

ALVIN COMMUNITY COLLEGE

Catalog

2015 - 2016



Madison Goss
General Studies



ALVIN COMMUNITY COLLEGE

General Catalog for 2015-2016

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

Approved by:

Texas Higher Education Coordinating Board

Member:

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

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

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

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2015 fall semester.

Interpretation of Catalog

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

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

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ALVIN COMMUNITY COLLEGE

3110 Mustang Road
Alvin, Texas 77511

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

WELCOME MESSAGE FROM THE PRESIDENT

If you are reading this book, then you're already interested in Alvin Community College. Whether you are a student, future student, parent, community member or a high school official, it is my pleasure to introduce you to the 2015-16 student catalog.

While you may come across more interesting reading material in your classes here at ACC, this catalog will provide you with everything you need in order to succeed in college. The catalog is designed to facilitate your transition to ACC and to give you a glimpse of campus life.

Enclosed you will find detailed information about programs and courses that we offer as well as the requirements needed to complete an Associate Degree or workforce certification. There is also an informative directory of faculty and staff members so you can learn about the many professionals who are ready to assist you. The book also includes all the rules and regulations which you need to be aware of in order to become a successful student.



For over sixty-five years Alvin Community College has offered a wide variety of quality higher-education programs including career education that lead directly to employment; courses that transfer to upper division colleges and universities; workforce certificate programs and continuing education courses. In addition our student success staff provides services outside the classroom that will contribute to your overall success at the college.

The mission of Alvin Community College is to improve lives by providing affordable, accessible and innovative educational opportunities to those it serves. Supported by the community, our excellent faculty and staff fulfill this mission every day through a commitment to student achievement, life-long learning, academic excellence, and student success.

We can help you take the next steps to your future. Whether you are interested in a degree program or want to learn workforce skills to help you get a better job, we are here for you. I am confident that ACC will provide you with everything you need to achieve your educational goals and contribute to the continued prosperity of the community.

Welcome to ACC and I look forward to seeing you on campus.

A handwritten signature in cursive script that reads "Christal M. Albrecht".

Dr. Christal M. Albrecht
President, Alvin Community College

Alvin Community College Phone Directory

281-756-3500 (For numbers not listed)

Administrative Offices

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

Dean of :

Academic Programs	281-756-3718
Continuing Education	281-756-3789
Financial & Administrative Services	281-756-3594
Instruction, Provost	281-756-5601
Continuing Education and Workforce Development	281-756-3990
Students	281-756-3517

Director of:

Advising Services	281-756-3531
Articulated Credit	281-756-3978/3846
Athletics	281-756-3767
Dual Credit	281-756-3726
Fiscal Affairs/Comptroller	281-756-3509
Human Resources	281-756-3639
Information Technology	281-756-3536
Institutional Effectiveness/Research	281-756-3663
Learning Lab	281-756-3556
Marketing	281-756-3569
Physical Plant	281-756-3583

Departmental and Staff Offices

Academic Foundations (Reading & Writing)	281-756-3556
Academic Enhancement Center	281-756-3565
Accounting	281-756-3660
Advising Services	281-756-3531
Agriculture	281-756-5669
Art	281-756-3605
Astronomy	281-756-5670
Biology	281-756-5669
Business Programs	281-756-3660
Business Office/Cashier	281-756-3593
Campus Café	281-756-3679
Career Planning and Placement	281-756-3560
Campus Police	281-756-3700
Continuing Education & Workforce Development	281-756-3789
Chemistry	281-756-5670
Child Development Laboratory School	281-756-3644
Child Development Education	281-756-3644
Communications	281-756-3767
Computer Information Technology	281-756-3783

Continuing Education

Commercial Driving	281-756-3819
Dental Assistant	281-756-3820
GED/ABE	281-756-3995
Health and Medical	281-756-3806
Industrial Training	281-756-5711
Information Technology	281-756-3904
Massage Therapy	281-756-3806
Welding	281-756-3672
Counseling Services	281-756-3531
Court Reporting	281-756-3757
Criminal Justice/Police Academy	281-756-3951
Culinary Arts	281-756-3949
Diagnostic Cardiovascular Sonography	281-756-5650

Distance Education	281-756-3728
Drama	281-756-3607
Emergency Medical Technology	281-756-5640
English	281-756-3713
Enrollment Services Center	
Admission, Financial Aid, Transcript Services,	
Testing Services, Registration, Graduation	281-756-3531
Financial Aid Office	281-756-3531
Fitness Center	281-756-3691
Foreign Language	281-756-3709
Geology	281-756-5670
Graduation	281-756-3506
Hazlewood	281-756-3501
Honors Program	281-756-3974
Human Service-Substance Abuse Counseling	281-756-3652
Industrial Design Technology	281-756-3784
Information Technology	281-756-3783
International Students	281-756-3531
KACC Radio-TV	281-756-3767
Learning Lab	281-756-3566
Library	281-756-3559
Management	281-756-3812
Marketing	281-756-3550
Mathematics	281-756-3707
Media Center	281-756-3567
Music	281-756-3587
Neurodiagnostic Technology	281-756-5644
Nursing-Associate Degree	281-756-5630
Nursing - Vocational	281-756-5630
Office Administration	281-756-3822
Paralegal	281-756-3642
Pharmacy Technician	281-756-3805
Physical Plant Operations	281-756-3583
Physics	281-756-5670
Polysomnography - Sleep Medicine	281-756-5655
Process Technology	281-756-3785
Public Relations Office	281-756-3600
Respiratory Care	281-756-5660
ROTC-Air Force Science	UH 713-743-3703
Social Sciences	281-756-5680
Speech	281-756-3613
Sports & Human Performance	281-756-3692
Student Activities Office	281-756-3686
Student Employment	281-756-3560
Technical Programs	281-756-5601
Theater Box Office	281-756-3609
Transfer Evaluation	281-756-3505
Tutoring	281-756-3566
Upward Bound Program	281-756-3849
Veteran's Certification Services	281-756-3531

Services for Students with Disabilities:



Voice	281-756-3531
TDD	281-756-3845

ACADEMIC CALENDAR

Fall 2015

Fall Semester 2015

May 5-Aug 12	Registration
Aug 12	Payment Deadline
Aug 13-24	Schedule Changes
Aug 13-24	Registration - with Late Fee
Aug 19-21	Faculty Work Days
Aug 24	Classes Begin
Aug 24	Audit Registration
Sep 7	<i>Labor Day Holiday</i>
Sep 9	Census Date
Oct 9	Fall Graduation-App Deadline
Oct 23-Jan 7	Registration - Spring
Nov 16	Withdrawal Deadline
Nov 25-27	<i>Thanksgiving Holidays</i>
Dec 4	New Student Orientation
Dec 4	Classes End (M-F)
Dec 5	Classes End (Sat)
Dec 7-12	Final Exams
Dec 8	Graduation - GED/CEWD
Dec 9	ADN Pinning Ceremony
Dec 10	Graduation - Police Academy
Dec 14	Grades Due - 9 am
Dec 16-Jan 3	<i>Winter Break</i>

Fall Second Start Semester

Aug 25-Sep 11	Registration
Sep 11	Payment Deadline
Sep 12-21	Schedule Changes
Sep 12-21	Registration - with Late Fee
Sep 21	Classes Begin
Oct 5	Census Date
Oct 9	Fall Graduation
	ApplicationDeadline
Nov 16	Withdrawal Deadline
Dec 4	Classes End
Dec 7-12	Final Exams
Dec 14	Grades Due - 9 am

Fall 8-Week Mini One

May 5-Aug 12	Registration
Aug 12	Payment Deadline
Aug 13-24	Registration - with Late Fee
Aug 24	Classes Begin
Sep 1	Census Date
Sep 28	Withdrawal Deadline
Oct 13	Classes End/Finals
Oct 14	Grades Due - 9 am

Fall 8-Week Mini Two

Aug 25-Oct 8	Registration
Oct 8	Payment Deadline
Oct 9-15	Registration - with Late Fee
Oct 15	Classes Begin
Oct 26	Census Date
Nov 17	Withdrawal Deadline
Dec 4	Classes End
Dec 7-12	Finals
Dec 14	Grades Due - 9 am

Holiday Mini

Oct 29-Dec 10	Registration
Dec 10	Payment Deadline
Dec 11-14	Registration - with Late Fee
Dec 14	Classes Begin
Dec 16	Census Date
Dec 30	Withdrawal Deadline
Jan 4	Classes End/Finals
Jan 5	Grades Due - 9 am

Spring 2016

Spring Semester 2016

Oct 23-Jan 8	Registration
Dec 16-Jan 3	Winter Break
Jan 4	College Opens
Jan 8	Payment Deadline
Jan 9-19	Schedule Changes
Jan 9-19	Registration - with Late Fee
Jan 13-15	Faculty Work Days
Jan 18	MLK Holiday
Jan 19	Classes Begin
Jan 19	Audit Registration
Feb 3	Census Date
Feb 6 (Sat)	Graduation - TDCJ
Feb 26	TCCTA Convention - No day classes on Friday. Offices close 12 noon.
Mar 4	May Graduation-App Deadline
Mar 14-18	Spring Break
Mar 25-28	Spring Holiday/Study Day
Apr 4-May 26	Registration - Summer One & 11 Week
Apr 19	Withdrawal Deadline
Apr 25	Awards Day
May 6	Classes End (M-F)
May 7	Classes End (Sat)
May 9-14	Final Exams
May 11	ADN Pinning Ceremony
May 16	Grades Due - 9 am
May 18	Graduation
May 19	Graduation
May 20	First Friday Closed
May 24	Graduation - GED/CEWD
May 25	Graduation - Police Academy

Spring Second Start Semester

Jan 20-Feb 4	Registration
Feb 4	Payment Deadline
Feb 5-15	Schedule Changes
Feb 5-15	Registration - with Late Fee
Feb 15	Classes Begin
Feb 29	Census Date
Mar 4	May Graduation-App Deadline
Apr 12	Withdrawal Deadline
May 6	Classes End
May 9-14	Final Exams
May 16	Grades Due - 9 am

Spring 8-Week Mini One

Oct 23-Jan 8	Registration
Jan 8	Payment Deadline
Jan 9-19	Registration - with Late Fee
Jan 19	Classes Begin
Jan 27	Census Date
Feb 23	Withdrawal Deadline
Mar 8	Classes End/Finals
Mar 9	Grades Due - 9 am

Spring 8-Week Mini Two

Jan 20-Mar 3	Registration
Mar 3	Payment Deadline
Mar 4-10	Registration - with Late Fee
Mar 10	Classes Begin
Mar 24	Census Date
Apr 26	Withdrawal Deadline
May 6	Classes End
May 9-14	Finals
May 16	Grades Due - 9 am

Spring Mini 3

Mar 30-May 5	Registration
May 5	Payment Deadline
May 6-17	Registration - with Late Fee
May 17	Classes Begin
May 18	Census Date
May 24	Withdrawal Deadline
June 1	Classes End/Finals
June 2	Grades Due - 9 am

Summer 2016

Summer One and 11 Week - 2016

Apr 4-May 26	Registration
May 26	Payment Deadline
May 27-Jun 6	Schedule Changes
May 27-Jun 6	Registration - with Late Fee
May 30	Memorial Day Holiday
Jun 6	Classes Begin
Jun 9	Census Date - Summer One
Jun 16	Census Date 11-Week
Jun 23	Summer Graduation - App Deadline
Jun 29	Withdrawal Deadline - Summer One
Jul 4	July 4th Holiday
Jul 11	Classes End - Summer One
Jul 12	Grades Due - 9 am

Summer Two - 2016

Apr 4-Jul 5	Registration
Jul 4	July 4th Holiday
Jul 5	Payment Deadline
Jul 6-13	Schedule Changes
Jul 6-13	Registration - with Late Fee
Jul 13	Classes Begin
Jul 19	Census Date
Jul 27	Withdrawal Deadline - 11 Week & Summer Two Classes
Aug 12	Last Friday Closed
Aug 16	Classes End 1 Week/Summer Two Classes
Aug 17	Grades Due - 9 am - 11 Wk/Summer Two Classes

General Information

History

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

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

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an \$8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment. In 1998 the College expanded into its service area with the establishment of the Pearland Center in the former C.J. Harris Elementary School in Pearland. The Pearland Center was closed in 2013. The college has continued its longstanding partnership with Pearland Independent School District by offering credit and non-credit courses at Robert Turner College and Career High School beginning in Fall of 2013.

In the Spring 2005, a \$19.9 million dollar bond issue was approved, providing funds for a new Science/Health Science Building to meet the needs of expanding health programs, overcrowded classrooms, and provide up to date technology and simulation labs.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 5296 in 2010 . During this period of growth, Alvin Community College has had five presidents. Our sixth president joined the college in 2014 and is embracing the challenge of strategically moving the college forward.

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

Philosophy

We believe in the dignity and worth of all individuals. Learning is a lifelong process, and all individuals should have opportunities for lifelong education. Education should help people develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. Education should also provide for personal enrichment. To prosper in a complex and changing society, each individual must learn to think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people. Competent performance contributes significantly to individual health and happiness and benefits the organizations and communities in which individuals work and live. Alvin Community College is an integral part of the community it serves, and it must respond to identified needs and interests. In delivering educational services, we believe that there is no substitute for the pursuit of excellence.

Mission Statement

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

Vision Statement

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

Institutional Goals

To fulfill its stated Mission, the College has established specific goals that are modified as needed to meet changing circumstances. These goals are as follows:

1 Student Success

Alvin Community College will provide access to high quality educational opportunities to its students in an environment that encourages success.

2 Partnerships & Resource Development

Alvin Community College will carry out its mission efficiently, and will engage in partnerships that bring resources to the college and community.

3 Professional Development

Alvin Community College will promote lifelong learning for its employees that improves their effectiveness in serving students and the community.

4 Cultural Awareness

Alvin Community College will have an educational environment that reflects a changing world and prepares its students to live and work in diverse situations.

5 Campus Safety

Alvin Community College will ensure the safety of its campus for students, employees and the community.

Facilities

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

A The first floor of the Learning Resources Center contains the Department of Information Technology, Office of the Dean of Students, Enrollment Services Center, Advising Services, Financial Aid Office, Registrar's Office, Veterans and Graduation Offices, Cyberlink Lab and Business Office. The second floor houses the Learning Lab, Career Planning and Placement Office, classrooms, the Library, GED, and various offices.

B The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, offices, an art gallery, and the Theater/ auditorium.

C The first floor of the Childcare Center houses classrooms, offices and kitchen facilities used by the Child Development Laboratory School. The second floor contains a multi purpose conference room, faculty offices and classrooms, as well as offices used by the Upward Bound program and the Marketing department. In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an office administration lab.

D Facilities for instruction in industrial programs include an electronics lab, a welding lab and fabrication shop.

E The Student Center consists of the Texas Room, Student Activities offices, Campus Café, College Store and Study Grounds Coffee Bar.

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

G The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Dean of Academic Programs, and the Academic Division Chairs.

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

H The Continuing Education Workforce Development Center contains offices, classrooms, and laboratories supporting workforce training in health sciences, information technology, commercial driving and contract training. Campus Police is also located in this building.

S The Science/Health Science Building contains four teaching theaters, laboratories, classrooms, faculty suites, offices of Allied Health Division chairs, and office of the Provost, Dean of Instruction.

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

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

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

There is parking space on the main campus for approximately 1,940 vehicles.

ACC at Turner - Pearland

Alvin Community College has partnered with Pearland ISD to provide evening courses in the northern part of its service area for over 20 years. In 2013, ACC began offering continuing education and credit courses at Robert Turner College and Career High School. Daytime offerings include dual-credit and continuing education courses. Evening courses (both credit and non-credit) are open to the general public Monday through Thursday.

Public Notice, Compliance Statements

The Campus Sexual Violence Elimination Act

Alvin Community College is committed to providing a safe learning and working environment through compliance with the Campus Sexual Violence Elimination Act, or Campus SaVE Act which is a 2013 amendment to the Federal Jeanne Clery Act. SaVE was designed by advocates, victims, survivors, and a bi-partisan coalition in Congress as a companion to Title IX to help bolster the response to and prevention of sexual violence in higher education.

Mandatory Training for First time ACC Students

SaVE requires colleges and universities, both public and private participating in federal student aid programs to provide and document participation in mandatory prevention and awareness training for students who are attending Alvin Community College for the first time. Students who are required to complete the online training are notified by email with a link to the training site. Contact the Office of the Dean of Students with any questions regarding this requirement.

The 2015-16 Student Handbook contains information about ACC's procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence and stalking. These guidelines will apply to all members of Alvin Community College as well as contractors and visitors.

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

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

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

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

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

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

Reporting an Incident

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

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

Civil Rights:

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

Rights of Individuals with Disabilities:

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

Access to Programs: Admission to College programs is based on requirements outlined in this catalog. Alvin Community College will take steps to ensure that lack of English language skills will not restrict admission and participation in its programs.

Students Right-To-Know

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

Campus crime statistics are reported on the college home page - www.alvincollege.edu.

FERPA:

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

Release of Directory Information

The following items of directory information may be released without the written consent of the student: name, address, telephone numbers, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance, most recent educational institution attended and enrollment status. The student is responsible for notifying the Registrar's Office by the 12th class day of every fall/spring semester and by the 4th class day of the summer sessions if any of the information listed above is not to be released.

The student must complete the FERPA Non-release Form in person and provide picture identification in the Enrollment Services Center at any time. The student also has the right to allow designated individuals to view their non-directory information. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification at the ESC. No information will be given by phone.

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

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

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

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

Photo and Videotape Policy

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

Sex Offender Information: The college complies with the Campus Sex Crime Prevention Act (section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education, or working on college

campuses. Access the State of Texas Sex Offender database www.records.txdps.state.tx.us/sex-offender/.

Religious Holy Days: In compliance with Texas Education Code 51.911, Alvin Community College allows a student to be absent for the observance of a religious holy day. Students may request permission for this absence in the office of Dean of Students.

Substance Abuse Policy Statement

Alvin Community College is committed to providing a safe, healthy, and satisfying environment for its students, faculty, staff and guests. For that purpose, ACC has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs, alcohol and tobacco by its students on college premises or as part of any of its activities. Drug and alcohol use, misuse, and abuse are complex behaviors with many negative outcomes at both the cultural and the individual levels. This substance policy stands in effect to minimize the potentially harmful outcomes related to student learning at Alvin Community College.

College policy prohibits the unlawful possession, use or distribution of tobacco, alcohol, illicit and prescription drugs.

Tobacco Policy

Alvin Community College limits smoking to campus parking lots and private vehicles parked on college property.

Standard of Conduct: The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the Student Handbook.

Sexual Misconduct

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

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

Racial Harassment

It is the policy of Alvin Community College to maintain an academic and working environment free from all forms of harassment and to insist that all students and employees be treated with dignity, respect, and courtesy. Comments or conduct relating to a person's race or ethnic background, which fails to respect the dignity and feelings of the individual, are unacceptable. Any behavior toward a student or employee by an employee, supervisor, or student that constitutes racial harassment will not be tolerated. Students believing that they have been victims of racial harassment should report such incident to the Dean of Students. Employees should report incidents to the Director of Human Resources. Every reported incident of racial harassment will be thoroughly and promptly investigated with the cooperation of the person being harassed.

Title IX - Equal Educational Opportunity

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

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

Title IX Coordinators Responsible for Implementation and Enforcement

Students may receive information about rights and grievance procedures by contacting the Dean of Students. Employees and others may contact the Director of Human Resources at 3110 Mustang Road, Alvin, Texas 77511-4898.

Filing a Grievance

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

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a written and signed statement by the student to the Dean of Students. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected. Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances as outlined in the Student Handbook.

Child Protection and Sexual Abuse Training

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

The legislation defines a 'campus program for minors' as any program that is (1) operated by or on the campus of an institution for higher learning; (2) for the purpose of recreation, athletics, religion or education; (3) for at least 20 campers; (4) who attend or temporarily reside at the camp for all or part of at least 4 days.

The college will provide information and documentation to the Texas Department of State Health Services (TDSHS) demonstrating that each employee of the campus program for minors has completed a state-approved Sexual Abuse Awareness Training Program.

Social Media Statement

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

Academic Policies & Regulations

Admissions

To apply or to request information in person, visit the Enrollment Services Center. Correspondence regarding admission should be addressed to the Registrar's Office.

Alvin Community College is an open admission institution. However, admission to the College does not guarantee admission to specific programs. Some departments require that the student obtain departmental approval before registering for their programs and courses, and special requirements may apply.

Admission to the college is required for admission to all departmental programs. See the Admission to Specific Curriculum section.

Enrollment Services Center

The Enrollment Services Center, located at the front entrance of Building A, is a one stop shop for prospective and current students. The ESC provides a full range of services which include admission, registration, financial aid, dissemination of general information, placement testing and GED registration, grant, loan and scholarship processing, graduation application, enrollment verification, transcript requests, student program changes, nontraditional credit applications, residency reclassifications, data change requests and course withdrawals.

Admission Requirements

- Students entering college for the first time must be advised by Advising Services. Students should complete testing before their advising session, or **bring TSI Assessment scores or proof of Texas Success Initiative (TSI) exemption to the session** (see *Testing section*). *Students must provide the records and/or forms listed under the appropriate category. Personal copies may be used for advising; however, an official copy of test scores must be on file before the student may register. (Note: See also Testing and TSI sections.)*

- A social security number is required to receive federal financial aid disbursements and end-of-year 1098 Tax Form for reporting tuition payments.

Admission Categories

• High School Graduate

A student is accepted as a high school graduate when an official transcript shows graduation from a regionally accredited high school or from a school that is approved by TEPSAC, the Texas Private School Accrediting Commission. Submit an official transcript showing date of graduation.

• Home School Graduate

A student is accepted as a home school graduate when an official transcript shows that coursework was received through a parental supervised home school. A transcript showing date of graduation and signature of the parent as the home school administrator is required.

• GED - General Equivalency Diploma

A student is accepted when an official GED score report showing passing scores for the exam is submitted to the ACC Enrollment Services Center.

• Former ACC Student - Spring 2014 or earlier

* Returning ACC students are required to submit a new admission application and transcript(s) from college(s) since attending ACC.

• College Transfer Students

* Transfer students are required to submit official transcripts from all previous colleges and TSI status.

Transfer Students on Academic Probation/Suspension

Students who were placed on academic probation or suspension from the most recent college attended are required to obtain admission approval from the Dean of Students. Call 281-756-3517 to make an appointment.

• Dual Credit

A student is accepted for the Dual Credit program when Texas Success Initiative standards have been met or the student qualifies for an exemption. Students must also meet ACC admission requirements and have approval from high school and college dual credit representatives.

• International Students

Non U.S. citizens or resident aliens may be admitted as international students. Students seeking admission are required to make an appointment with the advisor for international students.

• Individual Approval

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

Out of Country High School Diploma

Students who earned a high school diploma from an out of country high school may enter Alvin Community College under **Individual Approval** status. Those who plan to apply for financial aid must have their transcripts formally translated and evaluated by an approved evaluation service (See Evaluation of Previous Education section) OR successfully complete the GED prior to seeking admission to the college. This allows admission as a high school graduate.

* EDI/SPEEDE E- formatted transcripts are preferred.

International Student Regulations

International students are citizens of a country other than the United States who have an F-1 or M-1 visa for educational purposes and who intend to return to their home country upon completion of their educational program. International students must carry a minimum of twelve semester hours to meet the requirements of the United States Bureau of Immigration and Customs Enforcement. Before any admission action can be taken, international students must complete and file the following with the Counselor for International Students four months prior to the beginning of the semester in which they plan to enroll:

1. A completed Alvin Community College application form and a \$25.00 US application fee. Application and information at <http://www.alvincollege.edu/InternationalStudents.aspx>.
2. Official transcripts for a minimum of the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are

not in English, they must be accompanied by authorized English translations. See Evaluation of Credit from Foreign Institutions.

3. A minimum score of 525 on the TOEFL (paper based), and 70 on the TOEFL (internet based) or Band 6 range on the IELTS. Students with competency in English instruction, or from English speaking countries, will not be required to submit TOEFL or IELTS scores.
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country
5. A health form or physician's statement verifying student's immunization record
6. For students transferring from another U.S. college or university, the student must have an international student Advisor's Report from the International Student Office at the institution.

Once admitted to Alvin Community College, students must obtain personal health insurance for the duration of their studies, provide a \$500 security deposit and complete the TSI assessment; this test must be taken before enrolling at ACC.

