificate 30

Criminal Justice - Crime Scene Technician Certificate

Length: Thirty-Three Semester Hours
Purpose: This course provides the student with the goals and principles of physical evidence and defines the application of forensic sciences to the criminal investigation. It identifies the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented, as are the methods utilized for requesting laboratory analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.
Program Requirements: A certificate student takes thirty-three (33) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

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

Total Credits Required for Crime Scene Technician 33

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

Length: Thirty-four semester hours

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

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

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

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

Total Credits Required for Law Enforcement & Police Administration Certificate 38

Criminal Justice - Basic Law Enforcement Academy Certificate

Length: Approximately 16 weeks - The day academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday, however, Defensive Driving and other skills classes may be conducted occasionally on weekends or at night. The night academy starts in the Fall Semester and completed with the Spring Semester. Classes are 6 pm to 10 pm, Monday thru Friday, however some classes may occasionally be conducted on weekends.

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

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

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

1. Be a high school graduate or hold a certificate of equivalency (GED) with 12 college hours;
2. Be 21 years of age at the time of completion of the course or seek special approval from the Department Chair;
3. Agree to **purchase during the pre-registration** and then wear the prescribed uniform;
4. Complete and negotiate the TCLEOSE L-2 Declaration of medical condition **during the pre-registration**;
5. Complete and accurately answer a personal history statement **during pre-registration**;
6. Sign waiver forms as presented by the college **during pre-registration**;

7. Abide by the special written rules of the Academy and administrative orders issued during special circumstances;
8. Meet the minimal standards for licensing as required by TCLEOSE (Texas Administrative Code 217.1) which are applicable to a training environment. (TCLEOSE rules are subject to change without notice)

The following is a summary of the standards and should any conflict occur between the summarized standards and the TCLEOSE standards, then the TCLEOSE standards will govern: (TCLEOSE rules are subject to change without notice)

a. Be 21 years of age upon graduation of the Academy or fall within an exception (see department chair).
b. Be fingerprinted and pay the necessary fees **during pre-registration**.
c. Not be on probation for any offense above a class "C" misdemeanor.
d. No convictions in past 10 years for misdemeanor offenses above a Class "C".
e. No felony convictions.
f. No convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
g. Be of good moral character.
h. Prior military must have honorable discharge.

9. Pay special fees associated with the Academy courses **during pre-registration**.

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

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

Course Requirements:

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

Special fees charged by the College:

1. Ammunition $195.00
2. Driving $ 15.00
3. Criminal history check $ 15.00

Purchases expected by the student:

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

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

Total Credits Required for Basic Law Enforcement Academy Certificate. 22

Culinary Arts Degree Program 281-756-3949

Degree: Associate of Applied Science (A.A.S.)
Length: Five – Semester (Two – Year) Program
Purpose: The culinary arts program prepares individuals for a wide variety of entry level positions in the food service industry. This program provides all of the educational components required for certification through the American Culinary Federation. The objective of the program is to give students an array of culinary and management skills that are utilized in today's food service industry.
Program Requirements: The culinary arts curriculum contains a core of eight culinary arts classes, six management classes, two semesters of practicum and general education classes from the common core curriculum. **Students are required to enroll in all of the classes listed, for a semester, during semesters 1 and 2. Exceptions require prior approval from the program coordinator.**

Culinary Arts - Associate of Applied Science Degree

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CHEF 1301	Basic Food Preparation	2	3	3
PSTR 1301	Fundamentals of Baking	2	3	3
CHEF 2302	Saucier	2	3	3
CHEF 2301	Intermediate Food Preparation	2	3	3
CHEF 1305	Sanitation and Safety	3	0	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
		14	12	18
Second Semester				
CHEF 1345	International Cuisine	2	3	3
CHEF 1341	American Regional Cuisine	2	3	3
CHEF 1302	Principles of Healthy Cuisine	2	3	3
CHEF 1310	Garde Manger	2	3	3
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
		13	12	17
Third Semester				
COSC 1401 **or** BCIS 1405	Microcomputer Applications **or** Business Computer Applications	3	3	4
CHEF 1364	Practicum	0	30	3
		3	33	7
Fourth Semester				
ENGL 1301	Composition I	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
Elective	Math/Science Core Curriculum	3	0	3
HAMG 1321	Introduction to the Hospitality Industry	3	0	3
PHED	Physical Education Elective	0	0	1
		11	0	12
Fifth Semester				
Elective	Visual & Performing Arts/Humanities Core	3	0	3
Elective	Social and Behavioral Science	3	0	3
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
*CHEF 1365	Practicum	0	23	3
PHED	Physical Education Elective	0	0	1
		9	23	13