International students interested in receiving admission information should email International@alvincollege.edu.

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

Student Guidelines to Maintain Legal F-1 Status

- Maintain a valid passport for at least six months into the future.
- Full time status is required. Nine of the twelve required hours must be taken as classroom lecture courses.
- Students may not attend classes without completing registration and payment of tuition and fees.
- The student must attend all scheduled class meetings.
- Students may not exceed three absences deemed unexcused by the Primary Designated School Official.
- Students who are enrolled in developmental courses must attend classes and participate in instructional activities and labs. Failure to attend and participate could result in being dropped from all classes.
- Concurrent enrollment at other colleges/universities must be approved by the International Student Advisor.
- Maintain good academic standing of 2.0 GPA or better.
- A change of major requires a new I-20. Contact the International Student Advisor at least 30 days prior to the beginning of the new program.
- Contact the International Student Advisor before changing schools.
- Off-campus employment requires authorization from the USCIS (U.S. Citizenship and Immigration Services).
- Report a change of address, phone number, or email address to the ESC and to the International Office within ten days.
- Meet all financial obligations at Alvin Community College. If problems arise, talk to the International Student Advisor.
- Request travel authorization from the International Student Advisor at least two weeks before leaving the U.S.

Admission to Specific Curriculums

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

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

Departmental admission requirements are listed in the Educational Programs section of the catalog.

Students will be admitted to a curriculum, subject to enrollment limits, when all of the listed departmental requirements are met. Students who do not meet the admission requirements for a specific curriculum may be eligible to enter that curriculum after satisfactorily completing preparatory course work. Admission to these curriculums is determined by the departments.

Student Criminal Background Check

Admission to certain programs of study or specific student campus employment positions may require a criminal background check. These checks may be required by law, for program approval or accreditation, or to promote campus safety. The background check may be required to be completed through an approved college source. Contact the Department Chair to determine if a specific program requires a background check.

Transcript Requirement

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ESC or when presented in a sealed envelope issued by the institution. Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the census date of the first semester of attendance. Once submitted, transcripts become the property of ACC and cannot be returned. Students applying for financial aid funds must have academic transcripts in the Registrar's Office before funds will be awarded. EDI-Electronic Data Interchange/SPEEDE is the preferred method for sending and receiving transcripts.

Placement Testing Requirement

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

Residency Information

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

Proof of Residence

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

Residency Statuses:

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

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

Residency Terms and Definitions:

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

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

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

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

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

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

Reclassification Based on Additional or Changed Information

If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Enrollment Services Center and provide supporting documentation proving the new classification. Changes made will apply to the first

succeeding semester in which the student is enrolled, if the change is made after the term census date; changes made prior to or on the census date, will apply to the current semester.

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

- Texas permanent driver's license showing ACC District address
- Current tax receipt showing ACC District tax status (available at the Brazoria County Substation on Hwy 35, north of Alvin)
- Texas Voter Registration card showing ACC District address
- Lease agreement showing ACC District address and student's name
- Current utility bill showing service at ACC District address (P.O. excluded)
- Other third party documentation (check with Registrar)

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

- A) Employment documentation showing student's name and location of employment that includes 12 months or an employer's statement on company letterhead indicating dates of employment (beginning and current or ending dates) and location of employment that encompass a minimum of 12 months. Other documents may be used that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistance-ships do not qualify; or
- B) Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one type of document listed in section C.
 - Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent.
 - Ownership and customary management of a business, by the person seeking to enroll or the dependent's parent, in Texas which is regularly operated without the intention of liquidation for the foreseeable future.
 - Marriage, by the person seeking to enroll or the dependent's parent, to a person who has established and maintained residency in Texas. Supporting documentation may be required.
- C) Documentation must accompany at least one type of document listed in section B.
 - Utility bill for the 12 months preceding the census date.
 - Texas high school transcript for full senior year preceding the census date.

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

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

Texas Success Initiative (TSI)

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

Alvin Community College academic advisors and counselors will work with students whose placement scores indicate a need to enhance their academic program. However, all students enrolling at Alvin Community College must have scores from an approved test or complete the new TSI Assessment. Scores from students declaring an intent to enroll in a Level 1 certificate program are used for diagnostic purposes only - to improve academic success- and not for placement purposes. Course prerequisites will remain in place for all college-level courses.

Required Scores to meet College Readiness Standard

The state minimum passing standard is a score of 351 in reading, 350 in mathematics* and a score of 5 on the English essay**.

* Remediation not required but Math 0311/0312 to be taken prior to taking college level math

** Or 4 on essay with objective score of 363

TSI Exemptions - Scores are valid for 5 years

ACT – A composite score of 23 with:

- a minimum of 19 on math for an exemption in math and/or
- a minimum of 19 on English for an exemption in reading and writing

SAT – A combined critical reading and math score of 1070 with:

- a minimum of 500 on math for an exemption in math and/or
- a minimum score of 500 on critical reading for an exemption in reading and writing

TAKS –

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

STARR - end of course assessment

- Algebra II-Level 2
- English III-Level 2

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

Transfer Exempt/Passed – Students whose previous Texas public college or university has determined that they have met minimum passing standards in reading, writing, and/or math are exempt in the curricular area/s indicated. Scores must be verified by an official transcript.

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

Course Exempt - Students who have completed a restricted course from a regionally accredited college or university earning a grade of C or higher are exempt in the curricular area of that course. See an academic advisor to determine this status.

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

Military Waiver - Students on active duty in the armed forces, the Texas National Guard, or any reserve component of the armed forces and have been serving for at least 3 years preceding enrollment may be exempt.

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

Waived Level One Certificate Programs

Students enrolled in any waived program are waived from the requirements of the ACC Developmental Education Plan. Course prerequisites will apply. Students concurrently enrolled in an active Associate Degree or Level Two Certificate program are not eligible for this waiver. Eligible certificate programs include:

Basic Law Enforcement Academy	Industrial Design Technology
Child Develop/ Early Childhood	Management Development
Child Develop/ Early Child. Adm	Office Administrative Support
Computer Info. Tech.	Office Assistant
Computer Info. Tech.- Networking	Paralegal
Court Reporting Scopist	Pharmacy Technician
Crime Scene Technician	Process Technology
Culinary Arts	Radio / TV Broadcasting
Culinary Arts Management	Substance Abuse Counseling
Emergency Medical Technology	Vocational Nursing
Emergency Med Tech - Advanced	

Individual Educational Plan

Students who do not pass one or more of the minimum passing standards on the placement test at Alvin Community College are required to complete an Individual Educational Plan with an academic advisor before beginning their first semester of college. The Individual Educational Plan shall include:

- adult education courses required to meet TSI requirements in developmental education courses
- the developmental courses required to meet the college readiness standard
- the non-developmental courses for which the student is eligible.

TSI Developmental Sequence

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

1. The student must take the TSI Assessment and pass.
2. The student must pass with a grade of C or better the required developmental course sequence for the subject area not passed.

Developmental Course Requirement

Students who fail one or more sections of the TSI Assessment must enroll and attend a developmental course for at least one of the failed sections until all sections are passed, or required developmental courses are completed with a grade of "C or better". Students could be withdrawn from ALL courses for non-attendance of the developmental class.

Developmental Courses

The College offers developmental courses in basic math, reading and English. Students who need full-time status may register for up to 12 semester hours of developmental courses. TSI obligated students who have a placement score below the college level must enroll and participate in the appropriate developmental course. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course. For more information, contact Advising Services.

Developmental Courses:

NCBR 0200 (Reading), NCBW 0100 (Writing), NCBM 0200 (Math), DIRW/DIRR 0309, DIRW/DIRR 0310 (Reading & Writing), MATH 0310, MATH 0311, MATH 0312

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

Placement Regulations

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

Prerequisites and co-requisites are identified in the Course Descriptions section of this catalog.

ESOL

Students whose first language is not English and who need instruction on reading and writing Standard English should meet with an advisor, who may refer them to an ESOL specialist on campus. Depending on students' language proficiency and educational goals, they may enroll in ESOL or developmental classes as a credit or non-credit student, or they may be referred to services not offered at the college.

PSYC 1300 – Learning Strategies Requirement

Students enrolled in the Associate of Arts, Associate of Science, Associate of Arts in Teaching and undeclared majors who score at the developmental level on any one section of the placement exam are required to enroll in PSYC 1300 during their first semester of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement.

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.

Student Responsibility-Course Selection

The College provides students with information and assistance in making academic decisions. Advising Services, program directors, and department chairs assist students with course selections. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected course, degree, or certificate program, and for enrolling in appropriate courses. Although curriculums may be arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits. The student is also responsible for knowing and meeting TSI and other testing requirements. Students transferring credit are responsible for following the transfer policies of the receiving college or university.

Texas Common Course Numbering System

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

In the Texas Common Course Numbering System each course is identified by a four-character "rubric" (i.e. prefix or department abbreviation) and a four-digit number:

The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the third and fourth digits establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric.

"0" (zero) as the first digit of the number identifies a course as sub freshman-level and therefore remedial/developmental in content. Such courses are not presumed transferable under TCCNS guidelines, though receiving institutions are free to recognize them without obtaining special permission from the Texas Higher Education Coordinating Board.

Evaluation of Previous Education**Traditional Education**

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

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

Evaluation of Credit from Foreign Institutions

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

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

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

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

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

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

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

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

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

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

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

Worldwide Education Consultant Services
5521 N. Expressway 77, Brownsville, TX 78520
Brownsville Email: info@wecseval.com
Brownsville Phone: 956-350-4660
Houston Phone: 281-829-9243
Houston email: wecshouston@wecseval.com
World Education Services Foreign Academic Credential Evaluation
P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745
www.wes.org

Articulated Credit Program

Articulated Credit is the process of completing classes at the high school level that translate, or articulate, into college courses in the same discipline. Completing the high school classes within certain parameters allows the student to apply for full credit of the corresponding course at Alvin Community College at no charge. To receive Articulated Credit, a high school student must earn an 80 or above in the articulated class, file a petition for credit within 15 months of graduation, be recommended by the teacher, and major in an articulating associate of applied science program at ACC. This ensures that students entering the workforce in these technological environments have the competencies and skills necessary to succeed.

Nontraditional Learning Credit

Nontraditional Learning credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college course work, military training, and credit by examination (departmental and national exams). Nontraditional credit granted and listed on a regionally accredited institution's transcript will transfer to ACC. Students planning to transfer nontraditional credit should confer with the receiving institutions.

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

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

- TSI requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- The fees for the award of nontraditional credit are paid. Fees for nontraditional credit are waived for veterans with honorable or general conditions discharge.
- A maximum of 24 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to a currently enrolled ACC student after the census date of the term.
- Credit is noted as nontraditional on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and overlay courses.
- Applicants seeking nontraditional credit for courses that do not meet SACS criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of ACC Continuing Education overlay classes.
- There is no charge for transcription of AP/CLEP/IBD/DSST credit.

Types of Nontraditional Learning Credit

Continuing Education Workforce Overlay Courses

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

- Students enrolling in an overlay class with known intent to request conversion to academic credit should take the class for academic credit.
- Overlay classes carry the same tuition and fees as credit classes.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form available in the Enrollment Services Center.
- Academic credit will count as resident credit.
- A grade of A, B, or C will be assigned.

Credit for Military Service

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

- Graduated from an accredited public or private high school or a school operated by the US Department of Defense;
- Is honorably discharged with a minimum two years of service in the armed forces or was discharged because of a disability.

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

- 2 hours of physical activity credit from the DD214;
- course credit directly equivalent and applicable to the student's major from the military transcript (AARTS, SMART, CCAF), based on ACE Guide recommendations.
- up to 12 hours of college elective credit to satisfy any elective course requirements in the student's degree program.

National Credit by Examination

Credit by examination offers students an opportunity to earn credit for previous knowledge. Types of national examinations considered for credit include Advanced Placement (AP) tests, College-Level Examination Program (CLEP), Dantes (DSST) and the International Baccalaureate Diploma Program. Content of any examination must be equivalent to a course in the current course catalog of the College.

Departmental Credit by Examination

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

- Check with the Department Chair to determine if a departmental examination is offered
- apply for Credit by Exam at the Enrollment Services Center
- pay the non traditional exam fee prior to attempting credit by examination.

Credit earned and a grade of A, B, or C are awarded and posted to the student's transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript, but are not calculated in the ACC gpa.

Life Work Experience

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

Foreign Language Nontraditional Credit

Students may earn up to eleven hours of nontraditional foreign language credit when the placement exam, taken prior to semester registration, grants placement into a higher level course. Credit may be claimed for the lower level course(s) if a grade of "C" or higher is earned in the advanced course. Refer to the college procedure - Requesting Credit-Nontraditional Learning.

Requesting Credit - Nontraditional Learning

1. Initiate the request for credit in the Enrollment Services Center by completing the Application for Nontraditional Learning
2. Pay the Nontraditional Evaluation fee at the Cashier window*
3. Submit the Application for Evaluation of Nontraditional Learning, any required documentation, and proof of payment to the Enrollment Services Center
4. Students will be notified via USPS mail

*CLEP College Level Examination Program and AP-Advanced Placement exams require the direct submission of the score report to the college from the testing company. These exams are not charged the evaluation fee. Credit is based upon the Score Chart found in the Nontraditional Learning section of this catalog.

DSST Exams (DANTES)

Test Title	Minimum Score	Credit Hours Awarded	ACC Course
General Anthropology	47	3	ANTH 2346
Human/Cultural Geography	48	3	GEOG 1302
Lifespan Developmental Psychology	46	3	PSYC 2314
Introduction to Business	46/400	3	BUSI 1301
Introduction to Computing	45/400	4	COSC 1401
Introduction to World Religions	48/400	3	PHIL 1304
Management Information Systems	46/400	4	BCIS 1405
Personal Finance	46/400	3	BUSI 1307
Physical Geology	46	3	GEOL 1403
Principles of Financial Accounting	47	3	ACCT 2301
Principles of Statistics	48/400	3	MATH 1342

(Bold = Exams revised in 2008-2009)

International Baccalaureate Diploma Program

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

IB EXAM	MINIMUM SCORE	ACC COURSE
Biology SL	4	BIOL-1406
Biology HL	4	BIOL-1406, 1407
Business & Management	4	BUSI-1301
Chemistry HL	4	CHEM-1411
Chemistry HL	5	CHEM-1411, 1412
Computing Studies HL	4	COSC-1415
Economics SL	4	ECON-2301
Economics HL	5	ECON-2301, 2302
English HL Lang A1 or A2	4	ENGL-1301
English HL Extended Essay	A,B,C	ENGL-1302
Environmental Systems	4	GEOL-1405
Foreign Languages:		
French		
Language A1 or A2 or B (HL)	4	FREN-1411, 1412, 2311, 2312
Language B (SL)	4	FREN-1411, 1412
Language AB	4	FREN-1411
German		
Language A1 or A2 or B (HL)	4	GERM-1411, 1412, 2311, 2312
Language B (SL)	4	GERM-1411, 1412
Language AB	4	GERM-1411
Spanish		
Language A1 or A2 or B (HL)	4	SPAN-1411, 1412, 2311, 2312
Language B (SL)	4	SPAN-1411, 1412
Language AB	4	SPAN-1411
Geography	4	GEOG-1301
History		
Europe	4	HIST-2311
Information Technology in a Global Society	4	BCIS-1405, COSC 1401
Mathematics HL	4	MATH-2412, 2413
Mathematics w/further math (SL)	4	MATH-1342
Mathematics Methods (SL)	4	MATH-1324
Mathematical Studies (SL)	4	MATH-1332
Music	4	MUSI-1306
Philosophy	4	PHIL-1301
Physics SL	4	PHYS-1401
Physics HL	4	PHYS-1401, 1402
Psychology	4	PSYC-2301
Theater Arts	4	DRAM-1310
Visual Arts	4	ARTS-1301

Credit by Exam - Advanced Placement / CLEP

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Financial		50	3	ACCT 2301
American Government		50	3	GOVT 2305
American Literature		50	6	ENGL 2327 / 2328
Analyzing & Interpreting Literature		50	6	ENGL 2332 / 2333
Art / Art History	3		6	ARTS 1303 / 1304
Art / Studio Art: Drawing	3		6	ARTS 1316 / 1317
Art / Studio Art: 2-D Design	3			ARTS 1311
Art / Studio Art: 3-D Design	3			ARTS 1312
Biology	3		8	BIOL 1406 / 1407
Biology, General		50	4	BIOL 1406
Business Law, Introductory		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	3		4	MATH 2413
Calculus BC	3		8	MATH 2413 / 2414
Chemistry		50	4	CHEM 1411
Chemistry	3		8	CHEM 1411 / 1412
College Algebra		50	3	MATH 1314
College Mathematics		50	3	MATH 1332
College Composition		50	6	ENGL 1301/1302
English Literature		50	6	ENGL 2322 / 2323
French Lang, Level I		50	8	FREN 1411 / 1412
French Lang, Level II		59	14	FREN1411/ 1412
French Language	3		8	FREN 2311 / 2312
French Literature	3		14	FREN 1411/ 1412
				FREN 2311/2312
German Lang, Level I		50	8	GERM 1411, 1412
German Lang, Level II		60	14	GERM 1411/ 1412
				GERM 2311 / 2312
German Language	3		8	GERM 1411/ 1412
Government & Politics / US	3		3	GOVT 2305
History of the US I: US to 1877		50	3	HIST 1301
History of the US II: 1865 to present		50	3	HIST 1302
Human Growth and Development		50	3	PSYC 2314
Information Systems & Computer App		50	4	BCIS 1405
Language & Composition Test	3		6	ENGL 1301 / 1302
Literature & Composition Test	3		6	ENGL 1301 / 1302
Macroeconomics	3		3	ECON 2301
Macroeconomics, Principles		50	3	ECON 2301
Management, Principles		50	3	BMGT 1303
Marketing, Principles		50	3	MRKG 1311
Microeconomics	3		3	ECON 2302
Microeconomics, Principles		50	3	ECON 2302
Physics 1	3		4	PHYS 1401
Physics 2	3		4	PHYS 1402
Physics C Electricity / Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Psychology	3	50		PSYC 2301
Sociology		50		SOCI 1301
Spanish Lang., Level I		50	8	SPAN 1411 / 1412
Spanish Lang., Level II		63	14	SPAN 1411/ 1412
				SPAN 2311/ 2312
Spanish Language	3		8	SPAN1411/ 1412
Spanish Literature	3		14	SPAN 1411/ 1412
				SPAN 2311/ 2312
Statistics	3		3	MATH 1342
US History	3		6	HIST 1301 / 1302
Western Civilization I: Ancient East to 1648		50	3	HIST 2311
Western Civilization I:1648 to present		50	3	HIST 2312

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

CORE OBJECTIVES

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

CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective Fall 2015

Component Area	Courses	Hours
Communication 010	Required: ENGL 1301 and ENGL 1302 <u>or</u> 2311	6
Mathematics 020	Select one: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Life & Physical Sciences 030 <i>(formerly Natural Sciences)</i>	Select two: ASTR 1403, 1404 BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1411, 1412, 2423, 2425 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1301, 1401, 1402, 1403, 1404, 2425, 2426	6
Language, Philosophy & Culture 040 <i>(formerly Humanities)</i>	Select one: CHIN 2311, 2312 FREN 2311, 2312 GERM 2311, 2312 SPAN 2311, 2312, 2313, 2315 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301, 1302 PHIL 1301, 1304, 2306	3
Creative Arts 050 <i>(formerly Visual & Performing Arts)</i>	Select one: ARTS 1301, 1303, 1304 COMM 2366 DRAM 1310, 2362, 2366 MUSI, 1306, 1307, 1308, 1309, 1310	3
American History 060 <i>(formerly U.S. History)</i>	Select two: HIST 1301, 1302, 2301	6
Government / Political Science 070 <i>(formerly Political Science)</i>	Required: GOVT 2305 and 2306	6
Social & Behavioral Sciences 080	Select one: ECON 2301, 2302 GEOG 1301, 1303 PSYC 2301 SOC1 1301	3
Component Area Options 090	Select one from each group: Group A: CHIN 1411, 1412 FREN 1411, 1412 GERM 1411, 1412 SPAN 1411, 1412 SPCH 1315, 1318, 2335 Group B: PSYC 1300 <i>(Can be substituted with other core course upon advisement.)</i>	6
TOTAL CORE CURRICULUM CREDITS		42

Revised: 2-27-15

Core Curriculum

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

Core Objectives

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

Core Curriculum and Transfer

Under the Core Curriculum transfer rules and regulations, all Texas public colleges and universities must accept transfer of credit for successfully completed courses from ACC's Core Curriculum. (Note: Some universities may deny the transfer of credit in courses with a grade of "D.")

Core Completers

Core completers will receive credit for each course transferred. Students will not be required to pass additional core curriculum courses at the transferee's public institution unless the THECB has approved an expanded core curriculum at that institution.

Incomplete Core

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

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

Resolution of Transfer Disputes

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

1. If an institution of higher education does not accept course credit earned by a student at another institution, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.

2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institution.

Field of Study Curriculum

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

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

- Business Administration
- Criminal Justice
- Communications
- Music
- Nursing

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 that course credits earned as part of these degree programs will transfer to those Texas colleges or universities which participate in the Texas Common Course Numbering System under the following conditions:

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

The transfer plan must include:

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

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

Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour (not to exceed twelve

semester hours) which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books or other course related expenses.

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

Technical Programs – Competent Job Skills

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

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

Registration

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

Schedule Changes

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

Class Schedules

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

Audit Registration

Audit registration, based upon space availability, allows a student to enroll in a course for informational purposes only. No credit or grade is assigned for audit status. Audit registration is an option for students who have previously earned credit who need to refresh or revisit skills.

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

Senior Citizens Audit Registration

Residents of the ACC District who are 65 years or older are permitted to audit up to 6 hrs per semester without payment of tuition and fees, on a space-available basis, any course the College offers (Texas Education Code 54.210).

Academic Classifications

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

Full-time Load:

Fall and Spring	12 - 18 semester hours
Summer 11 - Week	8 -14 semester hours
Summer Five - Week	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 Advisor to determine enrollment status.
- Students seeking loan deferrals should consult with the Enrollment Services Center to determine course load requirements.

Maximum Course Load

Fall and Spring semester	18 semester hours
Second Start semester	13 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	4 semester hours

Tuition and Fees

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

Fall 2015 & Spring 2016

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee*	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	\$135	\$270	\$420	\$15	\$60	\$30	\$22	\$20	\$15	\$10	\$172	\$307	\$442	\$592
2	135	270	420	20	60	30	22	20	15	10	177	312	447	597
3	135	270	420	25	60	30	22	20	15	10	182	317	452	602
4	180	360	560	30	60	30	22	20	15	10	187	367	547	747
5	225	450	700	35	60	30	22	20	15	10	192	417	642	892
6	270	540	840	40	60	30	22	20	15	10	197	467	737	1,037
7	315	630	980	45	60	30	22	20	15	10	202	517	832	1,182
8	360	720	1120	50	60	30	22	20	15	10	207	567	927	1,327
9	405	810	1260	55	60	30	22	20	15	10	212	617	1,022	1,472
10	450	900	1400	60	60	30	22	20	15	10	217	667	1,117	1,617
11	495	990	1540	65	60	30	22	20	15	10	222	717	1,212	1,762
12	540	1080	1680	70	60	30	22	20	15	10	227	767	1,307	1,907
13	585	1170	1820	75	60	30	22	20	15	10	232	817	1,402	2,052
14	630	1260	1960	80	60	30	22	20	15	10	237	867	1,497	2,197
15	675	1350	2100	85	60	30	22	20	15	10	242	917	1,592	2,342
16	720	1440	2240	90	60	30	22	20	15	10	247	967	1,687	2,487
17	765	1530	2380	95	60	30	22	20	15	10	252	1,017	1,782	2,632
18	810	1620	2520	100	60	30	22	20	15	10	257	1,067	1,877	2,777

Summer 2016

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee*	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	\$135	\$270	\$420	\$15	\$60	\$30	\$11	\$10	\$15	\$10	\$151	\$286	\$421	\$571
2	135	270	420	20	60	30	11	10	15	10	156	291	426	576
3	135	270	420	25	60	30	11	10	15	10	161	296	431	581
4	180	360	560	30	60	30	11	10	15	10	166	346	526	726
5	225	450	700	35	60	30	11	10	15	10	171	396	621	871
6	270	540	840	40	60	30	11	10	15	10	176	446	716	1,016
7	315	630	980	45	60	30	11	10	15	10	181	496	811	1,161
8	360	720	1120	50	60	30	11	10	15	10	186	546	906	1,306
9	405	810	1260	55	60	30	11	10	15	10	191	596	1,001	1,451
10	450	900	1400	60	60	30	11	10	15	10	196	646	1,096	1,596
11	495	990	1540	65	60	30	11	10	15	10	201	696	1,191	1,741
12	540	1080	1680	70	60	30	11	10	15	10	206	746	1,286	1,886
13	585	1170	1820	75	60	30	11	10	15	10	211	796	1,381	2,031
14	630	1260	1960	80	60	30	11	10	15	10	216	846	1,476	2,176

Course-Related Fees

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

Definitions for Column Headings

- Res-In: Resident-In District
- Res-Out: Resident-Out of District
- Non-Res: Non-resident
- Gen. Svc. Fee: General Service Fee
- Tech Fee: Technology Fee
- Reg. Fee: Registration Fee
- Stu. Serv: Student Service Fee
- Sec. Fee: Security Fee
- LRC Fee: Learning Resources Center Fee
- Bursar Fee: Business Office Fee

Tuition per/hour:

- In District: \$45
- Out of District: \$90
- Non-Resident: \$140
- Credit by Exam (per semester hour) \$50 /semester hr
- Diploma Fee (Non Refundable) \$35 (per degree)
- Installment Plan Fee \$30
- Diploma Replacement Fee \$45
- Late Fee for Graduation Applications \$10
- Nontraditional Education Fee \$50 /per semester hour
- Non Payment (after census date) \$50
- Technical Program Fee \$10 /per technical course
- Returned Check Fee \$30
- Late Registration Fee \$50
- ID Card Replacement Fee \$5
- Transcript Fee \$5 /transcript
- On-Line Course Fee \$35

* Registration Fee - Non-Refundable

Unless otherwise noted, all co-ops, internships and labs include a \$15 fee.

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

Student Course Overload Policy

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

Tuition and Fees

Tuition and fees are subject to change without notice by action of the ACC District Board of Regents or the State of Texas. Tuition and fees are based on student residence status and the number of hours taken. Residency status for tuition purposes will be reclassified or corrected when a student files a Residency Reclassification Petition accompanied with supporting documentation in the Enrollment Service Center. Students may not attend classes unless tuition and fees are paid. Students who fail to meet the payment deadline may be withdrawn.

Course-Related Fees

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

Active Duty Military Tuition

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

Higher Tuition Charged for Third Attempt Classes

College level courses (excluding developmental) taken for the third time and thereafter, will be billed an additional fee equal to the current out-of-district hourly rate. This includes courses with grades of W (withdrawn).

The provision for third attempt charges was passed by the Texas legislature to encourage students to complete the courses for which they register. Student tuition represents only a portion of the total cost of instruction. The remaining comes from state dollars from Texas taxpayers. Selected courses are exempt from the repeat charges. The following courses are exempt from this rule:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2317	ARTS 2327	ARTS 2334
ARTS 2342	ARTS 2347	ARTS 2349
ARTS 2357	ARTS 2367	ARTS 2377
*CRTR 1207	*CRTR 1257	*CRTR 1259
CRTR 1304	CRTR 1306	CRTR 2231
CRTR 2301	CRTR 2335	
MUEN - all exempt	MUAP - all exempt	MUSC 2447
PHED 1100, 1110	PHED 1102, 1112	PHED 1103, 1113
PHED 1106, 1116	PHED 1108, 1118	PHED 1109, 1119
PHED 1120, 1121	PHED 1122, 1123	PHED 1124, 1130
PHED 1126, 1131	PHED 1132, 1133	PHED 1134, 1136
PHED 1135, 1137	PHED 1138, 1148	PHED 1139, 1149

PHED 1140, 2140	PHED 1141, 1142	PHED 1143, 1144
PHED 1145	PHED 1146	PHED 1147, 1157
PHED 1150, 2150	PHED 1151	PHED 1152
PHED 2100, 2101	PHED 2102, 2103	PHED 2104
PHED 2105	PHED 2108, 2109	PHED 2110, 2111
PHED 2112	PHED 2113, 2115	PHED 2114, 2116

Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree

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

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the extra hours, nor do any courses taken at a private or out-of-state institution.

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 using the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in two equal installments thereafter. The dates of the installments are set by the college. A non refundable \$30 fee is assessed at the time the installment plan is executed.

The installment plan is a legally binding contract. Installment plans are available beginning with registration through late registration. Students whose automated payment is declined for any reason are subject to course withdrawal and associated fees/penalties. Any student failing to make the 2nd or 3rd installment payment will be placed on restriction hold, blocking registration and transcript services.

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

Non Payment Reinstate Fee

(Reinstatement subsequent to the census date)

Students who are withdrawn for failure to pay by the established deadline may be assessed a \$50 Non-payment fee.

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.

Refund Policy

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

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

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

Fall and Spring Semesters:

Through 6th class day.....	100% refund
7th through 15th class day.....	70% refund
16th through 20th class day.....	25% refund
After 20th class day.....	No refund

Summer Sessions (5-week classes):

Through 2nd class day.....	100% refund
3rd through 5th class day.....	70% refund
6th class day.....	25% refund
After 6th class day.....	No refund

Summer Session (11-week classes):

Through 4th class day.....	100% refund
5th through 11th class day.....	70% refund
12th through 14th class day.....	25% refund
After 14th class day.....	No refund

Continuing Education Workforce Development Refund Policy

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

Tuition Rebate for Baccalaureate Degree

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

Campus Closing Notification

Inclement Weather & Closing of the College

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

Emergency Notification System

Alvin Community College utilizes an emergency notification system. Contact information for all registered students is made available through the system. It is designed to quickly warn the college community of possible threats, severe weather and school closings through text, email and phone messaging. For more information visit the college web site www.alvincollege.edu.

Emergency Management/Evacuation Plan

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

Family Emergency Student Contact

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

Attendance Policy

Regular attendance in classes is expected. Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed may affect the grade of the student regardless of the reason for the absence. Students who are enrolled in developmental courses because of TSI requirements must attend classes and participate in instructional activities. Failure to attend a required TSI course 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 if there is evidence that the student's admission, or presence on campus may pose a threat to the safety of the student, other students, the faculty/staff of the College, or College property.

The decision to deny, suspend or revoke admission or to limit classes or presence on campus will be made by the College President or designee based on written and/or oral evidence. The student will be granted due process as outlined in the Student Handbook.

Classroom Conduct

Instructors are authorized to establish rules of conduct within the classroom. Instructors may ask a student to leave the classroom whenever the behavior is believed to be disruptive or inappropriate. Disruptive students are subject to disciplinary action as outlined in the Student Code of Conduct as described in the Alvin Community College Student Handbook.

Behavior Intervention Team

The Behavior Intervention Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College BIT accept reports regarding any individual or incident at any time through an online referral form <http://www.alvincollege.edu/bit/form.html>, direct email at BIT@alvincollege.edu, or by contacting the Alvin Community College Police Department which provides a 24-hour telephone line 281-756-3700. Additional information regarding BIT is located on the college homepage at <http://www.alvincollege.edu/bit/default.htm>.

Classroom Use - Electronic Devices

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

1. College instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes or class work.
2. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.
3. In establishing restrictions, instructors must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.
4. Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the instructor.
5. Students who fail to comply with an instructor's restrictions or prohibition will be subject to the Student Discipline and Conduct Code as published in the Alvin Community College Student Handbook or be asked to leave the class.

Children in Class/Minors/Visitors

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. Only officially enrolled students may attend classes.

Withdrawing from Class/College

Withdrawals may affect financial aid, veteran's benefits, athletic eligibility and even insurance benefits. Students are encouraged to discuss the withdrawal decision with the course instructor and the academic and financial aid advisors. Students are not withdrawn for failure to attend.

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

- Email: Withdraw@alvincollege.edu
Email withdrawals are accepted only when sent from the official email address on file with the college. Email addresses may be verified and updated using WebACCess-Profile Information. A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact sstockstill@alvincollege.edu if a receipt is not received.
- Mail: Alvin Community College
Enrollment Services Center
3110 Mustang Road
Alvin, TX 77511
- In Person: Enrollment Services Center – A100

Withdrawals - Students Receiving Financial Aid (Pell Grants and Loans)

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

Students receiving financial aid must contact the ACC Financial Aid Office for withdrawal approval. Failure to obtain approval may result in not being withdrawn and receiving failing grades and could result in repayment of Financial Aid funds.

- Email: fa@alvincollege.edu
All email course withdrawal requests must be sent from the official email address on file with the college. Email address changes can be made on WebACCess. Failure to obtain FA Office approval may result in the repayment of all monies received. A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact fa@alvincollege.edu if a receipt is not received.
- In Person: Enrollment Services Center - A100

Active Military Withdrawal

Those called into active duty may see the Dean of Students to:

1. Request refund of the tuition and fees
2. Receive an incomplete grade in all courses by designating "withdrawn- military" on the student's transcript.
3. Receive an appropriate final grade if the student has satisfactorily completed a substantial amount of the course.

No penalty assessed to students receiving financial aid.

Grades for Withdrawals

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

Six Drop Limit

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

Grades for Repeated Courses

If a student repeats a course in which a grade (A-F) has been received, the highest grade received is the permanent grade for the course and is used in computing the cumulative grade point average. However, all grades earned in a given course are entered on the transcript. 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 will automatically be changed to an F.

An I grade may be extended by the course instructor for one additional semester when circumstances beyond the control of the student such as catastrophic illness or family emergency, warrant such an exception. Documentation of such circumstances is required. The decision of the course instructor is final. If a valid

grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F. Extension request forms are available from the ESC.

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 2231 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG or VNSG course with a related clinical component will receive the "R" grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.
S	Satisfactory – Grade points not assigned The S grade is used only for non course-based developmental instruction and nontraditional education.
U	Unsatisfactory – Grade points not assigned The U grade is used only for non course-based developmental instruction.
W	Withdrawn – Grade points not assigned Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.
WE	Withdrawn/with exception - Grade points not assigned Students who file withdrawal requests by the published deadline with the Dean of Academic Programs or the Dean of Instruction/Provost with legitimate exception will receive a WE grade. Instructors may not issue a WE as the final grade.

Calculation of Grade Points

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

Grade Point Averages

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

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

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

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

Grade Reporting

Grades are assigned by instructors and may be based on several factors such as class and/or laboratory performance, test scores, departmental academic requirements, and attendance. Grades are available to students by the following means:

- In-person request - Enrollment Services Center
- Online - WebACCESS at www.alvincollege.edu

Grade Challenge Petition

Students have one year from the date of the grade assignment to challenge a grade. A grade challenge petition begins with the course instructor and must be approved by the instructor, the Division Chair, and the appropriate Dean. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal from the student must be presented to the Division Chair. The instructor will be given a copy of the student's appeal who must provide a written response to the issue within three (3) days of the receipt of the letter. The instructor's response should be forwarded to the Division Chair and appropriate Dean. The Division Chair will meet with the student to resolve the dispute. The Division Chair will forward the written results of the meeting with the student to the appropriate Dean. The Dean may meet with the student or refer the issue to the Academic Affairs Committee. If the issue is presented to the Academic Affairs Committee, the appropriate Dean will act as chairman of the hearing. The decision of the Academic Affairs Committee is final.

Code of Academic Integrity & Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures. The policy is printed in the Alvin Community College Student Handbook http://www.alvincollege.edu/resources/pdfs/student_handbook.pdf

Student Grievance Procedure

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate division chair to the Provost/Dean of Instruction. Further challenge will be referred to the Judicial Committee.

Academic Honors

Presidential Scholar

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

- completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-transfer courses, excluding sports and human performance activity credits,
- earned a minimum 3.90 grade point average on all college-level courses taken at ACC,
- no grade below a B on any course taken at ACC, and
- completed at least 12 college-level semester hours taken at ACC during the previous calendar year,
- and 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, the list 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, the list 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.

Phi Theta Kappa - Honor Society

Mu Upsilon is the local chapter of the Phi Theta Kappa International Honor Society. This prestigious organization recognizes and encourages scholarship, leadership, service and fellowship. Membership is limited to students who meet the following requirements:

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

A letter of invitation is mailed to eligible students.

Academic Probation/Suspension

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy.

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 who do not make satisfactory progress in the following curriculums will be subject to removal from the curriculum:

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

Student Demographic Information Changes

At the time of application to Alvin Community College, the student's name, address, phone number, email, residential and mailing address, emergency contact and social security number are taken from the application exactly as written. This information will remain until a Student Data Change Request is submitted by the student to the Enrollment Services Center (ESC) or the student submits an online form on WebACCess. The following changes, however, require verification and documentation to be submitted by the student at the ESC:

1. A name change requires verification of the former and new name in the form of one of the following:
 - Marriage Certificate
 - Divorce Decree
 - Legal Court Document
 - Birth Certificate
 - Current ID is needed for identification.
2. Social security number change/correction requires verification in the form of a social security card.
3. An address change affecting district residency requires verification in the form of one of the following:
 - Driver's License
 - Lease Agreement
4. An address change effecting state residency requires verification as determined by state legislation. Contact the ESC/Call Center at 281-756-3531 for more information.
5. A date of birth change requires verification in the form of a birth certificate or driver's license.

Email-Official Method of Communication

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

Challenge to Accuracy of Records

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

Records Restriction

A restriction is 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 a transcript and receiving a diploma. The Enrollment Services Center assists students in determining the office which placed the restriction. Students should contact the appropriate department (i.e., library, college police, etc.) to clear the obligation.

Transcript Requests

Students may request transcripts through WebACCess. The processing fee is \$5 per transcript request. Official transcript requests may also be submitted in person at the Enrollment Services Center (ESC) in A-100 or by mail with \$5 money order. If an accompanying form is requested to be mailed with the transcript, or if only attendance was prior to Fall 1999, submit the request in person or by mail. All transcripts provided directly to the student will be marked "Issued to Student" and may not be accepted as official by other institutions.

Transcript requests will be serviced when all obligations to the College have been met. Express transcript service is provided when pre-paid and arranged by the student. Students must contact the express service for rates and procedures. Students can print unofficial transcripts through WebACCess on-line services.

Graduation

The College will award a degree or certificate when requirements are specifically evaluated for completion:

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

Students are encouraged to submit an application for graduation for a degree or certificate when they have qualified for the award; however, students intending to participate in one of the May commencement ceremonies must submit an application for graduation by the published deadline. ACC reserves the right to post degrees and/or certificates for current and former students who have met graduation requirements but have not formally initiated the graduation process.

Graduation Application Steps

Step 1. Program Evaluation:

Review program requirements with the Department Chair if pursuing an Associate in Applied Science Degree or Certificate, or with a Counselor/Advisor if pursuing an Associate in Arts, Associate in Arts in Teaching or an Associate in Science degree to ensure that all requirements are met or are in progress prior to submitting the application. The Department Chair or Counselor/Advisor will review and sign the graduation application. All course requirements, including course substitutions, must be completed by the semester's grade deadline. If, after submission of the application, program requirements are found not met, a new application and diploma fee will be required for the semester in which degree completion is met.

Step 2. Graduation Application:

There is no fee to apply for graduation. Students who satisfy all requirements for a degree or a certificate will be certified as graduates of Alvin Community College. The credential will be awarded and recorded on the student transcript.

- Submit the Graduation Application to the Enrollment Services Center (ESC) by the semester deadline established in the academic calendar. Students who indicate participation in the annual commencement May ceremony will be emailed instructions during the spring term.

Step 3. Diploma Fee:

Students who wish to participate in the annual commencement ceremony must pay a diploma fee. Students who do not wish to participate in the commencement ceremony may order a diploma by paying the designated fee for each diploma and indicating the program on the graduation application.

Application

- Mail: Alvin Community College, 3110 Mustang Rd., Alvin, TX 77511.
- Credit/Debit card: Call 281-756-3593.
- In-person: Cashier's window.

Graduation Under a Particular Catalog

To graduate, a student must complete the requirements of the ACC catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally done during the admission process. To change an election, a new degree or certificate plan must be filed with a Counselor or Advisor. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate programs. Students are limited to one active academic associate degree or one active technical associate degree and its corresponding certificate at a time.

Students may petition for graduation under the program and catalog year on file at ACC for three years from the date of last enrollment. If petition for graduation is made four years or more from date of last enrollment, the catalog in effect at the time of the petition is used to determine program completion.

Reverse Transfer Graduation

Alvin Community has entered into agreements with many Texas universities which allows the automatic evaluation of credits earned after the student transfers. Students who sign agreements at their university will have their university credits reverse transferred to ACC for the possible award of an Associate Degree. ACC will use the catalog year of the student's degree on file at the time of transfer providing the request does not exceed three years. Alvin Community College will also evaluate credits for the award of the

AA General Studies degree using the current catalog year. If the student qualifies for either degree it will be posted to the ACC transcript.

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

Course Substitution

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

Graduation with Honors GPA

Associate 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 - high honors
- 3.9 grade point average-Summa Cum Laude - highest honors

Commencement Ceremony

Graduates are encouraged to participate in the Commencement Ceremony. ACC conducts an annual commencement ceremony in May for students who graduated in the current spring, previous fall and previous summer terms. Students participating in the ceremony may purchase a cap and gown from the College Store.

Distance Education

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

Internet (IN)

An Internet (IN) class is conducted almost if not entirely online. Some instructors may require that students come to campus for orientations, field trips, or to take tests in an approved testing location. Students must have access to the Internet, as all classes are conducted through MyBlackboard.

Hybrid (HY)

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

What kinds of courses are available?

A listing of Distance Education classes may be found at <http://www.alvincollege.edu/onlineClassesandDegrees.aspx>

What programs are available online?

The Distance Education Department offers the following degrees and certificates that can be earned completely online:

- Associate of Arts (A.A.) in Sociology
- Associate of Arts (A.A.) in Psychology
- Associate of Arts- General Studies (A.G.S.)
- Management Degree (A.A.S.)
- Management Certificate

Contact Admissions and Advising for further details.

What is MyBlackboard?

Internet and hybrid courses are conducted online using the MyBlackboard system. Students may log in to MyBlackboard at <http://bb.alvincollege.edu> or by using the MyBlackboard link located on the ACC homepage.

What is the Online Readiness Course - ORNT 0100?

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

Students who register for an online section of any course must first register for ORNT 0100 before registering for an online course.



Spring 2015 Student Ambassadors

Back Row: Shemilore Oguntoye, Madison Goss, Steven Cabrera, Erik Hollen, Taylor Fluitt, Jeanae Jackson
Front Row: Brittany San Miguel, Michelle Manuel, Reagan Huber, Noelle Rebresh

Student Services

Advising Services

The first step in a student's collegiate experience is to complete the admissions and advising process. The staff in the Enrollment Services Center and Advising Services offices work to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with 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
- Interpretation of TSI Assessment
- Assistance with the registration process
- Assistance with course selection
- Transfer information
- Orientation to college services and resources
- Assistance with the career planning process
- Assistance with college study skills

Counseling Services

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

Drug and Alcohol Prevention and Programming

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

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

Career Services

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

Career Center Lab

The Career Center is located near the Learning Lab on the second floor of Building A, room 205. Career Services is available Monday through Thursday 8:00am – 5:00pm or by appointment. Call 281-756-3560 or 281-756-3534.

The Career Planning Program

The Career Planning Program helps students define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments, the Myers-Briggs Type Indicator and the Strong Interest Inventory. Once completed, a career counseling session is required to interpret the results.

Other Career Assessments

The Choices Planner is a series of assessments which includes an interest inventory, a Career Finder, Work Values Sorter, Basic Skills Survey, a Cluster Finder, Values Checklist, descriptions of occupations and Texas labor market information.

Employment Services - JobLink

Alvin Community College students and alumni of college and continuing education programs may register and access the online JobLink database. This free service is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily. Postings include part time and/or full time employees, internships, work-study and student assistant positions. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni may post resumes and cover letters to search for jobs, send online inquiries, locate job fair information, and receive employment bulletins. JobLink may be accessed by clicking the JobLink logo at www.alvincollege.edu. Alvin Community College makes no recommendations or guarantee regarding employers or employees and act as a referral service only.

Employer Services

Employers may access JobLink, a free job posting service/database at www.alvincollege.edu. Click the JobLink logo to locate the Employers Guidelines and register. Registered employers may print resumes of applicants. Other employer services include job fairs and career expos and on-campus recruitment. Jobs posted in JobLink are reviewed and approved in compliance with college policy (See Employers Guideline to JobLink) and the U.S. Equal Employment Opportunity (EEO) Commission.

Campus Student Jobs/Resume Assistance

On campus student jobs are posted on the Career Services bulletin board, A-205. Job postings for on campus Work Study and other student assistant positions can be found at www.alvincollege.edu - click on JobLink logo and see "Available." Students may receive help in resume writing from the Career Services office. A resume is required for all jobs.

New Student Orientation Requirements - NSO

Advising Services coordinates New Student Orientation. Students who are attending college for the first time and Dual credit students continuing their studies at ACC are required to complete NSO. Those who are new to ACC, will also benefit from the information presented in this program. Orientation must be completed during the first semester of attendance using one of the following formats:

- Web based programs found on the college home page
- New Student Orientation programs held throughout the year
- Dolphin Camp

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

Honors Program

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

ARTS 1303	GEOL 1401
ARTS 1312	GEOL 1403
ARTS 2326	GEOL 1404
ARTS 2333	GEOL 1405
ARTS 2346	GOVT 2301
ARTS 2349	GOVT 2302
ARTS 2356	HIST 1301
ARTS 2357	HIST 1302
ARTS 2348	HIST 2301
ARTS 2377	HIST 2321
ASTR 1403	HIST 2322
BIOL 1406	HUMA 1301
BIOL 1407	HUMA 1302
BIOL 2402	MATH 1342
BIOL 2420	MATH 2412
CHEM 1412	MATH 2413
DSAE 1303	MATH 2414
DSAE 1340	MUSI 1306
DSAE 2335 – Advanced	PHYS 2301
DSAE 2404	PHYS 2426
DSAE 2437	PHIL 1301
DSVT 1300	PHIL 2306
DVST 2418	PSGT 1400
DVST 2461	PSYC 2301
Echocardiography	PSYC 2314
Vascular Technology	RNSG 1215
ECON 2301	RNSG 1441
ECON 2302	RNSG 1443
EDUC 1301	RNSG 1512
EDUC 2301	SCWK 1313
ENGL 1301	SOCI 1301
ENGL 1302	SPAN 2321
ENGL (any 2000 level course)	SPCH 1315
	TECA 1303

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

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

To earn **Honors Program Graduate** status, a student must complete a minimum of 12 semester hours of honors credit. Contact information - 281-756-3742 or emclane@alvincollege.edu.

DUAL CREDIT

College Enrollment for High School Students

The Dual Credit program is designed for high school students desiring a head start on their college career. Through partnerships with neighboring school districts, the program allows students to earn high school and college credit simultaneously. Dual Credit students may take available classes on their high school campus or at ACC.

Steps to Enroll:

1. Visit with an ACC Dual Credit Advisor and identify courses
2. Complete the ACC online admission application and an Early Admissions Contract
3. Meet TSI standards through SAT/ACT, any approved college placement exam, or approved TSI exemption or waiver
4. Attend Dual Credit Orientation

Dual Credit Standards for Participation:

1. Juniors and seniors participating in the Dual Credit program, must meet TSI and/or pre-requisites.
2. Freshman and sophomore students must be classified college level in Reading and Writing to take any Dual Credit class; exception: Psychology 1300 - Learning Strategies and Foreign Language require college level Reading only.
3. Students enrolled in the Dual Credit program must maintain a 2.0 cumulative GPA.
4. Students are limited to six semester hours in the fall and spring terms, and 14 in the combined summer terms. Students requesting enrollment in more than two courses in the fall or spring semester must have a 3.0 Cumulative GPA or an 85 high school GPA.

Dual Degree Program

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

Services for Students with Disabilities

Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities for individuals with disabilities. The Office of Disability Services (ODS) focuses on assisting students with disabilities make a successful transition to college by giving continued support while in college. ODS also acts as a referral source for students on campus and in high school, as well as for agencies and the community. All students with disabilities are encouraged to register with the ODS and provide appropriate documentation in order to determine support services and accommodations. Appointments with the Coordinator of the Office of Disability Services should be made at least 60 days prior to the beginning of the semester they plan to attend to ensure accommodations will be in place at the beginning of the semester.