*Capstone Course

Total Credits Required for A.A S. Culinary Arts Degree 67

Culinary Arts Certificate Program 281-756-3949

Length: Three Semester (One Year) Program
Purpose: The one – year certificate in culinary arts prepares students for entry level positions in the food service industry. This certificate can lead to certification through the American Culinary Federation. The objective of the program is to give the student basic culinary and management skills that are utilized in today's food service industry.
Program Requirements: The program includes 24 hours of culinary arts classes, 11 hours of management classes, a computer science class and a semester long practicum. **Students are required to enroll in all of the classes listed, for a semester, during semesters 1 and 2. Exceptions require prior approval from the program coordinator.**

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CHEF 1301	Basic Food Preparation	2	3	3
PSTR 1301	Fundamentals of Baking	2	3	3
CHEF 2302	Saucier	2	3	3
CHEF 2301	Intermediate Food Preparation	2	3	3
CHEF 1305	Sanitation and Safety	3	0	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
		14	12	18
Second Semester				
CHEF 1345	International Cuisine	2	3	3
CHEF 1341	American Regional Cuisine	2	3	3
CHEF 1302	Principles of Healthy Cuisine	2	3	3
CHEF 1310	Garde Manger	2	3	3
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
		13	12	17
Third Semester				
COSC 1401 **or**	Microcomputer Applications **or**	3	3	4
BCIS 1405	Business Computer Applications			
*CHEF 1364	Practicum	0	30	3
		3	33	7

* Capstone Course
Total Credits Required for Culinary Arts Certificate 42

Culinary Arts - Culinary Management Certificate 281-756-3949

Length: Three – Semester (One Year) Program
Purpose: To provide students with basic management skills utilized in today's food service industry.
This certificate is designed to compliment the culinary arts certificate and can lead to certification through the American Culinary Federation. The objective is to prepare students for entry level kitchen management positions.
Program Requirements: The certificate program includes 19 hours of culinary management classes, a computer science class and a semester long practicum.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CHEF 1305	Sanitation and Safety	3	0	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
HAMG 1321	Introduction to the Hospitality Industry	3	0	3
		11	0	11
Second Semester				
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
COSC 1401 or	Microcomputer Applications or			
BCIS 1405	Business Computer Applications	3	3	4
		11	3	12
Third Semester				
*CHEF 1364	Practicum	0	23	3
		0	23	3

* Capstone Course
Total Credits Required for Culinary Management Certificate 26

Diagnostic Cardiovascular Sonography Degree Program 281-756-5650

Degree: Associate Degree of Applied Science (A.A.S.) in either Echocardiography or Vascular Technology
Length: 24 months, New program begins each summer semester.
Purpose: The Diagnostic Cardiovascular Sonography Program offers a two-year curriculum to prepare individuals for an allied health career in either Echocardiography or Vascular Technology which are branches of Diagnostic Medical Sonography. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Diagnostic Cardiovascular Sonography core curriculum consists of classroom, laboratory, and clinical instruction on subjects including basic healthcare skills, professional issues, medical terminology, ethics, cardiovascular anatomy and physiology, hemodynamics, pathophysiology, pharmacology, electrocardiography, ultrasound physics, echocardiographic techniques and vascular diagnostic techniques. The program has many clinical affiliations around the greater Houston - Galveston area. Graduates of the program earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). **This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).**

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

A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:
1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and interview with the Program Director.
4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
5. Composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. A&P credits must be within the past 5 years. If you're A&P is expired please choose from the following options:
   a. Re-take A&P II (which includes the heart and blood vessels)
   b. Take the A&P renewal test (from the office of academic advising) to determine if you still have that knowledge.
   c. Take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program. (Offered every summer)
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in both Echocardiography and Vascular Technology is required.
7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status. **Must have all three (3) HEPATITIS B shots by August 15th (clinical start date).**
8. Not currently on suspension or academic probation from ACC or any other college.
9. Complete all pre-requisites with a grade of C or better including: ENGLISH 1301, BIOLOGY 2401, MATH 1314, PHYSICS 1401 (or any college level Physics can be accepted, including CTEC 1401)
10. Submit two (2) letters of references (must be on professional letterhead with current date, phone number and signature).
11. Once accepted, pass a criminal background check and drug screen.