More information and resources regarding transition, documentation, and services provided can be found on the ACC webpage under Office of Disability Services. Information and assistance is available by calling 281-756-3533 (voice), 281-756-3845 (TTY) or e-mailing [HYPERLINK "mailto:ODS@alvincollege.edu"](mailto:ODS@alvincollege.edu).

Upward Bound Program

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

FINANCIAL AID - www.alvincollege.edu/financialaid/

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Financial aid is awarded in the form of grants, scholarships, loans and jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

- complete the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov
- complete requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- choose a program of study (degree or certificate);
- submit all requested documents
- Financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

Students must apply for financial aid online and submit a new application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Application forms and additional information are available on the ACC website - Financial Aid Forms. All information remains confidential.

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

Priority Deadlines

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

Fall - April 1 Spring - October 1 Summer - March 1

Financial Aid for Mini Semesters

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

- Students at Alvin Community College, who enroll in the first mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
- FIRST TIME students at Alvin Community College, who enroll in the second or third mini semesters, may receive aid before classes begin (if all deadlines and other requirements are met).
- CONTINUING students at Alvin Community College, who enroll in the second or third mini semester, will be awarded aid at the end of the term based on successful completion.

Federal Assistance Programs

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

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

Federal Work-Study Program:

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

Loans:

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

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

Return of Federal Title IV Funds:

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

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

1. If 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 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 student does not officially withdraw classes, and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs.
4. If student fails to earn a passing grade in all 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 Academic Progress Requirements

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

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

A signed copy of the Satisfactory Academic Progress Requirements is required to complete all financial aid applications at ACC.

General Information

This information is subject to change without notice.

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

Drops, Withdraws, Repeats (R), and Fs

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

Completion Rate

- Students must maintain a 67% overall completion rate of all hours attempted. Example: 30 overall hours attempted x .67(completion rate) = at least 21 hours completed.

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

Minimum GPA

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

Penalties for Failing to Meet the Minimum Completion Rate or GPA - Financial Aid Warning:

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

Financial Aid Probation:

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

Reinstatement of Financial Aid Eligibility:

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

Degree/Certificate Plan

- Students must have a declared program on file (degree or certificate) in order to receive financial aid.
- Students are only allowed to have one active degree program

at ACC. Students may declare associated certificates within the same degree program.

- Students can only enroll in classes that are required for their ACC degree/certificate plan.
- Financial aid may be reduced or cancelled if enrolled classes are not required for the ACC degree/certificate plan on file.
- Students may change their degree or certificate plan twice while attending ACC. All degree/certificate plan changes will be counted, regardless of whether or not aid was received.
- All attempted and completed hours from ACC and previous schools will be calculated in the attempted hours towards a degree/certificate plan. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).

Maximum Time to Complete Degree/Certificate

- Students must complete their degree/certificate program by attempting no more than 150% of the hours required for the degree/certificate program. Example: My degree requires 60 hours to complete, so I must finish the degree requirements with no more than 90 hours attempted ($66 \times 1.5 = 90$ hours).
- All hours attempted at ACC and previous schools will be calculated in the attempted hours. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).
- Students are considered to have met the maximum time to complete their degree/certificate plan, and are no longer eligible for aid, when the number of hours required to graduate with the degree/certificate is greater than or equal to the number of hours remaining in the maximum time calculation for the degree/certificate plan.
- Students will be notified via email if they have exceeded the maximum time to complete their degree/certificate.
- Students who have exceeded the maximum time frame for completing the ACC degree/certificate on file, may submit a written appeal (available on the ACC website) to request an extension of financial aid eligibility.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee, and students are notified via email of the decision. The decision of the ACC Appeal Committee is final.

State Assistance Programs

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

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

Texas Work-Study Program

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

Hazlewood Act:

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

- Show DD-214
- Confirm entrance (home of record or place of entry) from the State of Texas
- Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was post 9/11
- Receipt of an honorable or under honorable conditions discharge
- Served at least 180 days of active duty (excluding basic training time)
- Resident of Texas for a minimum of 12 months prior to college registration
- Not in default for any educational student loan
- Submit a statement of Hazlewood hours for all colleges or universities attended after September 1995 and prior to ACC enrollment, if the student transferred to ACC must also be submitted.

The "Hazlewood Legacy Act" permits eligible veterans to assign their unused hours to their children. Children of eligible veterans must meet the institution's financial aid requirement for Satisfactory Academic Progress.

Hazlewood Application Deadline:

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

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

The Registrar's Office processes the application for benefits and notifies the student by mail. For additional information and applications for the Hazlewood Benefits Act, please visit the College for Texans website at www.collegeforalltexans.com

Tuition Exemptions

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

Listed below are the exemption programs available to Texas residents. Satisfactory progress requirements may apply to certain exemptions and waivers. Contact the Alvin Community College Business Office for information regarding these programs.

- Adopted Students Formerly in Foster or Other Residential Care
- Blind/Deaf Student Exemption Program
- Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions
- Combat Exemption for Children of Military Service Members
- Exemption for Highest Ranking High School Graduate
- Exemption for Peace Officers Disabled in the Line of Duty
- Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses
- Exemption for Students under Conservatorship of the Dept. of Family and Protective Services
- Exemption for the Surviving Spouse and Minor Children of

- Certain Deceased Public Servants (Employees)
- Exemption of Out-of-District Fees for Certain Students Living Outside a Public Community/Junior College's Taxing District
- Exemption Program for Children of Professional Nursing Program Faculty and Staff
- Exemption Program for Clinical Preceptors and Their Children
- Hazlewood Exemption (for Texas Veterans)
- Military: Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs)
- Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard
- Military: Texas National Guard Tuition Assistance Program
- Senior Citizen, 65 or Older, Free Tuition for Auditing Classes

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.

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
- Child Development/Education
- Communications
- Computer Information Technology
- Court Reporting
- Criminal Justice
- Diagnostic Cardiovascular Sonography
- Neurodiagnostic Technology
- Emergency Medical Technology
- English
- Foreign Languages
- Human Services - Substance Abuse Counseling
- Industrial Design Technology
- Law Enforcement
- Math
- Management
- Music
- Nursing-ADN
- Office Administration
- Paralegal
- Polysomnography
- Process Technology
- Respiratory Care
- Social Science
- Science
- Vocational Nursing

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

Veterans Administration Benefits

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the Veterans Benefits Counselor in the ACC Advising Services office for

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

Standards of Academic Progress for VA Students

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

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

Unsatisfactory Progress: Probation students who fail to maintain a semester GPA of 2.0 will be placed on VA Suspension. Any student making a ZERO semester GPA will automatically be placed on VA suspension. Suspensions will be reported to the VA and the student will not be certified for enrollment.

Reinstatement of VA Education Benefits: Students under VA suspension may choose to continue taking classes without being certified for VA Benefits. If a student completes a semester and achieves a semester GPA above a 2.0, they can be certified for VA benefits the next semester under the probation guidelines.

Learning Lab

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

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 42 periodical subscriptions, a scanner, and a coin-operated photocopier. Computer print jobs are sent to the central server with coin-operated print control software. Printing is done at the cost of ten cents per page. Nine study rooms are available for individual and group study as well as viewing course dvd's. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials.

Texshare, a statewide system allows reciprocal borrowing privileges at all participating college and university libraries in Texas. Through

Texshare the college has access to over 78 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition, the college provides access to JSTOR. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Internet or bibliographic instruction is provided to patrons in the college's electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations. Students may also receive assistance with their technical/computer questions.

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.

Campus Services

CAFETERIA

Mr C's Deli and Bistro is located in the Student Center. This full service cafeteria offers an array of tasty and healthful food items. The daily menu includes a full breakfast, fresh salads, wrap sandwiches, pizza, grill items and a daily hot lunch special.

CHILD DEVELOPMENT LABORATORY SCHOOL

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

STUDY GROUNDS COFFEE BAR

Study Grounds serves a variety of coffees, teas, specialty drinks and gourmet desserts. Study Grounds is a great place to meet with other students to relax, study or just hang out while having your favorite drink made by one of our friendly baristas. Located in the bookstore and open Monday – Thursday , 7:30 am to 6:30 pm and Friday, 7:30 am to 2:00 pm.

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 court, weight training rooms, locker rooms, and saunas, is open to students, faculty, staff, and individual and families who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. For summer hours and membership information call 281-756-3691.

HEALTH INSURANCE

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

PARKING

Automobiles must be registered with the College Police Department to park on campus. Students are required to present a current student identification card to obtain a parking permit. Permits must be displayed while on campus. Along with the parking permit students will also receive traffic regulations for the College. Student parking spaces are marked with yellow stripes. Faculty and Staff parking spaces are designated by white stripes as well as "Faculty and Staff Parking" signs at the heads of the rows. Parking lots are monitored regularly by Campus Police.

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. Special events include: the Fall Festival, the Open House and Student Leadership Conference. Student Activities maintains a calendar of campus events which can be accessed on the college website.

STUDENT ID CARD

All enrolled students are required to carry a valid student ID card when on campus. The card grants access to the Fitness Center, Learning Lab-test and tutoring center, student computer labs, and many other student services. The first card is free; there is a \$5 replacement fee. Students must present a tuition receipt showing payment for the current semester and a valid picture ID such as driver's license, state issued ID, passport, or military ID. A state issued ID may be obtained at the local driver's license office - parent signature is required for minors. Students must renew their ID's each semester of attendance.

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. Contact the Coordinator of Student Activities for information on the following clubs and organizations:

ACC Broadcasting Club

Sponsor: Jason Nichols jnichols@alvincollege.edu

ACC Empowering People to Embrace Disabilities (ACCEPTED)

Sponsor: Eileen Cross 281-756-3533

ACC Writer's Club

Sponsor: Linda Matteson 281-756-3573

Alvin Nursing Students Association (ANSA) - Nursing Students

Sponsor: Debra Fontenot 281-756-5611

American Association of University Women

Sponsor: Marjorie Nash 281-756-3731

Anime & Video Game Club

Sponsor: Ralph Best 281-756-3710

Baptist Student Ministries (BSM)

Sponsor: Deanna Dick 281-756-3704

Catholic Newman Association

Church of Christ Fellowship

Christians United for Israel (CUFI)
Sponsor: Jerrod Butcher 281-756-5671

Culinary Arts - Conditions for membership required
Sponsor: Mary Bass mbass@alvincollege.edu

Equality Now: ACC's Gay Straight Alliance
Sponsor: Chris Chance 281-756-3587

Health Occupation of Students of America (H.O.S.A.)
Sponsor: Patty Stemmer 281-756-5641

History Club
Sponsor: Chris Chance 281-756-3948

Honors Student Organization
Sponsor: Elizabeth McLane 281-756-3742

International Students Club
Sponsor: Alpha Trevino 281-756-3728

Meditation Club
Sponsor: Johanna Hume 281-756-3737

Peer Educators
Sponsor: Jean Raniseski 281-756-3733

Phi Theta Kappa - Conditions for membership required
Sponsor: Sosina Peterson 281-756-3674

Polysomnography Club
Sponsor: Jordan Rusk jrusk@alvincollege.edu

Runner's Club
Sponsor: Jason Nichols jnichols@alvincollege.edu

Sonography Club (SONO)
Sponsor: Jessica Murphy 281-756-5650

Student Government Association (SGA)
Sponsor: Amanda Smithson 281-756-3686

Student Organization for Respiratory Care (SORC)
Sponsor: Marby McKinney 281-756-5661

Student Veterans of America (SVA)
Sponsor: Toby Herzog 281-756-3530

Word Droppers - Court Reporting

ATHLETICS

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball and women's fast-pitch softball. Students have the opportunity to participate in intramural 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 Student Code of Conduct. The student handbook is available online at www.alvincollege.edu, and from the Student Activities and Dean of Students offices.

Stay Connected!

WIRELESS ACCESS

Wireless Internet access is available in the library and throughout the campus. See an assistant in the Cyber-Student Computer Lab - A-173 to register for this service.

ACC'S WEBSITE - www.alvincollege.edu

ACC's website is your online resource for information available at your fingertips. Constantly updated and changing, the website provides students with information and services including class schedules, campus calendars, online registration, and much more.

EMAIL

Email is the official means of communication at ACC. A Google email service provides students with a "name@stu.alvincollege.edu" email address upon request. Assistance is available for students to get a free e-mail address through Yahoo.com, Hotmail.com or Gmail.com. Contact the IT Help Desk at 281.756.3544 or the Cyber Lab in A-173.

BLUETUBE

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

FACEBOOK

"Like" us on Facebook and stay in the know in real time. ACC's Facebook Fan page provides many benefits such as instant information, fun contests, and more! Link on ACC's homepage.

FLICKR

ACC takes photos at many of its events that are also posted on the photo-sharing site Flickr. Search for ACC at www.flickr.com

TWITTER

ACC's Twitter is a different way to connect with others and network by keeping students informed. Link available on ACC's homepage.

INSTAGRAM

Instagram is ACC's online photo-sharing social networking service. Feel free to tag #acc with your campus photos.

ACC BLOG

Stay current with the latest news and happenings around the ACC campus with the daily blog at: <http://www.alvincollegenews.com>

OOHLALA

The College provides a free student app, Oohlala, for Apple and Android devices. This app features upcoming events, club information and opportunities to connect.

BLACKBOARD MOBILE™ LEARN (APP)

What is Blackboard Mobile Learn?

Blackboard Mobile Learn™ is an app that enables students and faculty to access and update much of the core content already available on Blackboard Learn from their mobile devices.

How do students obtain Blackboard Mobile Learn ?

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

Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate. Students may have one active associate degree program or certificate on file.

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

s Advanced Technical Certificate. - Requires Associate Applied Science Degree or Bachelors degree prior to earning certificate.

Degrees & Certificate Name	AA	AS	AAS	CERT	High School Articulated Credit
Art	4				
Biological Science		4			
Business Administration		4			
Child Development	4				
Child Development/Early Childhood				4	Cert
Child Development/Early Childhood Administration				4	
Communications - Radio/TV Broadcasting		4	4	4	AAS, Cert
Computer Information Technology			4	4	AAS, Cert
Computer Information Technology - Computer Information Systems		4			
Computer Information Technology - Computer Networking			4	4	AAS, Cert
Court Reporting			4	4 n	
Court Reporting Scopist				4	
Criminal Justice - Academic Alternative Texas Peace Officer Program				4	Cert
Criminal Justice - Basic Law Enforcement Academy				4	Cert
Criminal Justice - Crime Scene Technician				4	Cert
Criminal Justice - Field of Study in Criminal Justice	4				
Criminal Justice - Law Enforcement & Police Administration			4		AAS
Culinary Arts			4	4	AAS, Cert
Culinary Arts - Culinary Management				4	
Diagnostic Cardiovascular Sonography - Adult Echocardiography			4	4 s	AAS
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography			4	4 s	AAS
Diagnostic Cardiovascular Sonography - Vascular Sonography			4	4 s	AAS
Drama	4				
Emergency Medical Technology			4		AAS
Emergency Medical Technology - Advanced				4	
Emergency Medical Technology - Paramedic				4	
General Studies	4				
Health Science		4			
History	4				
Human Services-Substance Abuse Counseling			4	4	
Industrial Design Technology			4	4	AAS, Cert
Intraoperative Neurophysiologic Monitoring				4 s	
Management			4	4	AAS, Cert
Mathematics		4			
Music - Instrumental Concentration	4				
Music - Voice Concentration	4				
Music - Theatre Concentration	4				
Neurodiagnostic Technology			4	4 s	AAS
Nursing - ADN			4		
Nursing - Vocational				4	Cert
Nursing Transition (LVN-to-ADN)			4		
Office Administration - Administrative Assistant			4		AAS
Office Administration - Administrative Support				4	
Office Administration - Office Assistant				4	Cert
Paralegal			4	4	AAS
Pharmacy Technician			4	4	AAS
Physical Science		4			
Polysomnography – Sleep Medicine			4	4 s	AAS
Process Technology			4	4	AAS
Psychology	4				
Respiratory Care			4		
Sociology	4				
Sports and Human Performance	4				
Teaching (AAT)	4				

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.)

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

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 Studies

281-756-3718

Associate of Arts Degree Program (A.A.)

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

<i>Course</i>	<i>Course Title</i>	<i>Credits</i>
+Communication	Select from Communication Core Curriculum	6
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+American History	Select from American History Core Curriculum	6
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+Component Area Options	Select from Component Area Options Core Curriculum	6
*Electives	Select College Level Courses	18

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

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

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

The semester format chosen for the degrees and certificates represented in this catalog are provided for the convenience of the student and should be used as a suggested sequence for course selection. It is not intended to imply or guarantee that the degree or certificate will be completed by the published number of semesters.

Students are encouraged to seek advising prior to each registration from Advising Services or the Department Chair of the elected program.

Art

281-756-3605

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
+ ARTS 1303	Art History I	3
ARTS 1311	Design I	3
ARTS 1316	Drawing I	3
ARTS 2346	Ceramics I	3
ARTS 2316	Painting I	3
ARTS 2326	Sculpture I	3
Elective	Select College Level Course	3
Total Minimum Credits Required for an Arts Degree		60

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

Child Development (CIP 19.0706)

281-756-3644

Associate of Arts Degree Program (A.A.)

Purpose: The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs and related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child development and early childhood.

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ American History	Select from American History Core Curriculum	6
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Science	Select from Social & Behavioral Core Curriculum	3
+ SPCH 1315	Public Speaking	3
+ PSYC 1300	Learning Strategies	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
TECA 1303	Family, School, Community	3
TECA 1354	Child Growth & Development	3
TECA 1318	Wellness of the Young Child	3
CDEC or TECA Electives	Select the CDEC or TECA electives from list below.	9

Total Minimum Credits Required for a Child Development Degree 60

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

CDEC/TECA Elective Course List:

- CDEC 1313 Curriculum Resources
- CDEC 1319 Child Guidance
- CDEC 1321 Infant and Toddler
- CDEC 1356 Emergent Literacy for Early Childhood
- CDEC 1358 Creative Arts for Early Childhood
- CDEC 1359 Children with Special Needs
- CDEC 2307 Math and Science for Early Childhood
- CDEC 2426 Administration of Programs for Children I
- CDEC 2428 Administration of Programs for Children II
- TECA 1311 Educating the Young Child

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

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

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

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

Course	Course Title	Credits
+Communication	Select from Communication Core Curriculum	6
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+American History	Select from American History Core Curriculum	6
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+Component Area Options	Select 6 hours from Component Area Options Core Curriculum including PSYC 1300	6
Field of Study Curriculum for Criminal Justice - take each class:		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems & Practice	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 2328	Police Systems & Practices	3
CRIJ Elective	Select from any CRIJ courses.	3
Total Credits for Associate In Arts Degree With A Field Of Study In Criminal Justice		60

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

Note: 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.

Drama (CIP 500501)

281-756-3607

Associate of Arts Degree Program (A.A.)

(This degree plan is under review; please contact the department chair for the most current information.)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Communication	Select from Communication Core Curriculum	6
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
F+ DRAM 1351	Acting I	3
E,F+ DRAM 1352 or 2331	Acting II or Stagecraft II	3
C+ DRAM 2361 or 2362	History of Theatre I or History of Theatre II	3
A DRAM 1120	Theatre Practicum I	1
A DRAM 2120	Theatre Practicum III	1
B,C DRAM 1341 or 2336	Stage Makeup or Voice for the Theatre	3
D DRAM 1121	Theatre Practicum II	1
D DRAM 2121	Theatre Practicum IV	1
E DRAM 1330	Stagecraft I	3
Elective	Select College Level Course(s)	2
Total Minimum Credits Required for Drama Degree		60

+ Denotes core requirement.

A Offered Fall only.

B Offered Fall, even years.

C Offered Fall, odd years.

D Offered Spring only.

E Offered Spring, even years.

F Offered Spring, odd years.

Note: Most drama classes for drama majors are offered on a two-year cycle. Before you register, contact the drama department chairperson to ensure that you are getting all the proper courses for each semester.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
+ GEOG 1303	World Regional Geography	3
+ HIST 1301	United States History to 1877	3
+ HIST 1302	United States History 1877 to Present	3
HIST 2321	World Civilizations I	3
HIST 2322	World Civilizations II	3
+ PHIL 1301	Introduction to Philosophy	3
HIST Electives	Select from History Course List Below	6
Electives	Select College Level Electives	6
Total Minimum Credits Required for History Degree		60

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

History Elective List:

- + HIST 2301 Texas History
- HIST 2311 Western Civilization I
- HIST 2312 Western Civilization II
- HIST 2313 History of England
- HIST 2314 History of England II
- HIST 2323 Eastern Civilizations
- HIST 2327 Mexican-American History I
- HIST 2328 Mexican-American History II
- HIST 2381 African-American History
- HIST 2389 Academic Cooperative

Music - Instrumental Concentration (CIP 50.0903)

281-756-3587

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Mathematics	Select from Mathematics Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
MUAP	Applied Principle Instrument	8
^a MUEN 1122, 1123, 2122, 2123	Concert Band	4
^b MUSI 1181	Class Piano I	1
^b MUSI 1182	Class Piano II	1
^b MUSI 2181	Class Piano III	1
^b MUSI 2182	Class Piano IV	1
*MUSI 1211	Music Theory I	2
*MUSI 1212	Music Theory II	2
*MUSI 2211	Music Theory III	2
*MUSI 2212	Music Theory IV	2
*MUSI 1216	Sight Singing & Ear Training I	2
*MUSI 1217	Sight Singing & Ear Training II	2
*MUSI 2216	Sight Singing & Ear Training III	2
*MUSI 2217	Sight Singing & Ear Training IV	2
+MUSI 1307	Survey of Music Literature	3
+Music Elective	Select from Elective list below	1

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

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

* Co-requisite

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

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

Refer to page 51 for more information on Field of Study curriculum.

Music Elective List:

Any MUAP course

Any MUEN course

Music - Musical Theatre Concentration (CIP 50.0563)

281-756-3587

Associate of Arts Degree Program (A.A.)

(This degree plan is under review; please contact the department chair for the most current information.)

Course Number	Course Title	Credits
+ Communication	Select from Communication Core Curriculum	6
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
^a DRAM 1341 or 2336	Stage Makeup or Voice for Theatre	3
^b DRAM 1351	Introduction to Acting	3
^d DRAM 1352	Acting II	3
MUAP 1281	Applied Music: Voice	2
MUAP 1282	Applied Music: Voice	2
MUAP 2281	Applied Music: Voice	2
MUAP 2282	Applied Music: Voice	2
MUSI 1159	Musical Theatre I	1
MUSI 2159	Musical Theatre II	1
Elective	Select College Level Course(s)	2
Total Minimum Credits Required for Musical Theatre Degree		60

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

^aOffered fall, even years

^bOffered spring, odd years

^cOffered fall, odd years

^dOffered spring, even years

Note: Most drama classes for musical theatre majors are offered on a two-year cycle. Before you register, contact the drama department chairperson to ensure that you are getting all the proper courses for each semester.

Music - Voice Concentration (CIP 50.0903)
 Associate of Arts Degree Program (A.A.) with a Field of Study in Music

281-756-3587

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Mathematics	Select from Mathematics Core Curriculum	3
+ American History	Select American History courses from Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
MUAP 1281, 1282, 2281, 2282	Applied Music Voice	8
MUEN 1141, 1142, 2141, 2142	Concert Choir	4
^b MUSI 1181	Class Piano I	1
^b MUSI 1182	Class Piano II	1
^b MUSI 2181	Class Piano III	1
^b MUSI 2182	Class Piano IV	1
* MUSI 1211	Music Theory I	2
* MUSI 1212	Music Theory II	2
* MUSI 2211	Music Theory III	2
* MUSI 2212	Music Theory IV	2
* MUSI 1216	Sight Singing & Ear Training I	2
* MUSI 1217	Sight Singing & Ear Training II	2
* MUSI 2216	Sight Singing & Ear Training III	2
* MUSI 2217	Sight Singing & Ear Training IV	2
+ MUSI 1307	Survey of Music Literature	3
+ Music Elective	Select from Elective list below	1

Total Minimum Credits Required for Music - Voice Concentration Degree 60

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

*Co-requisites

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

Refer to page 51 for more information on Field of Study curriculum.

Music Elective List:

Any MUAP course

Any MUEN course

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.

<i>Course</i>	<i>Number of Semester</i>	<i>Semester Credit Hours</i>
Ensemble (choose ONE of the following groups)		
Group A MUEN 1122, 1123, 2122, 2123 (Instrumental Majors)	4	4
Group B MUEN 1141, 1142, 2141, 2142 (Voice Majors)	4	4
Applied Study (choose ONE of the following groups) Four semesters of sequential courses in voice or one instrumental area:		
Group A MUAP 1217, 1218, 2217, 2218 (Woodwinds)	4	8
Group B MUAP 1237, 1238, 2237, 2238 (Brass)	4	8
Group C MUAP 1257, 1258, 2257, 2258 (Percussion)	4	8
Group D MUAP 1261, 1262, 2261, 2262 (Guitar)	4	8
Group E MUAP 1269, 1270, 2269, 2270 (Piano)	4	8
Group F MUAP 1281, 1282, 2281, 2282 (Voice)	4	8
Theory/Aural Skills (take BOTH groups)		
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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Component Area Options	Select from Component Area Options Core Curriculum	6
+ENGL 1301	Composition I	3
+ENGL 1302	Composition II	3
+HIST 1301	The United States to 1877	3
+HIST 1302	The United States Since 1877	3
+PSYC 2301	General Psychology	3
PSYC 2307 or	Adolescent Psychology	3
PSYC 2308 or	Child Growth and Development	
PSYC 2314	Life Span Growth and Development	
PSYC 2317	Statistical Methods in Psychology	3
PSYC Electives	Select PSYC Electives from Course List Below	9
Elective	Select College Level Course(s)	3
Total Minimum Credit Hours Required for an A. A. in Psychology		60

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

PSYC Elective List:

- PSYC 2306 Human Sexuality
- PSYC 2307 Adolescent Psychology
- PSYC 2308 Child Growth and Development
- PSYC 2314 Life-Span Growth and Development
- PSYC 2315 Psychology of Adjustment
- PSYC 2316 Psychology of Personality
- PSYC 2319 Social Psychology
- PSYC 2389 Co-op/Internship

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Component Area Options	Select from Component Area Options Core Curriculum	6
+ENGL 1301	Composition I	3
+ENGL 1302	Composition II	3
+HIST 1301	The United States to 1877	3
+HIST 1302	The United States Since 1877	3
+SOCI 1301	Introductory Sociology	3
SOCI 1306 or	Social Problems	3
SOCI 2319	Minority Studies	
SOCI 2301	Marriage and the Family	3
PSYC 2317	Statistical Methods in Psychology	3
Electives	Select Electives from Course List Below	6
Electives	Select College Level Course(s)	3

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

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

Elective Course List:

- SOCI 1306 Social Problems
- SOCI 2306 Human Sexuality
- SOCI 2319 Minority Studies
- SOCI 2326 Social Psychology
- SOCI 2336 Criminology
- SOCI 2340 Drug Use and Abuse
- SOCI 2389 Co-op/Internship

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Communication	Select from Communication Core Curriculum	6
Creative Arts	Select from Creative Arts Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ BIOL 1406	General Biology I	4
+ BIOL 2401	Anatomy & Physiology I	4
+ PSYC 1300	Learning Strategies	3
+ SPCH 1315	Public Speaking	3
PHED 1301	Introduction to Physical Fitness & Sport	3
PHED 1304	Health and Wellness	3
PHED 1306	First Aid	3
PHED 1346	Drug Use and Abuse	3
* PHED Electives	Select Physical Activity Courses	4

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

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
 * Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.

Associate of Arts in Teaching Program (CIP 13.1210)
Leading to Initial Texas Teacher Certification, EC - Grade 6, Other Certification Areas

281-756-3644

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

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

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

Course Number	Course Title	Credits
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government /Political Science	Select from Government /Political Science Core Curriculum	6
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
+ SPCH 1315	Public Speaking	3
+ PSYC 1300	Learning Strategies	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
+ MATH 1314	College Algebra or higher	3
+ MATH 1350	Fundamentals of Math I	3
MATH 1351	Fundamentals of Math II	3
EDUC 1301	Introduction to Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
Elective	Select College Level Course	6

Total Minimum Credits Required 60

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

Associate of Arts in Teaching (CIP 13.1205)
Leading to Initial Texas Teacher Certification, Grades 7 – 12

Course Number	Course Title	Credits
* + Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ SPCH 1315	Public Speaking	3
+ PSYC 1300	Learning Strategies	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
Academic Discipline	Select College Level courses from the following Area Teaching Fields/Academic Discipline: History Mathematics Science English, Language Arts & Reading Art	12

Total Minimum Credits Required 60

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

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

Associate of Science Degree

Degree: Associate of Science (A.S.)

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

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

Biological Science (CIP 26.0101) 281-756-5669
 Associate of Science Degree Program (A.S.)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ BIOL 1406	General Biology I	4
+ BIOL 1407	General Biology II	4
BIOL 2306 & BIOL 2420 or	Environmental Conservation & Microbiology	7
+ BIOL 2401 & BIOL 2402	Anatomy and Physiology I & II	6
+ CHEM 1411	General Chemistry & Analysis I	4
+ CHEM 1412	General Chemistry & Analysis II	4
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
Elective	Select College Level Course	1
Total Minimum Credits Required for Biological Science Degree		60

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

Business Administration (CIP 52.0101)

281-756-3660

Associate of Science Degree Program (A.S.) with a Field of Study in Business

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

The following courses have been adopted by theTHECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 1305, SPCH 1315 or SPCH 1321 (one speech course only), ACCT 2301 and 2302.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Creative Arts or Language, Philosophy & Culture	Select from Creative Arts or Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Communication	Select from Communication Core Curriculum	6
> ACCT 2301	Financial Accounting	3
> ACCT 2302	Managerial Accounting	3
> BCIS 1305	Business Computer Applications	3
BUSI 2301	Business Law	3
> + ECON 2301	Principles of Economics I	3
> + ECON 2302	Principles of Economics II	3
+ MATH 1324	Finite Math	3
> + MATH 1325	Business Calculus	3
PSYC 1300	Learning Strategies	3
> + SPCH 1315 or	Public Speaking	3
> SPCH 1321	Business Speaking	3
Elective	Select College Level Course	3
Total Minimum Credits Required for Business Administration Degree		60

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

> Field of Study Curriculum, see page 22.

Associate of Science Degree Program (A.S.) with a Field of Study in Communication

Purpose: The degree is designed to meet the needs of students who plan to transfer to a four year college or university.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
> + COMM 1307	Introduction to Mass Communication	3
> + COMM 2366	Introduction to Film	3
Electives	Select COMM Electives from Course List Below	18
Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree		60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
 > Field of Study Curriculum, see page 22.

Communication Elective List

COMM 1318	Photography I
COMM 1319	Photography II
COMM 1336	Video Production I
COMM 1337	Video Production II
COMM 2303	Audio Production
COMM 2311	Media Writing
COMM 2326	Practicum in Electronic Media
COMM 2327	Introduction to Advertising
COMM 2331	Radio/Television Announcing
COMM 2332	Radio/Television News

Computer Information Technology -
 Computer Information Systems (CIP 11.0201)
 Associate of Science Degree Program (A.S.)

281-756-3783

Purpose: This is a recommended course of study for students who plan to pursue a baccalaureate degree or higher in Computer Information Systems, Digital Gaming & Simulation, Information Technology, Management Information Systems, Game Development, Computer Science, Digital Media, Computer Engineering Technology, Electrical Engineering, Graphic Communications, and other computer technology fields. It does not prepare students for direct entry into a computer technology 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.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Science Degree with a major in Computer Information Systems.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+Communication	Select from Communication Core Curriculum	6
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+American History	Select from American History Core Curriculum	6
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+Component Area Options	Select from Component Area Options Core Curriculum	6
COSC 1301	Introduction to Computing	3
Computer Electives	Select from the Computer Elective list below.	12
Electives	Select any college level course(s).	3

Total Minimum Credits Required for Computer Information Systems Degree.60

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

Computer Elective List:

- ITSE 1431 Introduction to Visual Basic Programming
- ITSE 2449 Advanced Visual Basic Programming
- COSC 1436 Programming Fundamentals I - C Programming
- COSC 1437 Programming Fundamentals II - C++
- ITSE 2431 Advanced C++ Programming
- COSC 2436 Programming Fundamentals III - JAVA
- GAME 1436 Introduction to 3D Gaming Modeling
- GAME 2409 Video Game Art II

This degree has a 2+2 agreement with other universities.

Associate of Science Degree Program (A.S.)

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

Course Number	Course Title	Credits
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ BIOL 2401	Anatomy and Physiology I	4
+ BIOL 2402	Anatomy and Physiology II	4
+ CHEM 1405 or 1411	Introductory Chemistry I or General Chemistry I	4
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
HECO 1322	Nutrition and Diet Therapy	3
+ MATH 1314 or 1342	College Algebra or Elementary Statistical Methods	3
+ PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth & Development	3
+ SOCI 1301	Introductory Sociology	3
Elective	Select College Level Course	3

Total Minimum Credits Required for Health Science Degree. 60

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

Mathematics (CIP 27.0101)
 Associate of Science Degree Program (A.S.)

281-756-3707

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ Communication	Select from Communication Core Curriculum	6
+ MATH 1314	College Algebra	3
+ MATH 2412	Pre-Calculus Math	4
+ MATH 2413	Calculus I	4
+ MATH 2414	Calculus II	4
Electives	Choose College Level Course(s)	6

Total Minimum Credits Required for Mathematics Degree 60

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
*+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum (based on major)	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
Communication	Select from Communication Core Curriculum	6
+ CHEM 1411	General Chemistry & Analysis I	4
+ CHEM 1412	General Chemistry & Analysis II	4
+ MATH 2412	Pre-Calculus Math	4
+ MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
+ Elective	Select College Level Course	1
Total Minimum Credits Required for Physical Science Degree		60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
 * Chemistry majors should take CHEM 2423 and CHEM 2425 or PHYS 2425.
 Geology majors should take GEOL 1403, and GEOL 1404.
 Physics majors should take PHYS 2425 and PHYS 2426.

Associate of Applied Science Degree Programs

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

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

Communications-Radio/TV Broadcasting	Industrial Design Technology
Computer Information Technology	Management
Computer Information Technology - Computer Networking	Neurodiagnostic Technology
Court Reporting	Nursing ADN
Criminal Justice - Law Enforcement & Police Administration	Nursing Transition (LVN to ADN)
Culinary Arts	Office Administration- Administrative Assistant
Diagnostic Cardiovascular Sonography-Adult Echocardiography	Paralegal
Diagnostic Cardiovascular Sonography-Pediatric Echocardiography	Pharmacy Technician
Diagnostic Cardiovascular Sonography - Vascular Sonography	Polysomnography - Sleep Medicine
Emergency Medical Technology	Process Technology
Human Services - Substance Abuse Counseling	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-Adult Echocardiography
- *Diagnostic Cardiovascular Sonography- Pediatric Echocardiography
- *Diagnostic Cardiovascular Sonography-Vascular Sonography
- *Neurodiagnostic Technology
- *Polysomnography - Sleep Medicine

Certificate Programs

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

Child Development/Early Childhood	Emergency Medical Technician Advanced
Child Development/Early Childhood Administration	Human Services - Substance Abuse Counseling
Communications-Radio/TV Broadcasting	Industrial Design Technology
Computer Information Technology	Intraoperative Neurophysiologic Monitoring
Computer Information Technology - Networking	Management
Court Reporting	Office Administration - Administrative Support
Court Reporting Scopist	Office Administration - Office Assistant
Criminal Justice - Basic Law Enforcement	Paralegal
Criminal Justice - Crime Scene Technician	Pharmacy Technician
Culinary Arts	Process Technology
Culinary Arts - Culinary Management	Vocational Nursing
Emergency Medical Technician Paramedic	Welding

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

Articulated Credit

Purpose: The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs and related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child development and early childhood.

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
* CDEC 1384	Cooperative Ed. in Child Development I	3
CDEC 2307	Math & Science for Early Childhood	3
TECA 1303	Family, School and Community	3
TECA 1318	Wellness of the Young Child	3
Elective	Select from CDEC or TECA courses	9
Total Credits Required for Child Development/Early Childhood Certificate		30

*Capstone course.

Child Development / Early Childhood Administration Certificate (CIP 19.0706) 281-756-3644

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC 1319	Child Guidance	3
CDEC 2426	Administration of Program for Children I	4
* CDEC 2428	Administration of Program for Children II	4
TECA 1318	Wellness of the Young Child	3
Elective	Choose one from: BUSI, BMGT, BUSG, or ACNT	3
Total Credits Required for Certificate of Child Development/Early Childhood Administration		20

*Capstone Course

Communications - Radio/TV Broadcasting (CIP 09.0701)

281-756-3767

Associate of Applied Science Degree (A.A.S.) - Articulated Credit

Purpose: The program is designed to prepare the student for an entry level position in the field of communications or with specific study in broadcasting and digital media.

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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
COMM 1318	Photography I	3
+ ENGL 1301	Composition I	3
RTVB 1301	Broadcast News Writing	3
RTVB 1309	Audio Production	3
COMM 1336	Video Production I	3
Second Semester		
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 1321	TV Field Production	3
RTVB 2331	Audio/Radio Production III	3
Third Semester		
+ COMM 2366	Introduction to Cinema	3
+ HIST 1301	The United States to 1877	3
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Course Rubric	3
+ SPCH 1315 or 1318 or 2335	Public Speaking or Interpersonal Communication or Argumentation & Debate	3
Fourth Semester		
+ COMM 1307	Introduction to Mass Communication	3
COMM 2331	Radio and Television Announcing	3
RTVB 2337	TV Production Workshop	3
*RTVB 2340	Portfolio Development	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Course Rubric	3

Total Credits Required for Communications-Radio/TV Broadcasting Degree 60

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

Articulated Credit

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
+ COMM 1307	Introduction to Mass Communication	3
RTVB 1301	Broadcast News Writing	3
RTVB 1309	Audio Production	3
COMM 1336	Video Production I	3
Second Semester		
COMM 1318	Photography I	3
RTVB 1321	TV Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 2331	Audio Radio Production III	3
Third Semester		
* RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
COMM 1319 or	Photography II	3
COMM 2326 or	Practicum in Electronic Media	
COMM 2366	Introduction to Cinema	
Total Credits Required for Communications-Radio/TV Broadcasting Certificate.		30

+ Denotes core requirement.
 *Capstone course requirement.

Computer Information Technology (CIP 11.0201)
Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

281-756-3783

Purpose: The Computer Information Technology program is designed primarily for students seeking a certificate or associate of applied science (A.A.S.) degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Component Area Option	Select from Component Area Options Core Curriculum	6
+ Mathematics or	Select from Mathematics Core Curriculum or	3
+ Life & Physical Sciences	Life & Physical Sciences Core Curriculum	
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
COSC 1301	Introduction to Computing	3
ITSE 1331	Introduction to Visual BASIC Programming	3
A ITNW 1313	Computer Virtualization	3
A ITNW 1358	Network+	3
A ITMT 1302	Windows Seven Configuration	3
B ITNW 1325	Fundamentals of Networking	3
* ITSE 2349	Advanced Visual BASIC Programming	3
IMED 2415 or	Web Design	4
ITSC 1419	Internet Web/Page Development	
COSC 1436 or	Programming Fundamentals I - C Programming	4
ITSE 1422 or	Introduction to C Programming	
BCIS 1420	Introductory C Programming	
Computer Electives	Select from the Computer Elective list below.	16

Minimum Total Credits Required for A.A.S. Computer Information Technology Degree.....60

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

*Capstone Course

^A Mini 1 course; 8 weeks.

^B Mini 2 course; 8 weeks.

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

Computer Elective List:

- | | |
|--|--|
| COSC 1437 Programming Fundamentals II - C++
or ITSE 1407 Introduction to C++ Programming
or COSC 1420 Computer Programming C++ | ITSE 2409 Database Programming |
| ITSE 2431 Advanced C++ Programming | ITSW 1404 Introduction to Spreadsheets |
| COSC 2436 Programming Fundamentals III - JAVA
or ITSE 2417 JAVA Programming
or COSC 1430 Computer Programming - JAVA | GAME 1436 Introduction to 3D Gaming Modeling |
| | GAME 2409 Video Game Art II |
| | ITSC 1305 Introduction to PC Operating Systems |
| | ITSC 1325 Personal Computer Hardware |

This plan provides courses for preparation for the following certifications:

- CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
- Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

This degree has a 2+2 agreement with other universities.

Purpose: The Computer Information Technology Networking program is designed to prepare students for careers in many areas of LAN/WAN administration and design. ACC is a Charter 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 A.A.S. program focuses on these Microsoft certifications: (MTA) "Microsoft Technology Associate", "(MSCA) "Microsoft Certified Solutions Associate". Program graduates will be prepared for other, vender neutral, certifications, as well. Such as CompTIA's "Network+", "A+", and "Security+". All industry certifications are awarded after passing their proprietary exams which are administered by authorized testing centers. Alvin College has a classroom lab, on the main campus, dedicated exclusively to the Network Administrator/Professional/Technician curriculums.

Course Number	Course Title	Credits
+ Core Curriculum	Select from Component Area Option Core Curriculum	6
+ Mathematics or	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Life & Physical Sciences Core Curriculum	
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
COSC 1301	Introduction to Computing	3
AITMT 1302	Windows Seven Configuration	3
AITMT 2301	Win Srv 2008 Ntwrk Infrastructure Config.	3
* AITMT 2351	Windows Server 2008 Administrator	3
AITNW 1313	Computer Virtualization	3
AITNW 1358	Network+	3
AITSY 1342	Information Technology Security (Security+)	3
BITMT 2302	Windows Server 2008 AD Configuration	3
BITMT 2322	Windows Server 2008 Application Platform Config.	3
BITMT 2356	Windows Server 2008: Enterprise Administrator	3
BITNW 1325	Fundamentals of Networking	3
BITNW 1353	Supporting Network Server Infrastructure	3
BITNW 1354	Implementing and Supporting Services	3
BITNW 2321	Networking with TCP/IP	3
Elective	Select from the computer elective list below.	3
Minimum Total Credits Required for A.A.S of Computer Networking Degree		60

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

* Capstone Course

A Mini 1 course; 8 weeks.

B Mini 2 course; 8 weeks.

(Mini 1 & 2 are scheduled back-to-back. Mini 1 + Mini 2 = 16 weeks.)

Computer Elective List:

ITSE 1431 Introduction to Visual Basic Programming
 COSC 1436 Programming Fundamentals I-C Programming
 or ITSE 1422 Introduction to C Programming
 or BCIS 1420 Introductory C Programming
 COSC 1437 Prog Fundamentals II - C++
 or ITSE 1407 Intro to C++ Programming
 or COSC 1420 Computer Programming C++

COSC 2436 Prog Fundamentals III - JAVA
 or ITSE 2417 JAVA Programming
 or COSC 1430 Computer Programming - JAVA
 IMED 2415 Web Design
 or ITSC 1419 Internet / Web Page Development
 ITSE 2409 Database Programming
 ITSW 1404 Introduction to Spreadsheets
 GAME 1436 Introduction to 3D Gaming Modeling
 ITSC 1305 Introduction to PC Operating Systems
 ITSC 1325 Personal Computer Hardware

Purpose: The Certificate of the Computer Information Technology program is designed primarily for students seeking employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, and installation and maintenance of networks.

Program Requirements: Upon satisfactory completion of the two-semester curriculum, with an overall 2.0 grade point average for all computer courses attempted, the student will be awarded the Certificate in Computer Information Technology.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
COSC 1301	Introduction to Computing	3
ITSE 1331	Introduction to Visual Basic Programming	3
A ITNW 1358	Network+	3
A ITMT 1302	Windows Seven Configuration	3
B ITNW 1325	Fundamentals of Networking	3
* ITSE 2349	Advanced Visual Basic Programming	3
COSC 1436 or	Programming Fundamentals I - C Programming	4
ITSE 1422 or	Introduction to C Programming	
BCIS 1420	Introductory C Programming	
IMED 2415 or	Web Design	4
ITSC 1419	Internet Web/Page Development	
Elective	Select from the Computer Elective list below.	6

Total Credits Required for Computer Information Technology Certificate 32

*Capstone Course

- A Mini 1 course; 8 weeks.
- B Mini 2 course; 8 weeks.

(Mini 1 & 2 are scheduled back-to-back. Mini 1 + Mini 2 = 16 weeks.)

Computer Elective List:

- | | |
|--|--|
| <ul style="list-style-type: none"> COSC 1437 Programming Fundamentals II - C++
or ITSE 1407 Introduction to C++ Programming
or COSC 1420 Computer Programming C++ ITSE 2431 Advanced C++ Programming COSC 2436 Programming Fundamentals III - JAVA
or ITSE 2417 JAVA Programming
or COSC 1430 Computer Programming - JAVA | <ul style="list-style-type: none"> ITSE 2409 Database Programming ITSW 1404 Introduction to Spreadsheets GAME 1436 Introduction to 3D Gaming Modeling GAME 2409 Video Game Art II ITNW 1313 Computer Virtualization ITSC 1305 Introduction to PC Operating Systems ITSC 1325 Personal Computer Hardware |
|--|--|

This plan provides courses for preparation for the following certifications:

- CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
- Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

Computer Information Technology - Computer Networking Certificate 281-756-3669
(CIP 11.0201)

Articulated Credit

Course Number	Course Title	Credits
BCIS 1305 or	Business Computer Applications	3
COSC 1301	Introduction to Computing	
^A ITMT 1302	Windows Seven Configuration	3
^A ITMT 2301	Windows Server 2008 Network Infrastructure Config.	3
^A ITNW 1313	Computer Virtualization	3
^A ITNW 1358	Network+	3
^B ITMT 2302	Windows Server 2008 AD Configuration	3
^{*B} ITMT 2351	Windows Server 2008 Administrator	3
^B ITNW 1325	Fundamentals of Networking	3
Total Credits Required for Computer Information Technology Computer Networking Certificate		24

* Capstone Course

^A Mini 1 course; 8 weeks.

^B Mini 2 course; 8 weeks.

(Mini 1 & 2 are scheduled back-to-back. Mini 1 + Mini 2 = 16 weeks.)

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

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

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 is two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, and dictation is provided through MyBlackboard on the ACC website for home practice. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

Program Objectives: The objective of the 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 and the Texas Court Reporters Certification Board. Accompanying objectives are the attainment of the Court Reporting Scopist Certificate and an enhanced skills certificate in captioning/CART.

Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
 - a. be a high school or GED graduate;
 - b. make application to ACC and fulfill the admission requirements of the College;
 - c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
 - d. have a personal interview with the Court Reporting Department Chairperson or his/her designee to develop a degree plan and secure a beginning schedule;
 - e. submit official copies of transcripts of all previous high school and college work to the ACC Records Office.

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

2. Any student who has accumulated the equivalent of any five full days absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis. All CRTR students will be limited to two semesters of CRTR 1304 (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, Machine Shorthand courses.

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

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

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

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Reporting Communications I	3
CRTR 1304	Machine Shorthand I - Theory	3
Second Semester		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-100)	3
CRTR 2206	Medical Reporting	2
CRTR 2311	Reporting Communications II	3
Third Semester		
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
CRTR 1208	Realtime Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
SECOND YEAR		
First Semester		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2303	Advanced Machine Shorthand (160-180)	3
CRTR 2312	Court Reporting Procedures	3
Second Semester		
+ Mathematics or	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
CRTR 2231	CSR/RPR Preparation	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
Third Semester		
CRTR 2381	Cooperative Education	3
+ SPCH 1318	Interpersonal Communications	3
Total Credits Required A.A.S. Court Reporting		60

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

- The student shall pass three five-minute tests with a minimum of 95% accuracy at each of the following speeds: 200 words per minute jury charge and 180 words per minute literary. The student shall pass four five-minute testimony tests with a minimum of 95% accuracy. These tests will include the following:
 - One 180 wpm five-minute literary test with no more than 20 errors - 97.8%
 - One 180 wpm five-minute testimony test with no more than 20 errors - 97.8%
 - One 200 wpm five-minute jury charge test with no more than 25 errors - 97.5%
 - One 200 wpm five-minute testimony test with no more than 25 errors - 97.5%
 - Two 225 wpm five-minute testimony tests with no more than 25 errors - 97.8%
 - Two mock CSR exams. EACH exam consists of the following:
 - One 180 wpm five-minute literary test with no more than 45 errors - 95%
 - One 200 wpm five-minute jury charge test with no more than 50 errors - 95%
 - One 225 wpm five-minute testimony test with no more than 56 errors - 95%
- Each student shall complete an internship (CRTR 2381) with a court reporter. Students are encouraged to utilize the dictation created by the faculty for home practice and skill building during free periods and before and after school.