B. Anatomy and psysiology should have been taken within the past 5 years to satisfy the degree requirements.

C. Transfer and non-traditional students must:
1. Meet the above criteria
2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
3. Provide program and Registrar's Office with official transcripts from each prior institution.
4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
5. Not currently on suspension or academic probation from another college.
6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
7. Transfer students must complete a minimum of 24 credit hours at ACC to be awarded a Degree from this institution.

II. Alternate Enrollment:

A. Practicing Echocardiographers and Vascular Technologists who wish to earn their degree.
1. This option applies to those who are registered in Echocardiography or Vascular Technology with at least 2 years of experience and would like to earn their Associate Degree.
2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements, pre-requisites and academic courses are still required.

B. Practicing Echocardiographers and Vascular Technologists who wish to take courses for refresher or registry exam review.
1. This option is available to all Echo and Vascular techs.
2. These students may register through continuing education or audit to sit in on any course offered through the DCVS Program for refresher or registry review.

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

III. Progression Policies:

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

B. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan, or must have prior approval of the program director.

C. A grade of C or better is required in all core and academic courses for progression.

D. A student may be terminated from the program if clinical or class/lab performance is unsatisfactory as determined by the instructor and the program director. This action may be taken at any time during the semester.

E. A student who makes a D or F in any core or academic course may repeat that course once in order to obtain a satisfactory grade of C or better. If the failing course is one of the program core courses, the student may have to sit out for a year until that course is offered again depending on pre and co-requisites for that course.

F. Any student requiring hospitalization, pregnant, or injured will be required to obtain written documentation from his/her physician verifying the health status of the student before returning to clinical. A student may not be allowed to return to clinical if taking medication or if health status may interfere with the ability to perform satisfactorily.

G. Students have five years to complete the program after initial acceptance.

A.A.S. Diagnostic Cardiovascular Sonography - Echocardiography

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

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

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

** May be taken early to refresh expired A.T.P.

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

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

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

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

Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree Program

Degree: Advanced Technical Certificate Degree in either Echocardiography or Vascular Technology
Length: 18 months, New program begins each spring semester.
Purpose: The Diagnostic Cardiovascular Sonography Program offers a one and a half year curriculum to prepare those who already have a degree in an allied healthcare related field for a career in either Echocardiography or Vascular Technology which are branches of Diagnostic Medical Sonography. **This is not an entry-level certificate. It is above and beyond the healthcare degree the student already has.** Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Advanced Technical Certificate Program is a condensed version of the A.A.S. option taking into account the students prior experience and training in allied healthcare. This program utilizes the same clinical sites all around the greater Houston - Galveston area. Graduates of this program may also earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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

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

1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and interview with the Program Director.
4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
5. Have an Associates degree or higher in an allied healthcare related field from an accredited institution with demonstration of program pre-requisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or Allied Health Physics course. A&P credits must be within the past 5 years. If you're A&P is expired please choose from the following options:
   a. Re-take A&P II (which includes the heart and blood vessels)
   b. Take the A&P renewal test (from the office of academic advising) to determine if you still have that knowledge
   c. Take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program. (Offered every summer)
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in both Echocardiography and Vascular Technology is required.
7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status **Must have all three (3) HEPATITIS B shots by January 15th to be accepted into the program.**
8. Not currently on suspension or academic probation from ACC or any other college.
9. Submit two (2) letters of references.
10. Once accepted, pass a criminal background check and drug screen.

B. Transfer and non-traditional students must:

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

II. Alternate Enrollment:

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

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

B. Former ACC DCVS program graduates who wish to crosstrain:

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

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

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

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Echocardiography

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

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

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Echocardiography 39

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

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Non-Invasive Vascular

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

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

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Vascular.....39

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

Diagnostic Cardiovascular Sonography Advanced Technical Certificate
Degree in Pediatric Echocardiography