Court Reporting Enhanced Skills Certificate (Captioning)

281-756-3757

(CIP 22.0303)

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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
CRTR 1346	Captioning Reporting I	3
CRTR 2333	Captioning Reporting II	3
Total Credits Required for Court Reporting Enhanced Skills Certificate		66

Court Reporting Certificate (CIP 22.0303)

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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
FIRST YEAR		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1304	Machine Shorthand I - Theory	3
*CRTR 1312	Reporting Communications I	3
Second Semester		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-100)	3
CRTR 2206	Medical Reporting	2
*CRTR 2311	Reporting Communications II	3
Third Semester		
CRTR 1208	Realtime Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
SECOND YEAR		
First Semester		
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2312	Court Reporting Procedures	3
CRTR 2303	Advanced Machine Shorthand (160-180)	3
Second Semester		
CRTR 2231	CSR/RPR Preparation	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
Third Semester		
*CRTR 2381	Cooperative Education-Court Reporter	3
Total Credits Required for Court Reporting Certificate		45

*Capstone Course

Purpose: The Court Reporting Scopist Certificate prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time.

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
FIRST YEAR		
<i>First Semester</i>		
CRTR 1202	Law and Legal Terminology	2
CRTR 1214	Reporting Technology I	2
CRTR 1304	Machine Shorthand I - Theory	3
CRTR 1312	Reporting Communications I	3
 <i>Second Semester</i>		
CRTR 2206	Medical Reporting	2
CRTR 2311	Reporting Communications II	3
CRTR 2313 or CRTR 1208	Reporting Technology II or Realtime Reporting I	2
 <i>Third Semester</i>		
* CRTR 2380 or CRTR 2301	Cooperative Education - Scopist Intermediate Machine Shorthand (120-140)	3
Total Credits Required for Court Reporting Scopist Certificate		20

*Capstone Course

Criminal Justice (CIP 43.0107)

281-756-3779

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

Admission Requirements:

1. General requirements for admission to the College.

Program Requirements:

1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 60 approved credit hours.

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Communication	Select from Communication Core Curriculum	3
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Mathematics or	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum	3
+ Speech	Select from SPCH 1315 or SPCH 1318 or SPCH 2335	3
Criminal Justice Core		
* CRIJ 1301	Introduction to Criminal Justice	3
* CRIJ 1306	Court Systems and Practices	3
* CRIJ 1307	Crime in America	3
CRIJ 2314	Criminal Investigation	3
Corrections	Select 6 hours of the following:	6
CRIJ 2301	Community Resources in Corrections	
CRIJ 2313	Correctional Systems and Practices	
CJCR 1304	Probation and Parole	
Legal Concepts	Select 9 hours of the following:	9
CRIJ 1310	Fundamentals of Criminal Law	
CRIJ 1313	Juvenile Justice System	
CRIJ 2323	Legal Aspects of Law Enforcement	
CJLE 1506	Basic Peace Officer I (Police Academy)	
CJLE 1512	Basic Peace Officer II (Police Academy)	
* Law Enforcement	Select 18 hours of the following:	18
* CRIJ 2328	Police Systems and Practices	
CJSA 1308	Criminalistics I	
CJSA 2323	Criminalistics II	
CJSA 2332	Criminalistics III	
CJSA 2364	Practicum - Criminal Justice Studies, Law Enforcement	
CJSA 2365	Practicum - Criminal Justice Studies, Law Enforcement	
CJLE 1518	Basic Peace Officer III (Police Academy)	
CJLE 1524	Basic Peace Officer IV (Police Academy)	
CJLE 1211	Basic Firearms (Police Academy)	
CJLE 2345	Vice and Narcotics Investigation	
GOVT 2306	Texas State & Local Government	
BCIS 1305 or	Business Computer Applications or	
ENGL 2311	Technical Communication	
SOCI 2319 or	Minority Studies or	
SOCI 2340	Drug Use & Abuse	

Total Credits Required for Criminal Justice Degree 60

+ Denotes core requirement.

* Articulated credit from an approved and successfully completed high school program may substitute for this class.

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 lab 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 twenty seven (27-33) 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	Credits
CJSA 1308 or CRIJ 2314	Criminalistics I Criminal Investigation	3
CJSA 2323	Criminalistics II	3
CJSA 2332	Criminalistics III	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310 or CJLE 1506	Fundamentals of Criminal Law Basic Peace Officer I (Police Academy)	3
CRIJ 2323 or CJLE 1512	Legal Aspects of Law Enforcement Basic Peace Officer II (Police Academy)	3
CRIJ 2328 or CJLE 1518	Police Systems and Practices Basic Peace Officer III (Police Academy)	3
CRIJ/CJLE/CJSA Elective		3
Total Credits Required for Crime Scene Technician Certificate		27

Criminal Justice - Basic Law Enforcement Academy Certificate (CIP 43.0107) 281-756-3780 Police Academy

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

Purpose: The Alvin Community College Law Enforcement Academy train women and men for a career in Law Enforcement. The course curriculum is designed so the student can meet the testing objectives of the Texas Commission on Law Enforcement (TCOLE) and be certified to take the TCOLE licensing examination. In addition, students will earn a total of 22 credit hours. The Academy has graduated over 100 classes during the last 3 decades.

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

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

1. Be a high school graduate or hold a certificate of equivalency (GED);
2. Be a U.S. Citizen;
3. Be 21 years of age at the time of completion of the course or seek special approval from the Academy Director;
4. Successfully pass a Vocabulary and Reading Comprehension proficiency exam prior to the enrollment process;
5. Provide a valid Texas Driver's license;
6. Provide a Birth Certificate;
7. Provide a high school diploma/GED + college transcripts (if applicable);
8. Agree to purchase and wear the prescribed academy uniform;
9. Complete TCOLE L-2 (Declaration Medical Condition) and TCOLE L-3 (Declaration of Psychological and Emotional Health);
10. Accurately complete a personal history statement;
11. Sign required waiver forms as presented by the college;
12. Abide by the rules of the Academy and Administrative orders;
13. Pay special fees associated with the Academy courses;
14. Meet the minimum standards for licensing as required by TCOLE (Texas Administrative Code 217.1) which are applicable to a training environment.

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

- a. Be 21 years of age prior to being commissioned.
- b. Be fingerprinted and pay the necessary fees
- c. Not be on probation for any offense above a class "C" misdemeanor.
- d. No convictions in past 10 years for misdemeanor offenses above a Class "C".
- e. No felony convictions.
- f. No convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
- g. Be of good moral character.
- h. Prior military must have honorable discharge.
- i. Be a U.S. citizen.

Special Registration Requirements:

Since this course is governed by the TCOLE rules the following special conditions apply:

1. No late registration-all special conditions to registration must be completed prior to the first class meeting.
2. The student must attend an orientation prior to the start of the academy.

Course Requirements:

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

Special Fees charged by the college:

1. Ammunition/Range Fee \$325.00
2. Driving Fee \$15.00
3. CPR Card Fee \$5.00
4. TCOLE Exam Fee \$25.00
5. Required Supply Fee \$30.00

Purchases expected by the student:

1. Required uniforms and related supplies.
2. Required books.
3. PE clothes, shoes.
4. General supplies.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 1211	Basic Firearms	2

Total Credits Required for Basic Law Enforcement Academy Certificate22

Note - Academic Alternative Texas Peace Officer Program:

Purpose: The Academic Alternative Texas Peace Officer Program offers students who hold a bachelor's degree with the seven criminal justice core courses the opportunity to complete the police academy without having to repeat the subjects covered by the core courses listed below:

Program Requirements: The basic requirements for admission to the program are as follows:

1. Must hold a bachelor degree from a SACS recognized College or University including the seven core CRIJ courses (1301, 1306, 1310, 1313, 2314, 2323, 2328) with a minimum 2.5 GPA in each core course. Academy staff will review your transcripts to determine eligibility.
2. Must meet basic licensing enrollment standards 217.1
3. Must meet Alvin Community College Academy entrance requirements:
4. Must attend all academy classes as determined by the academy staff (hour for hour with cadets)
5. The student will be required to take and pass the subject matters tests for all Academy classes. Should the student fail a subject matter test, the student will be required to attend that class in its entirety.
6. Take and pass the academy mid-term and final examination (comprehensive) with a minimum score of 80%.
7. Take and pass two TCOLE practice examinations with a minimum of 90% on each.
8. Students must sign up for all CJLE classes in the Law Enforcement Academy Certificate (22 hours).

Culinary Arts (CIP 12.0503)

281-756-3949

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

Program Requirements: The culinary arts curriculum contains a core of eight culinary arts classes, seven management classes, two semesters of practicum and general education classes from the common core curriculum. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
FIRST YEAR		
First Semester		
CHEF 1301	Basic Food Preparation	3
CHEF 1205	Sanitation and Safety	2
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
Second Semester		
CHEF 1291	Special Topics in Culinary Arts/Chef Training	2
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318	Nutrition for the Food Service Professional	3
Third Semester (summer)		
COSC 1301 or	Introduction to Computing	3
BCIS 1305	Business Computer Applications	
CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
SECOND YEAR		
First Semester		
+ENGL 1301	Composition I	3
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
+Mathematics or	Select from Mathematics or	3
+Life & Physical Sciences or	Life & Physical Sciences Core Curriculum	
MATH 1333	Math for Technical Majors	
Second Semester		
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Social & Behavioral Sciences or	Select from Social & Behavioral Sciences Core Curriculum or	3
+PSYC 1300	PSYC 1300 Learning Strategies	
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
RSTO 2301	Principles of Food and Beverage Controls	3

Total Credits Required for A.A.S. Culinary Arts Degree..... 60

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

*Capstone Course

Culinary Arts Certificate (CIP 12.0503)

Articulated Credit

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. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	Course Title	Credits
First Semester		
CHEF 1301	Basic Food Preparation	3
CHEF 1205	Sanitation and Safety	2
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
IFWA 1318	Nutrition for the Food Service Professional	3
PSTR 1301	Fundamentals of Baking	3
Second Semester		
CHEF 1291	Current Events in Culinary Arts/Chef Training	2
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
HAMG 1324	Hospitality Human Resources Management	3
Third Semester		
COSC 1301 or	Introduction to Computing or	
BCIS 1305	Business Computer Applications	3
*CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
Total Credits Required for Culinary Arts Certificate		38
*Capstone Course		

Culinary Arts - Culinary Management Certificate (CIP 12.0503)

Purpose: To provide students with basic management skills utilized in today's food service industry. This certificate is designed to complement the culinary arts certificate and can lead to certification through the American Culinary Federation. The objective is to prepare students for entry level kitchen management positions.

Program Requirements: The certificate program includes 19 hours of culinary management classes, a computer science class and a semester long practicum. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	Course Title	Credits
First Semester		
CHEF 1205	Sanitation and Safety	2
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
IFWA 1318	Nutrition for the Food Service Professional	3
Second Semester		
COSC 1301 or	Introduction to Computing	3
BCIS 1305	Business Computer Applications	
CHEF 1291	Current Events in Culinary Arts/Chef Training	2
HAMG 1324	Hospitality Human Resources Management	3
RSTO 2301	Principles of Food and Beverage Controls	3
Third Semester		
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
Total Credits Required for Culinary Management Certificate		23
*Capstone Course		

Diagnostic Cardiovascular Sonography

281-756-5650

Associate of Applied Science Degree Program(A.A.S.) - Articulated Credit

(In either Adult Echocardiography or Vascular Sonography, or Pediatric Echocardiography)

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

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

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.
 2. Apply to ACC and fulfill the college admission requirements, including the TSI Assessment.
 3. Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office.
 4. Complete all pre-requisites with a grade of C or better including: ENGL 1301, BIOL 2401, BIOL 2402, MATH Core, PHYS 1401 (or any 4 credit college level or applied Physics can be accepted, including CTEC 1401).
 5. Take the ACT or SAT. (This is required for ALL AAS DCVS Applicants regardless of previous college or degree level.) Score a minimum composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required and does not count towards the score. Submit official score report (sealed) to the registrar or directly to the DCVS program. Go to www.ACTStudent.org or www.SATCollegeBoard.org to register. We do NOT require the HESSE.
 6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required of the profession by completing a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Vascular Sonography is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs) See observation form for details on how to schedule the observation hours. These are required at the time of application.
 7. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the program director via phone or in person OR attend a DCVS information session. Use the check list provided in the application packet to ensure all components of the requirements are met.
 8. **Must have all three (3) HEPATITIS B shots to apply. Immunizations required are: Hep.B (all 3 injections), MMR, Varicella, TDaP. If records are not available then updated immunizations or titer tests are required to show immunity. History of disease is NOT accepted.**
 9. Not currently on suspension or academic probation from ACC or any other college or dismissal or failure from any other sonography program.
 10. Submit two reference forms. References must be professional or academic, current, and sealed. See required form in application packet for instructions.
 11. Complete the personal statement.
 12. Include a current photo. May be from a copy of driver's license, passport photo or current student ID with photo.
 13. Upon acceptance, pass a criminal background check and drug screen.
 14. Upon acceptance, complete a physical examination including chest x-ray or TB skin test, vision test, and verification of immunization status.
 15. Complete the AHA (American Heart Association only) Healthcare provider course for CPR prior to July.
 16. Once accepted, attendance at New Student Program Orientation is mandatory.
 17. Full acceptance is contingent upon: complete application with all requirements met, attendance at the mandatory new student orientation, successful completion of criminal background check, drug screen and physical exam.
 18. Timeline: February - Applications Due, March - Acceptance Packets are sent, April - Criminal Background Checks, Physical Exam & Mandatory Orientation, June - Start Program

- B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If your A&P is expired please take DSAE 2303 Cardiovascular Concepts prior to acceptance.
- C. If students are in progress with all or some of the prerequisites during the spring semester they are allowed to apply; however, you must:
 - 1. Have your professor send an email as of February 15th indicating your progress/status in that pre-requisite to jmurphy@alvincollege.edu.
 - 2. Those in progress will be accepted on contingency if space permits after those who are completed with all the pre-requisites.
- D. 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 any college or sonography program.
 - 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 Sonographers who wish to earn their degree.
 - 1. This option applies to those who are registered in Adult Echocardiography or Vascular Sonography with at least 2 years of experience and would like to earn their Associate Degree. Requires advance permission from program director.
 - 2. DCVS program courses may be challenged in sequence. Credit is awarded by examination or self-study and distance education. Admission requirements, pre-requisites and academic courses are still required.
- B. Practicing Echocardiographers and Vascular Sonographers who wish to take courses for refresher or registry exam review.
 - 1. This option is available to all Echo and Vascular sonographers with advanced permission from program director.
 - 2. These students may register as an audit to sit in on any course offered through the DCVS Program for refresher or registry review.

III. Get a Head Start:

- A. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.
- B. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge.

IV. 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. Passing score for all DCVS courses is 77.
- 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 program.
- E. A student who makes a D or F in any DCVS, 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 DCVS 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. A maximum of two attempts at any course will be allowed. If a student fails the second attempt they will be unable to continue in the program and they are not eligible for re-admission.
- 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 class, lab, or 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.
- H. If a student does not complete all DCVS courses and academic courses within 5 years, they will be dropped from the program.
- I. Those students are eligible to re-apply. If accepted they must start completely over and repeat all DCVS courses from the beginning in sequence and complete them on time in the usual 2 year time period.

Diagnostic Cardiovascular Sonography

281-756-5650

Adult Echocardiography (CIP 51.0910)

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	Course Title	Credits
Program Pre-requisites - Must be completed or in progress in order to apply.		
* + BIOL 2401	Anatomy and Physiology I	4
* + BIOL 2402	Anatomy and Physiology II	4
* + ENGL 1301	Composition I	3
* + PHYS 1401 or	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) or)	4
* CTEC 1401	Applied Petrochemical Technology	
* + Mathematics	Select from Mathematics Core Curriculum	3
FIRST YEAR		
First Semester (Summer 11 weeks)		
HPRS 1304	Basic Health Profession Skills	3
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
Second Semester (Fall 16 weeks)		
** + Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
Third Semester (Spring 16 weeks)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST, Intro Echocardiography	3
SECOND YEAR		
Fourth Semester (Summer 11 weeks)		
DSAE 2304	Echocardiography Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST, Echocardiography I	3
Language, Philosophy & Culture or Creative Arts	Select from Language, Philosophy & Culture Core Curriculum or Select from Creative Arts Core Curriculum	3
Fifth Semester (Fall 16 weeks)		
DSAE 2337	Echocardiography Evaluation of Pathology II	3
DSAE 2461	Clinical - DMST, Echo II	4
Sixth Semester (Spring 16 weeks)		
DSAE 2335	Advanced Echocardiography	3
DSAE 2462	Clinical - DMST, Echo III	4
<i>(Consider DSPE 1300 or DSVT 1300 for cross-training (Introduction to Pedi Echo Tech or Principles of Vascular Tech.)</i>		

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Adult Echocardiography 65

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

*Prerequisite courses must be completed or in progress by the application deadline. Deadline is February 15th.

**These courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Diagnostic Cardiovascular Sonography
 Pediatric Echocardiography (CIP 51.0910)

281-756-5650

Associate of Applied Science Degree (A.A.S.) - Articulated Credit

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Program Pre-requisites - Must be completed or in progress in order to apply.		
*+ BIOL 2401	Anatomy and Physiology I	4
*+ BIOL 2402	Anatomy and Physiology II	4
*+ ENGL 1301	Composition I	3
*+ PHYS 1401 or	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) or	4
* CTEC 1401	Applied Petrochemical Technology	
*+ Mathematics	Select from Mathematics Core Curriculum	3
FIRST YEAR		
First Semester (Summer 11 weeks)		
HPRS 1304	Basic Health Profession Skills	3
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
Second Semester (Fall 16 weeks)		
DSAE 1303	Intro to Echocardiography Techniques	3
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
Third Semester (Spring 16 weeks)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSPE 1300	Intro to Pedi Echo Techniques	3
DSPE 1265	Practicum - DMST, Intro to Pedi Echo	2
Language, Philosophy & Culture or Creative Arts	Select from Language, Philosophy & Culture Core Curriculum or Select from Creative Arts Core Curriculum	3
SECOND YEAR		
Fourth Semester (Summer 11 weeks)		
DSPE 2257	Echo Eval of Congenital Heart Disease I	2
DSPE 2261	Clinical - DMST, Pedi Echo I	2
Fifth Semester (Fall 16 weeks)		
DSPE 2249	Echo Eval of Congenital Heart Disease II	2
DSPE 2461	Clinical - DMST, Pedi Echo II	4
**+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Sixth Semester (Spring 16 weeks)		
DSPE 2259	Advanced Pedi Echocardiography	2
DSPE 2462	Clinical - DMST, Pedi Echo III	4

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Pediatric Echocardiography..... 65

+ Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection.

* Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is February 15th.

** Courses **may** be taken prior to acceptance.

NOTE: DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Diagnostic Cardiovascular Sonography
 Vascular Sonography (CIP 51.0910)

281-756-5650

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Program Pre-requisites - Must be completed or in progress in order to apply.		
* + BIOL 2401	Anatomy and Physiology I	4
* + BIOL 2402	Anatomy and Physiology II	4
* + ENGL 1301	Composition I	3
* + PHYS 1401 or * CTEC 1401	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) or Applied Petrochemical Technology	4
* + Mathematics	Select from Mathematics Core Curriculum	3

FIRST YEAR

First Semester (Summer 11 weeks)

HPRS 1304	Basic Health Profession Skills	3
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3

Second Semester (Fall 16 weeks)

** + Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
CVTT 1161	Clinical - Cardiovascular Technology	1
DSAE 1340	Diagnostic Electrocardiography	3

Third Semester (Spring 16 weeks)

DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST, Intro to Vascular	3

SECOND YEAR

Fourth Semester (Summer 11 weeks)

DSVT 2330	Cerebral Vascular Evaluation of Pathology	3
DSVT 2361	Clinical - DMST, Vascular I	3
Language, Philosophy & Culture or Creative Arts	Select from Language, Philosophy & Culture Core Curriculum or Select from Creative Arts Core Curriculum	3

Fifth Semester (Fall 16 weeks)

DSVT 2318	Peripheral Vascular Evaluation of Pathology	3
DSVT 2461	Clinical - DMST, Vascular II	4

Sixth Semester (Spring 16 weeks)

DSVT 2335	Advanced Vascular Technology	3
DSVT 2462	Clinical - DMST, Vascular III	4

Consider DSAE 1303 for cross training (Introduction to Adult Echo)

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Vascular Sonography 65

- + Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
 - * Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is February 15th.
 - ** Courses **may** be taken prior to acceptance.
- NOTE:** DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Advanced Technical Certificate

Degree: Advanced Technical Certificate Degree in either Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography

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

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

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

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

1. Be a high school or GED graduate.
2. Have an Associate degree or higher in an allied healthcare related field from an accredited institution with demonstration of program pre-requisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or Allied Health Physics course. A&P credits must be within the past 5 years. If you're A&P is expired take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program (Offered every semester).
3. Apply to ACC and fulfill the college admission requirements.
4. Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office.
5. Must have a current professional credential such as RN, RT, RRT, or RDMS (RDCS or RCS for pediatric echocardiography). Submit copy of current credential cards. If you do not have a current professional credential, you must take the ACT or SAT. Score a minimum composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required and does not count towards the score. Submit official score report (sealed) to the registrar or directly to the DCVS program. Go to www.ACTStudent.org or www.SATCollegeBoard.org to register. We do NOT require the HESSE.
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required of the profession by completing a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Vascular Sonography is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs) See observation form for details on how to schedule the observation hours. These are required at the time of application.
7. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the program director via phone or in person OR attend a DCVS information session. Use the check list provided in the application packet to ensure all components of the requirements are met.
8. **Must have all three (3) HEPATITIS B shots to apply. Immunizations required are: Hep.B (all 3 injections), MMR, Varicella, TDaP. If records are not available then updated immunizations or titer tests are required to show immunity. History of disease is NOT accepted.**
9. Not currently on suspension or academic probation from ACC or any other college or dismissal or failure from any other sonography program.
10. Submit two reference forms. References must be professional or academic, current, and sealed. See required form in application packet for instructions.
11. Complete the personal statement.
12. Include a current photo. May be from a copy of driver's license, passport photo or current student ID with photo.
13. Upon acceptance, pass a criminal background check and drug screen.
14. Upon acceptance, complete a physical examination including chest x-ray or TB skin test, vision test, and verification of immunization status.
15. Complete the AHA (American Heart Association only) Healthcare provider course for CPR prior to October and submit copy of card.
16. Once accepted attendance at New Student Program Orientation is mandatory.
17. Full acceptance is contingent upon: complete application with all requirements met, attendance at the mandatory new student orientation, successful completion of criminal background check, drug screen and physical exam.
18. Timeline: October - Applications Due, November - Acceptance Packets are sent, Criminal Background Checks and Physical Exam is completed, December - Mandatory Orientation, January - Start Program.

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 any college or sonography program.
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 Sonographers who wish to earn an Advanced Certificate.
 1. This option applies to those who are registered in Sonography 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 or self-study. Admission requirements and pre-requisites are still required. Requires advance permission from program director.
- B. Former ACC DCVS program graduates who wish to cross train:
 1. Must be graduates of ACC - DCVS
 2. Must be registered in either Echo or Vascular
 3. Must apply by October 15th
 4. Number of openings is dependent upon current student volume in regular programs.
 5. Graduates who are registered and would like to cross-train without entering the full A.T.C. program may take the lecture and lab courses in sequence. Requires advance permission from program director.

III. Get a Head Start:

- A. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.
- B. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge.
- C. DSAE 1340 - Diagnostic Electrocardiography may be taken prior to acceptance to lighten load during program.

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

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography (CIP 51.0910)

* Program Pre-requisites: Associate Degree or higher in an Allied Health field from an Accredited Institution. Prior education must have included: *Algebra, Physics, English, Anatomy & Physiology I & II. Must hold a professional credential

Course Number	Course Title	Credits
First Semester (Spring 16 week)		
** DMSO 1210	Introduction to Sonography	2
DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST, Intro to Echocardiography	3
Second Semester (Summer 11 week)		
** DSAE 2303	Cardiovascular Concepts	3
DSAE 2304	Echo Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST, Echocardiography I	3
Third Semester (Fall 16 week)		
** DSAE 1340	Diagnostic Electrocardiography	3
DSAE 2337	Echo Evaluation of Pathology II	3
** DSAE 2461	Clinical - DMST, Echo II	4
Fourth Semester (Spring 16 week)		
DSAE 2335	Advanced Echocardiography	3
** DSAE 2462	Clinical - DMST, ECHO III	4

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography37

* Pre-requisite courses must be completed or in progress by the application deadline. Deadline is October 15th.
 ** Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography – Pediatric Echocardiography (CIP 51.0910)

* Program Pre-requisites: Associate Degree or higher in an Allied Health field from an Accredited Institution and current registry in Adult Echocardiography is required. Prior education must have included: *Algebra, Physics, English, Anatomy & Physiology I & II.

Course Number	Course Title	Credits
First Semester (Spring 16 week)		
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
DSPE 1300	Introduction to Pedi Echo Techniques	3
DSPE 1265	Practicum – DMST, Intro to Pedi Echo	2
Second Semester (Summer 11 week)		
DSPE 2257	Echo Eval of Congenital Heart Disease 1	2
DSPE 2261	Clinical – DMST, Pedi Echo I	2
Third Semester (Fall 16 week)		
DSPE 2249	Echo Eval of Congenital Heart Disease 2	2
DSPE 2461	Clinical – DMST, Pedi Echo II	4
Fourth Semester (Spring 16 week)		
DSPE 2259	Advanced Pedi Echocardiography	2
DSPE 2462	Clinical – DMST, Pedi Echo III	4

Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography. 23

* Pre-requisite courses must be completed or in progress by the application deadline. Deadline is October 15th.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography -
Vascular Sonography (CIP 51.0910)

* **Program Pre-requisites:** Associate Degree or higher in an Allied Health Field from an Accredited Institution. Prior education must have included:
*Algebra, Physics, English, Anatomy & Physiology I & II. Must hold a professional credential

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester (Spring 16 week)		
** DMSO 1210	Introduction to Sonography	2
DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST, Intro to Vascular	3
Second Semester (Summer 11 week)		
** DSAE 2303	Cardiovascular Concepts	3
DSVT 2330	Cerebral Vascular Evaluation of Pathology	3
DSVT 2361	Clinical - DMST, Vascular I	3
Third Semester (Fall 16 week)		
** DSAE 1340	Diagnostic Electrocardiography	3
DSVT 2318	Peripheral Vascular Evaluation of Pathology	3
DSVT 2461	Clinical - DMST, Vascular II	4
Fourth Semester (Spring 16 week)		
DSVT 2335	Advanced Vascular Technology	3
DSVT 2462	Clinical - DMST, Vascular III	4

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Vascular Sonography 37

* Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is October 15th.
** Courses **may** be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Emergency Medical Technology Program

281-756-5625

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

Certificates: Advanced EMT, EMT Paramedic

Purpose: The Emergency Medical Technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hospital and ambulance settings. This program meets Texas Department of State Health Services (TDSHS) requirements for certification eligibility, and successful students may take the National Registry of Emergency Medical Technicians Registration Examination for Certification. Students must meet departmental standards to take the NREMT examinations. A fee is charged by the NREMT for certification examinations. There may also be additional charges for clinical and internship experiences. The Paramedic level of training is the highest in the EMS program and is designed for EMS practitioners in the 911 and non-emergency treatment and transport areas, hospital emergency department and other specialty areas, as well as industrial facilities and includes extensive instruction in patient assessment, emergency pharmacology, cardiology, advanced airway management and medical emergencies. The Advanced EMT is the intermediate level of instruction and includes advanced airway management and IV therapy. These skills are designed to successfully manage the trauma patient as well the stable medical patient by 911 and non-emergency transport providers, as well as advanced first responders in the Fire Department, Law Enforcement and Industrial Rescue Squad personnel. The EMT-Basic program is designed for persons in the emergency health care field, such as ambulance personnel, safety engineers, industrial nurses, rescue squad workers, child care personnel, policemen and firemen, as well as anyone who supervises or is responsible for the safety and well-being of a number of people. The Department of Emergency Medical Technology adheres to the curricula set forth by the U.S. Department of Transportation, the Texas State Department of Health Services, the American Heart Association, and the International Trauma Life Support Association.

Components of the curriculum include current treatment modalities including Advanced Cardiac Life Support, Basic Trauma Life Support, and advanced pediatric medical and trauma management.

Alvin Community College currently has an approved Letter of Review Self-Study Report (LSSR). A Letter of Review is NOT a CAAHEP accreditation status, it is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

Student Objectives:

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

Advanced EMT / Paramedic Program Requirements:

Students holding Texas or National Registry certification at the EMT-Basic level may be admitted according to space available each semester in either the Paramedic or Advanced EMT programs. Students holding Texas or National Registry certification at the Advanced EMT level may be admitted, according to space available each semester, in the Paramedic program. The AEMT/ Paramedic program accepts new students each Fall and Spring semesters. To be considered for admission to the EMS AEMT or Paramedic program, applicants must:

1. Be admitted to ACC for the EMS program (through Office of Admissions & Academic Advising);
2. Complete an application in the EMS office, S-108 and provide copies of any current certifications;
3. Have no background or criminal history that would make the applicant ineligible to attempt the National Registry 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 attempt the NR exam.

4. Be 18 years-of-age or older;
5. Possess a high school diploma or GED;
6. Pay the Texas Department of State Health Services registry application fees and all other associated fees;
7. Purchase appropriate clinical attire and equipment;

8. Purchase student liability insurance annually (subject to rate applicable at time of registration);
9. Complete a physical examination which includes TB skin test and document required immunizations upon enrollment in the program;
10. Have current CPR certification for healthcare professionals accredited by an education entity accepted by National Registry, dated within one year prior to the course starting date;
11. Students must submit information and successfully pass a criminal background check.
12. Students must successfully pass a 12 panel drug screen upon entering the EMS program.

Student Accountability:

Once accepted into the AEMT/Paramedic program:

1. Students are responsible for their transportation to and from the clinical facilities.
2. Students will abide by the EMS curriculum requirements in effect at the time they are accepted into the program.
3. All EMS courses must be completed with a grade of "B" or better to receive a Course Completion. Any grade below a "B" in any EMS class will be posted to the student's transcript but will result in a Course Completion NOT being issued.
4. Students must complete the program within one year for EMT and Advanced EMT certifications after initial acceptance. Paramedic students must complete within two years after initial acceptance.
5. Several Saturday departmental training and evaluation sessions are scheduled during the semester.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
FIRST YEAR		
First Semester		
EMSP 1160	Emergency Medical Technician - Basic Clinical	1
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1501	Emergency Medical Technician - Basic	5
HITT 1305	Medical Terminology	3
Second Semester		
EMSP 1166	EMS Practicum I	1
EMSP 1261	Paramedic Clinical I	2
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 2338	EMS Operations	3
Third Semester		
+BIOL 2401	Anatomy and Physiology I	4
EMSP 2160	Paramedic Clinical II	1
EMSP 2248	Emergency Pharmacology	2
EMSP 2444	Cardiology	4
SECOND YEAR		
First Semester		
+BIOL 2402	Anatomy and Physiology II	4
EMSP 2330	Special Populations	3
EMSP 2434	Medical Emergencies	4
+ENGL 1301	Composition I	3
Second Semester		
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
EMSP 2261	Paramedic Clinical III	2
EMSP 2243	Assessment Based Management	2
EMSP 2166	EMS Practicum II	1
Total Credits Required for A.A.S. Emergency Medical Technology Degree		60

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

Emergency Medical Technician Advanced Certificate (CIP 51.0904)

281-756-5625

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	1
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Paramedic Clinical I	2
EMSP 1166	EMS Practicum I	1
Total Credits Required for Certificate in Advanced Emergency Medical Technician		18

Emergency Medical Technology Paramedic Certificate (CIP 51.0904)

281-756-5625

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	1
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Paramedic Clinical I	2
EMSP 1166	EMS Practicum I	1
Third Semester		
EMSP 2444	Cardiology	4
EMSP 2248	Emergency Pharmacology	2
EMSP 2338	EMS Operations	3
EMSP 2160	Paramedic Clinical II	1
First Semester		
EMSP 2434	Medical Emergencies	4
EMSP 2261	Paramedic Clinical III	2
Second Semester		
EMSP 2330	Special Populations	3
EMSP 2243	Assessment Based Management	2
EMSP 2166	EMS Practicum II	1
Total Credits Required for Certificate in Emergency Medical Technology Paramedic		40

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

Purpose: The Associate of Applied Science Degree curriculum in Human Services-Substance Abuse Counseling provides theory, skills and knowledge used in the field of chemical dependency counseling, mental health and mental retardation. This program prepares graduates to work in human services, mental health and addiction counseling under supervision until completion of licensure requirements. Under clinical supervision, the substance abuse counseling student will conduct intake, assessment, treatment planning, individual and group counseling, work with state probation and correction officials supervising offenders, and provide direct client care. Students who work with individuals who have co-occurring illnesses (addiction and mental health) will consult and coordinate treatment with appropriate mental health professionals.

After completing required courses and practicum the student will be eligible to take the LCDC (Licensed Chemical Dependency Counselor) licensure examination. Passing this examination, meeting state ethical and legal requirements and completing additional hours of supervised clinical training, the student is eligible to be licensed as a Licensed Chemical Dependency Counselor in the State of Texas.

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
FIRST YEAR		
First Semester		
DAAC 1304	Pharmacology of Addiction	3
*DAAC 1364 or PMHS 1380	Practicum Substance Abuse Coop Ed I - Psychiatric/Mental Health Services	3
+ENGL 1301	Composition I	3
+PSYC 2301	General Psychology	3
SCWK 1313	Introduction to Social Work	3
Second Semester		
DAAC 1311	Counseling Theories	3
DAAC 1317	Basic Counseling Skills	3
DAAC 1380 or PMHS 1381	Coop Ed I - Alcohol/Drug Abuse Counseling Coop Ed II - Psychiatric/Mental Health Services	3
+ENGL 1302	Composition II	3
Elective	Select DAAC, PMHS or SCWK Elective	3
SECOND YEAR		
First Semester		
+Elective	Select from Mathematics or Life & Physical Science Core Curriculum	3
DAAC 1309	Assesments and Procedures	3
DAAC 1381 or PMHS 2380	Coop Ed II-Alcohol/Drug Abuse Counseling Coop Ed III-Psychiatric/Mental Health Services	3
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
+Creative Arts or +Language, Philosophy & Culture	Select from Creative Arts Core Curriculum Select from Language, Philosophy & Culture Core Curriculum	3
Second Semester		
DAAC 1305	Co-Occurring Disorders	3
DAAC 2306	Substance Abuse Prevention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2343	Current Issues	3
DAAC 2354	Dynamics of Group Counseling	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	

Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling 60

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

* Capstone Course

Human Services - Substance Abuse Counseling Certificate (CIP 51.1501) 281-756-3652

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

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

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

*Capstone Course

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ ENGL 1301	Composition I	3
+ MATH 1314	College Algebra	3
+ SPCH 1315 or SPCH 1318, or SPCH 2335	Public Speaking or Interpersonal Communication or Argumentation & Debate	3
POFI 1204	Computer Fundamentals	2
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
ENTC 1423	Strength of Materials	4
TECM 1317	Technical Trigonometry	3
* DFTG Electives	Select five DFTG Electives	20
Total Credits Required for Industrial Design Technology Degree		60

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

*To obtain a certificate of specialization, 20 hours of DFTG electives must be replaced with the required courses of that particular specialization. Drafting electives available unless previously completed for general certificate: DFTG 1433, 1445, 2423, 2406,2430, 2435, 2445, 2450, 2457, 2481, ARCE 1452.

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

Specialization in Pipe Design

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
ARCE 1452	Structural Drafting	4
DFTG 2423	Pipe Drafting	4
DFTG 2430	Civil Drafting	4
** DFTG 2445	Advanced Pipe Drafting	4
DFTG 2457 or 2481	Advanced Tech Pipe Design & Drafting or Cooperative Education-Drafting	4

Specialization in Mechanical Design

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
DFTG 1433	Mechanical Drafting	4
DFTG 1445	Parametric Modeling & Design	4
DFTG 2435	Adv Tech in Mech Des & Dftg	4
DFTG 2450	Geometric Dimensioning and Tolerancing	4
** DFTG 2406 or 2481	Machine Design or Cooperative Education-Drafting	4

**Capstone Course

Industrial Design Technology Certificate (CIP 15.1301)

281-756-3784

Articulated Credit

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

Program Requirements: A minimum of 32 hours is required for this certificate.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
POFI 1204	Computer Fundamentals	2
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
* DFTG Electives	Drafting Electives	12
Total Credits Required for Industrial Design Technology Certificate		30

* To obtain a certificate of specialization, 12 hours of DFTG electives must be replaced with the required courses of that particular specialization. Drafting electives available unless previously completed for general certificate: DFTG 1433, 1445, 2423, 2406, 2430, 2435, 2445, 2450, 2457, 2481, ARCE 1452.

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

Specialization in Pipe Design

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
DFTG 2423	Pipe Drafting	4
**DFTG 2445	Advanced Pipe Drafting	4
DFTG 2457 or 2481	Advanced Tech Pipe Design & Drafting or Cooperative Education-Drafting	4

Specialization in Mechanical Design

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
DFTG 1433	Mechanical Drafting	4
DFTG 1445	Parametric Modeling	4
** DFTG 2406 or 2481	Machine Design or Cooperative Education-Drafting	4

**Capstone Course

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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. **Must contact Department Chair prior to registering for Cooperative Education courses.**

(This degree may be attained completely on-line)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ SOCI 1301 or	Introductory Sociology	3
+ ECON 2301	Principles of Economics I	
+ ENGL 1301	Composition I	3
** + MATH 1314 or	College Algebra	3
MATH 1333	Contemporary Mathematics for Tech	
BMGT 1327	Principles of Management	3
BMGT 1345	Communication Skills for Managers	3
BMGT 2303	Problem Solving & Decision Making	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
* BMGT 2383	Cooperative Education-Business Administration & Management, General III	3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
HRPO 1391	Special Topics in Human Resource Management	3
HRPO 2301	Human Resources Management	3
MRKG 2333	Principles of Selling	3
MRKG 2349	Advertising & Sales Promotions	3
* MRKG 1301	Services Marketing/Management	3
MRKG 1311	Principles of Marketing	3
** POFI 1301 or	Computer Applications I	3
** BCIS 1305	Business Computer Applications	

Total Credits Required for A.A.S. Management Degree 60

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

* Capstone Course

** Students planning to transfer to a four year university need to take BCIS 1305 and MATH 1314.

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. **Must contact Department Chair prior to registering for Cooperative Education courses.**

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

Course Number	Course Title	Credits
BMGT 1327	Principles of Management	3
BMGT 1382	Cooperative Education I - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
*BMGT 2382	Cooperative Education II - Business Administration & Management, General II	3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
HRPO 2301	Human Resource Management	3
*MRKG 1301	Services Marketing & Management	3
MRKG 1311	Principles of Marketing	3
**POFI 1301 or	Computer Applications I	3
**BCIS 1305	Business Computer Applications	

Total Credits Required for Management Certificate 30

*Capstone Course

** Students planning to transfer to a four-year university need to take BCIS 1305.

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

The Neurodiagnostic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the committee on Accreditation for Education in Neurodiagnostic Technology (www.coa-ndt.org).

Admission Requirements:

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

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Neurodiagnostic Technology program by July 15th.
- c. Submit official transcripts from other colleges attended with application.
- d. Complete physical examination form which includes TB skin test and immunizations upon acceptance to the program.
- e. Not currently be on suspension or academic probation.
- f. A negative background check and a negative drug screen are required as a condition of full acceptance into the program.
- g. CPR certification will be taught in HPRS 1304.
- h. Personal health insurance is required (Student Health Insurance is available through ACC. Insurance form is available in S108.)

Advanced Standing

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

Progression Policy

1. The NDT students will abide by the admission and curriculum requirements of the NDT Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the NDT Program, all NDT courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the Program Director.
3. No grade below a C in a NDT or academic course will be acceptable.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the Clinical Instructor and the Program Director. This action may be taken at any time during the semester or at the end of the semester.
5. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any NDT course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
7. A student requiring hospitalization, or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within four (4) years after initial acceptance.

Neurodiagnostic Technology (NDT) (CIP 51.0903)

281-756-5644

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Pre-requisite Courses		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	3
+Mathematics	Select from Mathematics Core Curriculum	3
First Semester (Fall)		
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	3
HPRS 1304	Basic Health Profession Skills	3
PSYC 2314	Life Span Growth and Development	3
Second Semester (Spring)		
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1463	Electroneurodiagnostic Tech Clinical I	4
PSGT 1310	Neuroanatomy & Physiology	3
+SPCH 1318	Interpersonal Communications	3
+Creative Arts or Language, Philosophy & Culture	Select from Creative Arts or Select from Language, Philosophy & Culture Core Curriculum	3
Third Semester (Summer)		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Electroneurodiagnostic Clinical II	4
Fourth Semester (Fall)		
ENDT 2210	Evoked Potentials	2
ENDT 2661	Electroencephalography Clinical III	6
Total Credits Required for A.A.S. Neurodiagnostic Technology Degree		60

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

Neurodiagnostic Technology Advanced Technical Certificate (CIP 51.0903)

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

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

Admission Requirements:

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

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Neurodiagnostic Technology program by July 1st.
- c. Hold an Associate Degree in a health-related field.
- d. Submit official transcripts from where above degree was granted.
- e. Submit appropriate state licensure and/or credentials from one of the disciplines in (c) above.
- f. Complete physical examination and immunization form which includes TB skin test and immunizations upon acceptance into the program.
- g. Not currently be on suspension or academic probation.
- h. Current CPR certification – AHA Health Care Provider.
- i. A negative background check and negative drug screen are required as a condition of full acceptance into the program.
- j. Personal Health insurance is required (Insurance form is available in S108)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Fall Semester		
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	3
Spring Semester		
ENDT 1463	Electroneurodiagnostic Tech Clinical I	4
ENDT 2320	Electroneurodiagnostic Tech I	3
PSGT 1310	Neuroanatomy & Physiology	3
Summer Semester		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Electroneurodiagnostic Clinical II	4
Fall Semester		
ENDT 2210	Evoked Potentials	2
ENDT 2661	Electroencephalography Clinical III	6
Total Credits Required for A.T.C. Neurodiagnostic Technology Certificate		34

Intraoperative Neurophysiologic Monitoring Certificate (CIP 51.0903) 281-756-5644

Purpose: Intraoperative Neurophysiologic Monitoring (IONM) is an allied health specialty for recording electrical activity arising from the brain, spinal cord, peripheral nerves, somatosensory, or motor nerve systems during various surgeries using a variety of techniques and instruments. The IONM technologist works with patients of all ages in the surgical setting of the hospitals.

Program/Admission Requirements:

To be considered for admission to the Intraoperative Neurophysiologic Monitoring (IONM) certificate program, the applicant must:

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Intraoperative Neurophysiologic Monitoring (IONM) certificate program by December 1st.
- c. Hold a registry in Electroencephalography (EEG) or Evoked Potentials (EP) or an Associate Degree.
- d. Submit official transcripts from where above degree was granted.
- e. Submit appropriate registry credentials from one of the disciplines in (C) above.
- f. Complete a physical examination and immunization upon acceptance..
- g. Not currently be on suspension or academic probation.
- h. Possess a current CPR certification – AHA Health Care Provider.
- i. Agree to a background check conducted as a condition of full acceptance in the Intraoperative Neurophysiologic Monitoring (IONM) certificate program.
- j. Have completed BIOL 2401 with a grade no lower than a C prior to admission and must have completed the course within the last 5 years.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Prerequisite		
BIOL 2401	Anatomy & Physiology I	4
First Semester (Spring)		
IONM 1570	Intro to IONM Topics	5
PSGT 1310	Neuroanatomy Physiology	3
ENDT 2210	Evoked Potentials	2
Second Semester (Summer)		
IONM 1270	Modalities for Spine Surgery	2
IONM 1572	IONM Clinical I	5
IONM 2270	Modalities in Specialty Procedures	2
ENDT 2215	Nerve Conduction Studies	2
Third Semester (Fall)		
IONM 2570	IONM Clinical II	5
ENDT 1345	Applied Electronics & Instrumentation	3
ENDT 1350	Electroencephalography	3

Total Credits Required for Intraoperative Neurophysiologic Monitoring Certificate.....36

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

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

At the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

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

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

ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

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

Admission Requirements:

A new class begins each fall and spring semester. Applications are available at www.alvincollege.edu during the application period. Application periods are typically in February and September. Refer to the website for the specific dates of each application period. Qualified applicants are admitted according to space available. To be considered for admission to the Associate Degree Nursing (ADN) Program, the applicant must:

1. Be fully admitted to Alvin Community College.
2. Submit an ADN application to the ADN department during the application period.
3. Submit, by the application deadline, proof to the ADN department of having met the following minimum admission standards:
 - a. HESI A2 test score of 75 or higher on the cumulative and a 75 or higher on the Reading section. The following HESI A2 sections must be taken: Math, Reading Comprehension, Vocabulary and General Knowledge, Grammar, and Anatomy and Physiology. Section scores may be combined from more than one HESI A2 test. All HESI A2 section scores must be less than or equal to 5 years old as of the ADN application deadline. ADN applicants may repeat individual HESI-A2 sections. For any two HESI sections repeated less than 30 days apart, the earlier section score is counted and the latter section score is not used, regardless of which section score is the highest. For any two HESI A2 sections repeated 30 or more days apart, the highest section score is counted.
(The ADN department does not accept HESI A2 score reports from students. HESI A2 score reports are automatically available to the ADN department if the HESI A2 is taken at Alvin Community College. If the HESI A2 is taken elsewhere, the applicant must pay a fee to Elsevier to have the official score report sent to the ADN department.)
 - b. TSI (Texas Success Initiative) requirement satisfied as determined by ACC's testing and placement policies. Transfer students must meet the transfer institution's TSI requirements if not enrolled at ACC.
 - c. Cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.
 - d. Receipt of at least two (2) of the three (3) immunizations for Hepatitis B or proof of Hepatitis-B immunity upon application. The series of three (3) immunizations must be completed by the start date of the program
4. Attend one of the mandatory ADN Applicant meetings discussing specific program policies and requirements held during the application period.
5. Submit to the ACC Registrar's office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities, and visual/performing arts.
6. Have completed or be in-progress in taking the prerequisite courses of BIOL 2401, BIOL 2402, PSYC 2301, and ENGL 1301.
7. Students are ineligible for admission if at the time of application transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, and 2420) taken within five years of the application deadline. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.

Selection for Admission

Admission to the ADN program is competitive. After the application deadline, applicants are ranked primarily according to the number of completed courses in the ADN curriculum, the GPA of those courses, and HESI A2 test scores. Priority admission is given to applicants who: 1) achieved high standardized test scores (HESI A2); 2) earned a high grade point average in the ADN curriculum academic coursework; 3) completed, or are in progress in, BIOL 2420. Additional consideration is given to applicants who: 1) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years from the application deadline; 2) complete ADN curriculum courses at ACC; 3) hold a Bachelor's or higher degree from an accredited college or university; and, 4) reside in the ACC tax district.