Degree: Advanced Technical Certificate Degree in Pediatric Echocardiography
Length: 18 months, New program begins each spring in January.
Purpose: The Diagnostic Cardiovascular Sonography Program offers a one and a half year curriculum to prepare those who already have experience in adult echocardiography and a prior degree in healthcare for a career in Pediatrics which is a highly specialized branch of Diagnostic Medical Sonography. **This is not an entry-level certificate. It is above and beyond the healthcare degree the student already has.** Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the pediatric heart patient. Pediatric Echocardiographers practice in a variety of settings including hospitals, diagnostic centers, doctor's offices, contract services, self-employment, sales, education, and research. The Advanced Technical Certificate Program is a condensed program taking into account the student's prior experience and training in allied healthcare and adult echocardiography. This program utilizes clinical sites all around the greater Houston-Galveston area. Graduates of this program may also earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

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

I. Admission Requirements: Application Deadline October 15
   A. To be considered for admission to the Diagnostic Cardiovascular Sonography Pedi Echo Program in the Advanced Technical Certificate option, the applicant must:
      1. Be a high school or GED graduate and provide copies of transcripts and diploma if a high school graduate within the past 5 years.
      2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
      3. Complete the application to the Diagnostic Cardiovascular Sonography Program and interview with the Program Director.
      4. Submit official transcripts of all previous college work to both the program and the admissions/records office.
      5. Have an Associates degree in an allied healthcare related field from an accredited institution with demonstration of program prerequisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or any Allied Health physics course. A&P credits must be within the past 5 years. If you're A&P has expired please choose from the following:
         a. Re-take A&P II which includes the heart and blood vessels.
         b. Take the A&P renewal test from the academic advising office to determine if you still have the knowledge.
         c. Take DSAE 2303 Cardiovascular Concepts prior to enrollment. Offered every summer.
      6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of pedi echocardiography are required.
      7. Upon acceptance complete a physical examination including chest x-ray, TB skin test, and verification of immunization status including documentation of all 3 Hepatitis B shots.
      8. Not currently on suspension or academic probation from ACC or any other college.
      9. Submit two (2) professional letters of reference on letterhead with current date, phone number, and signature.

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

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

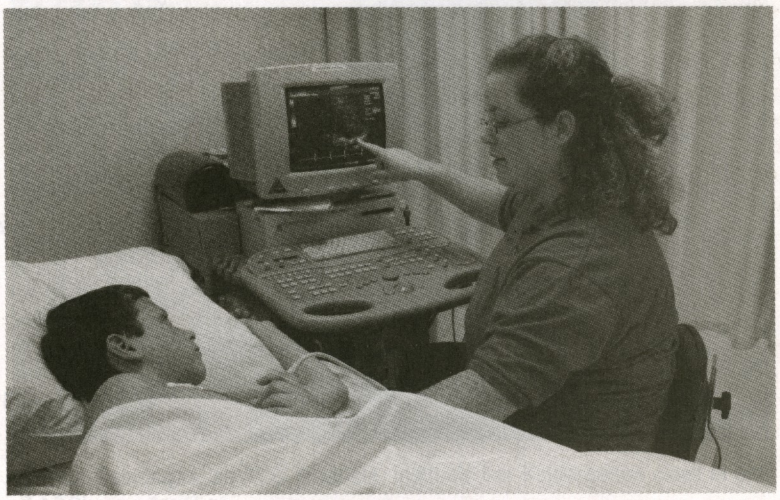
III. Progression Policies: See A.A.S. Program

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Pediatric Echocardiography

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester (Spring 16 weeks)				
DSPE 2277	Neonatal/Pediatric Patient Care Skills	1	3	2
DSPE 2373	Introduction to Pedi Echo Techniques	2	3	3
DSPE 2370	Clinical – DMST, Intro to Pedi Echo	0	256	3
		3	262	8
Second Semester (Summer 11 weeks)				
DSPE 2374	Echo Eval of Congenital Heart Disease 1	2	3	3
DSPE 2271	Clinical – DMST, Pedi Echo I	0	192	2
		2	195	5
Third Semester (Fall 16 weeks)				
DSPE 2377	Echo Eval of Congenital Heart Disease 2	2	3	3
DSPE 2471	Clinical – DMST, Pedi Echo II	0	384	4
		2	387	7
Fourth Semester (Spring 16 weeks)				
DSPE 2375	Advanced Pedi Echocardiography	2	3	3
DSPE 2472	Clinical – DMST, Pedi Echo III	0	384	4
		2	387	7

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



State of the art programs such as Pediatric Echocardiography are offered at Alvin Community College.

Drafting Technology Degree Program 281-756-3784

Degree: Associate of Applied Science (A.A.S.) – Tech Prep
Length: Four semester (Two-Year) Program
Purpose: The student who pursues the Drafting Technology curriculum will encounter a series of courses that cover the principles of architectural, piping, mechanical, and civil computer aided design and drafting. Students are also provided with an extensive hands-on laboratory experience in the discipline explored in each class. This well rounded educational experience, on state of the art equipment and software, affords an opportunity for students to explore specialized areas with the necessary qualifications for employment as entry-level drafters.
Program Requirements: As an essential member of the technician-engineering team, students should be mechanically, artistically or technically oriented and possess good computer skills.

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
DFTG 1315 **or**	Architectural Blue Print Reading **or**	3	1	3
DFTG 1325	Blue Print Reading and Sketching			
DFTG 1405	Technical Drafting	2	6	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
ENGL 1301	Composition I	3	0	3
TECM 1303	Technical Mathematics	3	1	3
		14	11	17
Second Semester				
DFTG 1433 **or**	Mechanical Drafting **or**	2	4	4
DFTG 2423 **or**	Pipe Drafting **or**			
DFTG 1417	Architectural Drafting- Residential			
DFTG 2419	Intermediate Computer-Aided Drafting	2	6	4
DFTG	Drafting Elective	3	4	4
MATH 1314	College Algebra	3	0	3
		9	14	15
Third Semester				
DFTG	Drafting Elective	2	4	4
DFTG 2430 **or**	Civil Drafting **or**	2	4	4
MCHN 1419	Manufacturing Materials and Processes			
*DFTG 2440	Solid Modeling/Design	2	4	4
SOCI 1301 **or**	Introductory Sociology **or**	3	0	3
PSYC 2301 **or**	General Psychology **or**			
PSYC 1300	Learning Strategies			
PHED	Physical Activity	0	3	1
		9	15	16
Fourth Semester				
DFTG 2435 **or**	Adv. Technologies in Mech. Drafting & Design **or**	2	4	4
DFTG 2432 **or**	Advanced Computer-Aided Drafting **or**			
DFTG 2428	Architectural Drafting-Commercial			
DFTG 2481 **or**	Cooperative Education for Drafting **or**	1/2	4/21	4
DFTG Elective	Drafting Elective			
Elective	Visual & Performing Arts/Humanities Core	3	0	3
SPCH 1318 **or**	Interpersonal Communications **or**	3	0	3
SPCH 1315	Public Speaking			
PHED	Physical Activities	0	3	1
		9/10	11/28	15

* Capstone Course

Total Credits Required for Drafting Technology Degree.....63

Electives: DFTG 1410, 1417, 1433, 2423, 2428, 2435, 2445, 2450

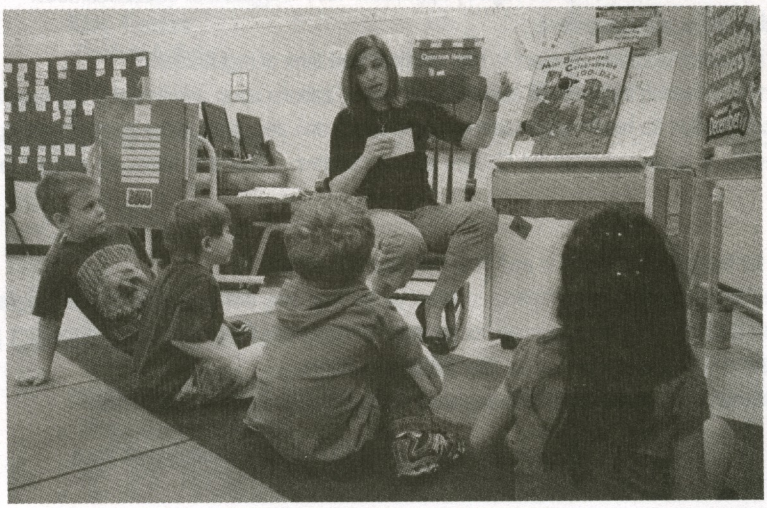
Drafting Technology Certificate Program

Length: Two semester (One-Year) Program
Purpose: The one-year program prepares the student for entry into the drafting occupation.
Program Requirements: A minimum of 33 hours is required for this certificate.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
DFTG 1315 **or**	Architectural Blue Print Reading **or**	3	1	3
DFTG 1325	Blue Print Reading and Sketching			
DFTG 1405	Technical Drafting	2	6	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
Elective	College Elective	3	0	3
TECM 1303	Technical Mathematics	3	1	3
		14	11	17
Second Semester				
DFTG 1433 **or**	Mechanical Drafting **or**	2	4	4
DFTG 2423 **or**	Pipe Drafting **or**			
DFTG 1417	Architectural Drafting- Residential			
DFTG 2430 **or**	Civil Drafting **or**	2	4	4
MCHN 1419	Manufacturing Materials and Processes			
DFTG 2419	Intermediate Computer-Aided Drafting	2	6	4
*DFTG 2481 **or**	Cooperative Education for Drafting **or**	1/2	4/21	4
DFTG Elective	Drafting Elective			
		7-8	18/35	16

*Capstone Course

Total Credits Required for Drafting Technology Certificate.....33



Cherilin Saladrigas, an ACC graduate, instructs her Kindergarten class in one of ACC's new facilities.

Emergency Medical Technology Program

281-756-5640

Degree: Associate of Applied Science (A.A.S.) - Tech Prep
Length: Four Semesters
Purpose: The Emergency Medical Technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hospital and ambulance settings. Program meets Texas Department of State Health Services (TDSHS) requirements for certification eligibility, and successful students may take the TDSHS Emergency Medical Services Examination for Certification. Students must meet departmental standards to take the TDSHS certification examinations. A fee is charged by the TDSHS for certification examinations. There may also be additional charges for field experiences.The basic EMT program is designed for persons in the emergency health care field, such as ambulance personnel, safety engineers, industrial nurses, rescue squad workers, child care personnel, policemen and firemen, as well as anyone who supervises or is responsible for the safety and well-being of a number of people.The Department of Emergency Medical Technology adheres to the curricula set forth by the U.S. Department of Transportation, the Texas Department of State Health Services, the American Heart Association, and the National Basic Trauma Life Support Association.
Components of the curriculum include anatomical and physiological functions and dysfunctions, treatment modalities, rescue, management, Advanced Cardiac Life Support, Basic Trauma Life Support, and ethical-legal responsibilities.

Student Objectives

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

Program Requirements

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

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

Student Accountability

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

Emergency Medical Technology - Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician - Basic	4	4	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
MATH 1332	Contemporary Mathematics I	3	0	3
ENGL 1301	Composition I	3	0	3
PHED	Physical Activity	0	3	1
		10	13	13
Second Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	3	3
EMSP 1355	Trauma Management	3	1	3
EMSP 1261	Paramedic Clinical I	0	8	2
EMSP 1166	EMS Practicum I	0	7	1
		11	23	16
Third Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	2	1	2
EMSP 2338	EMS Operations	2	2	3
EMSP 2160	Paramedic Clinical II	0	6	1
		10	15	14
SECOND YEAR				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	0	9	2
COSC 1401	Microcomputer Applications	3	3	4
EMSP 2352	EMS Research	2	4	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
		11	19	16
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	7	1
SOCI 1301	Introductory Sociology	3	0	3
EMSP	EMS Elective	3	0	3
PHED	Physical Activity	0	3	1
		9	15	13

Total Credits Required for AAS Emergency Medical Technology.....72

EMT ENHANCED SKILLS CERTIFICATE

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
EMSP 2358	Critical Care Paramedic	2	4	3
EMSP 2345	EMS Supervision/ Management	2	4	3
		4	8	6

Total Credits Required for Enhanced Skills Certificate.....78

Emergency Medical Technology Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	4	4	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		4	10	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	4	1	3
EMSP 1356	Patient Assessment and Airway Management	2	3	3
EMSP 1355	Trauma Management	3	1	3
EMSP 1261	Paramedic Clinical I	0	8	2
EMSP 1166	EMS Practicum I	0	7	1
		9	20	12
Third Semester				
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	3	3	2
EMSP 2338	EMS Operations	2	2	3
EMSP 2160	Paramedic Clinical II	0	6	1
		8	14	10
SECOND YEAR				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	0	9	2
		3	12	6
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	7	1
		3	12	6

Total Credits Required for Certificate in Emergency Medical Technology.....40

Emergency Medical Technician - Intermediate Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	4	4	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		4	10	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	4	1	3
EMSP 1356	Patient Assessment and Airway Management	2	3	3
EMSP 1355	Trauma Management	3	1	3
EMSP 1261	Paramedic Clinical I	0	8	2
EMSP 1166	EMS Practicum I	0	7	1
		9	20	12

Total Credits Required for Certificate in Emergency Medical Technician - Intermediate.....18

Management Development Degree Program 281-756-3812

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The management development program prepares individuals for career occupations in the field of general management development. The objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.
Program Requirements: The management development curriculum contains a core of required courses including nine (9) management/human resources courses, three semesters of cooperative education, general education courses, and a recommended list of electives. (This degree may be attained completely on-line)

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
BMGT 1327	Principles of Management	3	0	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	1	20	3
BMGT 2303	Problem Solving & Decision Making	3	0	3
ENGL 1301	Composition I	3	0	3
Elective**	College Level	3	0	3
		13	20	15
Second Semester				
HRPO 1311	Human Relations	3	0	3
BMGT 2382	Cooperative Education-Business Administration and Management, General II	1	20	3
MATH 1314 **or** MATH 1332	College Algebra **or** Contemporary Mathematics for Tech	3	0	3
MRKG 2333	Principles of Selling	3	0	3
Elective**	College Level	3	0	3
		13	20	15
Third Semester				
BUSG 2309	Small Business Management	3	0	3
HRPO 2307	Organizational Behavior	3	0	3
BMGT 2383*	Cooperative Education-Business Administration and Management, General III	1	20	3
HRPO 1391 **or** MRKG 1302	Special Topics in Human Resource Management **or** Principles of Retailing	3	0	3
SOCI 1301 **or** ECON 2301	Introductory Sociology **or** Principles of Economics I	3	0	3
HIST 1301	The US to 1877	3	0	3
		16	20	18
Fourth Semester				
HRPO 2301	Human Resources Management	3	0	3
MRKG 1311	Principles of Marketing	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
GOVT 2301	American National & State Government I	3	0	3
Elective**	Visual & Performing Arts/Humanities Core	3	0	3
		15	3	16

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

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

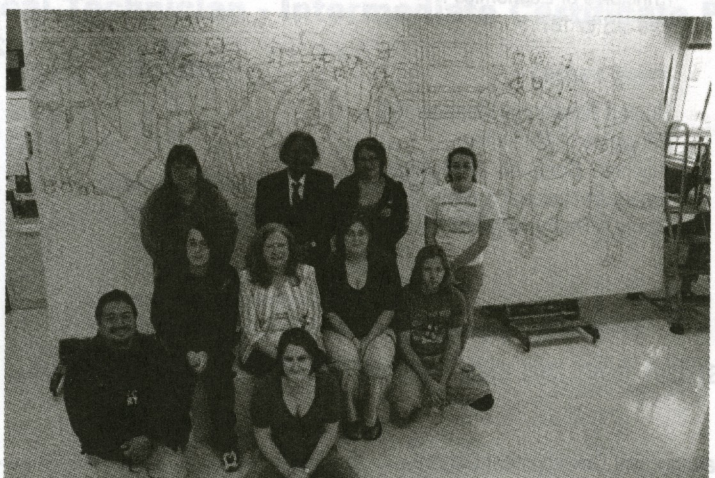
Management Development Certificate Program 281-756-3812

Length: Two-Semester (One-Year) Program
Purpose: The one-year Certificate in Management Development prepares the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.
Program Requirement: A certificate student takes 12 hours of management courses and 3 hours of cooperative education in the first semester. In the second semester, the certificate student takes another cooperative education, and twelve hours of management/human resources and marketing courses. (This degree may be attained completely on-line.)

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
BMGT 1327	Principles of Management	3	0	3
BMGT 1382	Cooperative Education I-Business Administration & Management	1	20	3
HRPO 1311	Human Relations	3	0	3
BMGT 2303	Problem Solving & Decision Making	3	0	3
BUSG 2309 **or**	Small Business Management **or**			
MRKG 2333	Principles of Selling	3	0	3
		13	20	15
Second Semester				
HRPO 2307	Organizational Behavior	3	0	3
*BMGT 2382	Cooperative Education II-Business Administration & Management	1	20	3
HRPO 1391 **or**	Special Topics in Human Resource Management **or**	3	0	3
MRKG 1302	Principles of Retailing			
MRKG 1311	Principles of Marketing	3	0	3
HRPO 2301	Human Resource Management	3	0	3
		13	20	15

*Capstone Course

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



Art students collaborate to create a wall size rodeo mural.