Program information:

1. BIOL 2401, 2402, and 2420 must be taken within five years of application deadline. BIOL courses completed more than five years prior to the application deadline must be repeated or the student may demonstrate competency through a written examination. Contact the ADN department for information about the examination.
2. Requirements to be completed after initial acceptance and before the start of the program include:
 - a. Complete the prerequisite courses of BIOL 2401, BIOL 2402, PSYC 2301, and ENGL 1301.
 - b. Complete two criminal background checks. A social security number is required and will be verified during the background checks. The first is a DPS/FBI background check that the Texas Board of Nursing requires on all accepted nursing students. The second background check is done by a private firm and is required by clinical affiliates. See ADN information packet for further information about BON background check procedures. A satisfactory criminal background check as determined by the requirements of the Texas BON and clinical affiliates is required for final admission into the ADN program. Individuals with felonies are ineligible for admission. A person with a criminal history other than a felony may be eligible to be considered for admission if:
 - i. The Texas Board of Nursing indicates in a letter that a "Declaratory Order" (D.O.) was received and the individual is eligible to apply to take the licensure examination. The BON website, www.bon.state.tx.us, contains eligibility questions and the petition for the declaratory order. And,
 - ii. The ADN clinical affiliates permit the person to practice in their agency.
 - c. CPR Certification from American Heart Association: Basic Life Support (BLS) for Health Care Providers.
 - d. Physical examination. Form provided by the department.
 - e. Up-to-date immunizations as required by the Texas Department of Health and Clinical Affiliates. (measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella, hepatitis "B" series of 3 immunizations, seasonal flu; positive titers are required for rubella and varicella)
 - f. Negative tuberculin screen. (yearly)
 - g. Negative drug test.
 - h. Purchase of a school uniform and lab supplies.
 - i. Purchase of an i-Pad, Kindle Fire, or tablet if the student does not have one already. The device enables access to medical and nursing information and use of electronic health record documentation when the student is at clinical sites.
3. Each student is required to pay for standardized, computerized tests that are administered throughout the program.
4. Students attend various clinical sites in the Houston/Galveston region throughout the program. Clinical times/days vary each semester and include weekend and evening hours.
5. Applicants with credits from institutions outside the United States must have their foreign transcripts evaluated by one of the approved companies listed in the Evaluation of Credit from Foreign Institutions section of the College Catalog. The ADN department will use the evaluation company's report when assessing the applicant's foreign credits and grades. The applicant must submit the original evaluation report to either the ADN department or the Enrollment Services Center by the nursing application deadline.

Transfer of Nursing Credits:

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

Readmission of Former ACC ADN Students:

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

1. A student who has withdrawn from the ADN program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter the first semester must reapply during the program application period and be ranked with that applicant pool.
2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.
3. Re-entering students must abide by the current admission, curriculum and program requirements of the department.

4. Students are readmitted on a space available basis.
5. Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
6. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior. The decision to deny or accept readmission will be made by a faculty review committee.
7. Students who are unsuccessful in a professional nursing program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition track. Eligibility penalties for the "D's, F's or W's" earned in nursing courses while previously enrolled in the professional nursing program are eliminated for these students.
8. All courses must be completed within five (5) years of original enrollment date into the ADN program.
9. Students re-entering the program following the curriculum change that will be implemented as of Fall 2015 will be required to follow the new curriculum.

Progression / Dismissal Policies:

1. Students will abide by the current ADN admission, curriculum and program requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.
2. Once a student has enrolled in the ADN Program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five (5) years of the initial acceptance.
3. No grade below a C in nursing curriculum science and nursing courses will be acceptable for progression.
4. In order to receive a grade of C, a minimum grade of 75% must be attained in each nursing course.
5. Once enrolled in the ADN program, a student who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible, re-enroll in that course before enrolling in a subsequent nursing course.
6. A student who withdraws from a nursing course with a related clinical component must withdraw from the corresponding course.
7. A student who receives a grade of D or F in a nursing course with a related clinical component will be assigned the grade of "R" in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course. Each semester's co-requisite RNSG courses must be completed with a minimum grade of C in order to progress.
8. A student must achieve an overall GPA of 2.0 in all courses in the nursing curriculum in order to progress to the next nursing course.
9. Once enrolled in the ADN program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. A break in enrollment includes: 1) Receipt of a grade of D, F, or W in a nursing course requiring a repeat of the course, 2) Withdrawal from a nursing course with a clinical component, and 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer).
10. A student will be readmitted only once to the program. Following a second D, F, or break in enrollment during the program, a student is ineligible for readmission. Students may petition for re-admission when a withdrawal from an RNSG course occurs due to a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
11. Consideration for readmission will be on an individual basis and as space permits. A student not enrolled in a nursing course for one or more semesters (excluding summer) will be required to demonstrate competency in previously completed nursing courses prior to readmission. Refer to section "Readmission of Former ACC ADN Students".
12. A student will be terminated from the ADN Program if they have received more than one (1) D or F in a nursing course, and/or in BIOL 2401, BIOL 2402 and/or BIOL 2420. This includes courses which have been repeated and a passing grade (A, B or C) received in a subsequent attempt, regardless of the college or university where the initial grade (D or F) was received. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt. A student currently enrolled in the second year of the program who receives more than one D, F, or W in a single semester is eligible to be considered for re-enrollment if they have not posted a previous D, F, or W.
13. Co-Requisite courses must be completed for a student to progress to the next semester.
14. A student may be dismissed from the program for demonstration of unprofessional and unsafe behaviors as described in the Texas Administration Code 215.8. When dismissed, an "F" will be assigned to the RNSG course where the behavior occurred. A "W" will be assigned to any other RNSG courses taken concurrently.
15. A student may be dismissed from the program for academic dishonesty. When dismissed, an "F" will be assigned to the RNSG course where the behavior occurred. A "W" will be assigned to any other RNSG courses taken concurrently.
16. Notification by the BON that a student has been involved in criminal activity may result in temporary withdrawal or termination from the ADN program.

Nursing (ADN) (CIP 51.3801)

281-756-5630

Associate of Applied Science Degree Program (A.A.S.)
with a Field of Study Curriculum in Nursing

The following courses have been adopted by theTHECB as a Field of Study Curriculum in Nursing: BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, and PSYC 2314.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Prerequisites		
^ + BIOL 2401	Anatomy & Physiology I	4
^ + BIOL 2402	Anatomy & Physiology II	4
+ ENGL 1301	Composition I	3
^ + PSYC 2301	General Psychology	3
First Semester		
* + PSYC 2314	Life-Span Growth & Development	3
RNSG 1219	Integrated Nursing Skills I	2
RNSG 1260	Clinical I RN	2
RNSG 1523	Introduction to Professional Nursing for Integrated Programs	5
Second Semester		
* + BIOL 2420	Microbiology	4
RNSG 2504	Integrated Care of the Patient with Common Health Care Needs	5
RNSG 1129	Integrated Nursing Skills II	1
RNSG 1461	Clinical II RN	4
Third Semester		
RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
RNSG 2462	Clinical III RN	4
* + Creative Arts or	Select from Creative Arts Core Curriculum	3
* + Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
Fourth Semester		
RNSG 2435	Integrated Patient Care Management	4
RNSG 2463	Clinical - Childbearing/Childrearing	4
Total Credits Required for A.A.S. Nursing		60

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

^ Field of Study Curriculum course.

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

Priority admission for applicants who:

- 1) achieved high standardized test scores,
- 2) earned a high grade point average in the ADN curriculum academic coursework, and
- 3) completed or are in progress in BIOL 2420.

Nursing Transition (LVN-to-ADN) (CIP 51.3801)

281-756-5630

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

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

Upon successful completion of the program, the graduate is eligible to make application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

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

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

Selection for Admission: Admission to the LVN-to-ADN program is competitive. After the application deadline, applicants are ranked primarily according to the number of completed courses in the ADN curriculum, the GPA of those courses, and HESI A2 test scores. Priority admission is given to applicants who: 1) achieved high standardized test scores (HESI A2); 2) earned a high grade point average in the ADN curriculum academic coursework; 3) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years from the application deadline; 4) complete ADN curriculum courses at ACC; 5) hold a Bachelor's or higher degree from an accredited college or university; 6) reside in the ACC tax district; and, 7) have acute-care work experience.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Prerequisites		
+ ENGL 1301	Composition I	3
+ PSYC 2301	General Psychology	3
* PSYC 2314	Life-Span Growth & Development	3
+ BIOL 2401	Anatomy & Physiology I	4
+ BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology	4
First Semester		
RNSG 1240	Professional Nursing Skills for Articulating Students	2
RNSG 1262	Clinical I - RN Transition	2
RNSG 1327	Transition to Professional Nursing	3
Credit for Prior Learning	RNSG 1219, RNSG 1523, RNSG 2504	12
Second Semester		
RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
RNSG 2462	Clinical III - RN	4
* + Creative Arts or	Select from Creative Arts Core Curriculum or	3
* + Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
Third Semester		
RNSG 2463	Clinical - Childbearing/Childrearing	4
RNSG 2435	Integrated Patient Care Management	4
Total Credits Required for A.A.S. Nursing		60

+ Denotes core requirement.

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

Articulated Credit

Purpose: The purpose of the Alvin Community College Vocational Nursing Program (ACC VN Program or VN Program) is to provide a Texas Board of Nursing (BON) approved educational curriculum designed to prepare students to be eligible to write the National Council of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN), after the student has successfully completed the VN program. Those passing this examination will become licensed to practice Vocational Nursing in the State of Texas. The program delivers the instruction necessary for the LVN to function, at an entry level, in the following roles: as a member of the profession, as a provider of patient centered care, as a patient safety advocate, and as a member of the healthcare team. LVN practice is a directed scope of practice. VN licensure enables the nurse to care for clients with predictable health care needs in a variety of healthcare settings while under the supervision of a registered nurse, advance practice registered nurse, physician's assistant, physician, dentist or podiatrist.

Accreditation: The program is fully approved by the Texas Board of Nursing (BON). The stated mission of the BON is to protect and promote the welfare and safety of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely.

Procedure for Program Application for Conditional Admission: A new class begins each Summer Session I. The first class that you may apply for begins June 2, 2016. Enrollment is limited to 30-50 qualified applicants per class. The number of students accepted will depend upon instructor and clinical site availability. To be considered for conditional admission to the ACC VN program, the applicant MUST complete the following steps by the application deadline, the steps do not have to be completed in the order in which they are listed:

1. Be fully admitted to the college, then submit a completed online VN application at www.alvincollege.edu/LVN during application period. See the VN website for exact dates of application period. Applications may be accessed on the website on the first day of the application period and will not be accepted after the close of the application period.
2. Attend a Vocational Nursing applicant meeting. Check the VN website for meeting location, dates, and times. The last meeting is conducted on the application deadline date. All required application documents should be turned in at an applicant meeting. **CHILDREN ARE NOT ALLOWED TO ATTEND.**
3. Provide official proof of high school level education. If you need information regarding evaluation of foreign credits, please refer to the "Academic Policies & Regulations" section of this catalog.
4. Submit HESI A2 exam scores to the VN department. It is required that applicants take the following sections of the exam: Math, Reading, Comprehension, Vocabulary & General Knowledge, Grammar, Anatomy & Physiology and Critical Thinking. VN applicants may combine section scores from different HESI exams. If an applicant wishes to repeat the entire exam, or repeat specific sections, at least 30 days must elapse prior to retesting. HESI A2 scores for all required test sections must be less than five years old as of the application deadline. If the exam is taken at ACC, the VN department automatically receives a score report. If the exam is taken elsewhere, you must have the results sent directly to the ACC VN department, and it may take up to 2 weeks for us to receive them. Plan accordingly, we MUST receive the exam scores no later than the application deadline.
5. Submit proof of Hepatitis-B (HBV) vaccine injection #1, or proof of HBV immunity.

Selection for Admission: Admission to the VN program is competitive. There are no prerequisite courses for the VN program. After the application deadline, applicants are ranked according to their HESI-A2 exam scores. Applicants must achieve a reading comprehension score of 70% or better and a composite score of 65% or better. Additional admission preference is given to applicants achieving the required HESI exam scores if they:

1. Live in-district for Alvin Community College. To determine if you reside within the district, contact the Enrollment Services Center @ 281-756-3531.
2. Have completed Biology 2401 Anatomy & Physiology I and Biology 2402 Anatomy & Physiology II by the application deadline. The grade attained in each course must be a "C" or better, and must be no more than 5 years old as of the application deadline.

Program Information:

1. The total cost for the VN Program is approximately \$5,800 for students living in-district and approximately \$7,600 for students living out-of-district. This includes all tuition and fees, HESI A2 fee, required CPR certification, malpractice insurance, books, miscellaneous supplies, uniforms, plus costs related to graduation and licensure. The cost of personal health insurance and transportation are the student's responsibility. Note: Costs are subject to change without notice.
2. The VN program reserves the right to dismiss, at any time, any student. The reasons for dismissal include, but are not limited to, the infractions listed in BON rule # 214.8. The VN Program adheres to ACC Academic Dishonesty & Integrity policies and procedures.
3. The program consists of both academic courses and associated clinical learning experiences as required by the BON. The student must demonstrate the ability to meet the course objectives identified in each academic course plus the learning and skill performance objectives identified for each required clinical practice area in order to progress in the program.
4. The ACC VN program is affiliated with a variety of healthcare facilities in order to provide the clinical experiences required by the BON. The days and shifts available for clinical vary from facility to facility. Clinical assignments can be in any geographical area in Brazoria County or the counties surrounding it. Clinical hours can be scheduled for any hour on any day of the week.
5. Requirements that must be completed **after** conditional acceptance in order to become fully accepted:

Note: These requirements **must be met by the date listed in the packet sent to accepted students.** The acceptance packet will include instructions on how to complete the following steps.

- a. Attend the VN Program orientation for the class of 2016-2017 (date and time TBA).
- b. Have healthcare provider complete, sign, and date a "Statement of Fitness", VN department will provide the form.
- c. Pay for/arrange for and complete two criminal background checks. Results of background checks must be deemed as satisfactory according to the requirements of VN clinical affiliates, and must meet the eligibility criteria, as determined by the BON, that will allow graduated students to write for the NCLEX-PN. A social security number is required and will be verified during the background checks. One of the background checks is done by a private firm and is required by clinical affiliates. The other is a DPS/FBI background check that the Texas Board of Nursing requires for all nursing students. See VN information packet for further information about BON background check procedures.

Note: Persons convicted of a felony offense, those who have received deferred adjudication for a felony offense, those on probation for a felony offense, and those appealing a felony conviction, are not eligible for admission to the ACC VN Program. The ACC VN program defines the term "conviction" as BON rule 213.1.12 does.
- d. Pay for and submit a urine drug screen. This is done on program orientation day, the screen must be negative in order to maintain your accepted student status.
- e. Obtain CPR certification from the American Heart Association, it **must** be for Basic Life Support (BLS) for Healthcare Providers.

- f. Provide proof of the following:
 - a. Up-to-date immunizations or proof of immunity – measles mumps, rubella (titer required), tetanus, diphtheria, pertussis (booster required after age 18), varicella (titer required), all 3 injections of the Hepatitis B vaccine series, seasonal flu.
 - b. Negative TB skin test or CXR.
- g. Pay for lab supplies.
- h. Order and pay for VN uniforms on program orientation day.

Transfer Students / Readmission Students

1. Applicants from ADN or VN programs not affiliated with ACC are considered new students. They must apply during the application period, and they must meet & abide by the current VN admission, curriculum, and program requirements. Courses from other ADN or VN programs will be evaluated for transfer on an individual basis by the VN Department Chair. The courses must be no older than 2 years as of the application date. Evidence of competency in previously completed nursing courses will be required before the courses are accepted for transfer. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.
2. ACC ADN students who wish to join the VN program may apply. If the student must enter VN program in the first semester, they must apply to the program along with all other applicants. They must meet & abide by the current VN admission, curriculum, and program requirements.
3. ACC ADN students who wish to enter the VN program in the Fall Semester will be placed on a wait list after filling out an application. The students will be admitted on a space available basis, if they meet & abide by the current VN admission, curriculum, and program requirements. Evidence of competency in previously completed nursing courses will be required before the courses are accepted. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.
4. ACC VN students who fail to complete the program in the first semester and wish to make a second attempt must reapply to the program. They must meet & abide by the current VN admission, curriculum, and program requirements.
5. Students are allowed two attempts, maximum, to complete the program. The second attempt must be made within 1 year of the previous withdrawal from the program.
6. ACC VN students who complete the Summer Semester successfully, but fail to complete the Fall Semester may return for one further attempt. The second attempt must be made within 1 year of the previous withdrawal from the program. They must complete a new program application, and must meet & abide by the current VN admission, curriculum, and program requirements. The students will then be placed on a wait list and admitted as space permits. Evidence of competency in previously completed nursing courses will be required before the courses are accepted. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.
 The ACC VN program does not readmit VN students, or accept students from other nursing programs if they:
 - failed clinically, or;
 - were dismissed for professional behavior issues, or;
 - committed acts of academic dishonesty

Progression and Dismissal Policies:

1. Once a student has entered the VN program, all nursing courses and related courses must be completed in the sequence shown in the VN curriculum.
2. Students must attain a “C” or better in all required courses. An average of 75% is the lowest score accepted as a “C”.
3. In classes that have both a classroom and clinical component, the student must attain a 75 % or greater average in both components. If a student receives a grade of less than 75% average in either component, the student cannot continue either course. The student must withdraw from the program and, if eligible, reapply to the program within the required time-frame.
4. The maximum allowable number of absences in Summer Semester (11 week) is two per academic course, and one total for clinical. The maximum allowable absences in the Fall and Spring Semesters (sixteen weeks each) is three per academic course and two total for clinical. Tardy is defined as more than 15 minutes late. Three instances of being tardy to a class or clinical equals one absence in that class or clinical.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Summer Semester		
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1160	Clinical - Practical Nurse I	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1420	Anatomy & Physiology for Allied Health	4
VNSG 1423	Basic Nursing Skills	4
Fall Semester		
VNSG 1329	Medical-Surgical Nursing I	3
VNSG 1331	Pharmacology	3
VNSG 1332	Medical-Surgical Nursing II	3
VNSG 1660	Clinical - Practical Nurse II	6
Spring Semester		
VNSG 1219	Professional Development	2
VNSG 1226	Geriatrics	2
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1301	Mental Health & Mental Illness	3
VNSG 1661	Clinical - Practical Nurse III	6

Total Credits Required for Vocational Nursing Certificate44

Office Administration – Administrative Assistant (CIP 52.0402)

281-756-3822

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

Program Requirements: The two-year curriculum in Office Administration provides instruction in areas required for competence as an administrative assistant in an office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

Associate of Applied Science Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
POFI 1301	Computer Applications I	3
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding (Word)	3
Second Semester		
ACNT 1303	Introduction to Accounting (QuickBooks)	3
BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, Visio)	3
POFI 2301	Word Processing (Word)	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
Third Semester		
POFI 1349	Spreadsheets (Excel)	3
POFT 1325	Business Math Using Technology	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
Emphasis Electives:	Select two courses from Emphasis Electives:	6
ACNT 1311	Intro to Computerized Accounting (QuickBooks)	
POFI 2350	Database (Access)	
HITT 1305	Medical Terminology I	
POFM 1317	Medical Administrative Support (Medisoft)	
Fourth Semester		
+ENGL 1301	Composition I	3
+MATH 1314 or MATH 1333	College Algebra or Contemporary Math for Tech	3
+SPCH 1315 or 1318	Public Speaking or Interpersonal Communications	3
+Creative Arts or	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3

Total Credits Required for AAS Office Administration-Administrative Assistant 60

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

*Capstone course.

**Course description is under the Management department.

Office Administration – Office Assistant Certificate (CIP 52.0408)

Articulated Credit

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
POFI 1301	Computer Applications I	3
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding (Word)	3
Second Semester		
ACNT 1303	Introduction to Accounting (QuickBooks)	3
BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, Visio)	3
*POFT 1382	Co-Op-General Office Occupations & Clerical Services	3
POFI 2301	Word Processing (Word)	3
Total Credits Required for Office Assistant Certificate Program		30

*Capstone course.

Office Administration – Administrative Support Certificate (CIP 52.0401)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
POFI 1301	Computer Applications I	3
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding (Word)	3
Second Semester		
ACNT 1303	Introduction to Accounting (QuickBooks)	3
**BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, Visio)	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
POFI 2301	Word Processing (Word)	3
Third Semester		
POFI 1349	Spreadsheets (Excel)	3
POFT 1325	Business Math Using Technology	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
Emphasis Electives	Select Two Courses from Emphasis Elective List:	6
ACNT 1311	Intro to Computerized Accounting (QuickBooks)	
POFI 2350	Databases (Access)	
HITT 1305	Medical Terminology	
POFM 1317	Medical Administrative Support (Medisoft)	
Total Credits Required for Administrative Support Certificate Program		45

*Capstone course.

**Course description is under the Management department.

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified Paralegal may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester co-op (internship). An internship provides the opportunity for students to make a practical application of their classroom education.

Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and / or contact the department chair for assistance with choosing courses.

Associate of Applied Science Degree Program

Course Number	Course Title	Credits
+ ENGL 1301	Composition I	3
Fa LGLA 1301	Legal Research & Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1345	Civil Litigation	3
LGLA 1351	Contracts	3
Fa LGLA 1353	Wills, Trust and Probate Administration	3
Sp LGLA 1355	Family Law	3
LGLA 1359	Immigration Law	3
* LGLA 1380	Cooperative Ed - Paralegal	3
POFI 1301	Computer Applications I	3
Fa LGLA 2303	Torts and Personal Injury	3
LGLA 2305	Interviewing and Investigating	3
LGLA 2311	Business Organizations	3
Sp LGLA 2313	Criminal Law & Procedure	3
LGLA 2323	Intellectual Property	3
* LGLA 2381	Cooperative Ed - Paralegal	3
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Mathematics or	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
+ SPCH 1315 or	Public Speaking	3
+ SPCH 1318	Interpersonal Communication	

Total Credits Required for A.A.S. Paralegal Degree 60

- + Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
- * Capstone Course
- Fa Course offered Fall only.
- Sp Course offered Spring only.

If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

Paralegal Certificate (CIP 22.0302)

281-756-3642

The Paralegal Certificate program is designed for individuals who would like to obtain their paralegal education and enter the job market as quickly as possible. This program is also a great option for individuals who presently have an associate or bachelor's degree, from an accredited college, in a different field of study. Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and/or contact the department chair for assistance with choosing courses.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ ENGL 1301	Composition I	3
Fa LGLA 1301	Legal Research & Writing	3
LGLA 1345	Civil Litigation	3
LGLA 1351	Contracts	3
Fa LGLA 1353	Wills, Trust, and Probate Administration	3
Sp LGLA 1355	Family Law	3
LGLA 1359	Immigration Law	3
* LGLA 1380	Cooperative Ed - Paralegal	3
POFI 1301	Computer Applications I	3
LGLA 2303	Torts and Personal Injury	3
LGLA 2305	Interviewing & Investigating	3
Sp LGLA 2313	Criminal Law & Procedure	3
LGLA 2311	Business Organizations	3
LGLA 2323	Intellectual Property	3
* LGLA 2381	Cooperative Ed - Paralegal	3
Total Credits Required for Paralegal Certificate		45

- +Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
- * Capstone course. If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.
- Fa Course offered Fall only.
- Sp Course offered Spring only.

Pharmacy Technician (CIP 51.0805)

281-756-3805

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Pharmacy Technician Program offers a 2 year curriculum to prepare individuals for an allied health career working in a pharmacy. The program prepares you to take the Pharmacy Technician Certification Exam. Once certified, you will be able to work in retail pharmacies, hospital pharmacies, and mail order pharmacies. The 2 year curriculum provides courses in Management allowing you to gain knowledge needed to move into management.

Program Requirements:

1. Have a high school diploma or GED.
2. Apply to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation at any college.
4. Interview with the Department Chair of the program.
5. All students are required to make a C or greater for all pharmacy technician courses.
6. A background check will be conducted by the State of Texas Pharmacy Board when applying for "technician in training" status. You must not have any felonies (in the last 5 years) or drug convictions.
7. A drug test is required for clinical rotation.
8. Current immunizations required for clinical rotation.
9. CPR certification required for clinical rotation.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
+ENGL 1301	Composition I	3
PHRA 1301	Introduction to Pharmacy	3
PHRA 1315	Pharmacy Terminology	3
+SPCH	Select SPCH course from Component Area Options Core Curriculum	3
Second Semester		
BMGT 1327	Principles of Management	3
HRPO 1311	Human Relations	3
PHRA 1205	Drug Classification	2
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1313	Community Pharmacy Practice	3
Third Semester		
+CHEM 1405	Introductory to Chemistry	4
PHRA 1304	Pharmacy Therapy and Disease Process	3
PHRA 1349	Institutional Pharmacy Practice	3
Fourth Semester		
HRPO 2301	Human Resource Management	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1445	Compounding, Sterile Preparations & Aseptic Techniques	4
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Fifth Semester		
+Creative Arts or	Select from Creative Arts Core Curriculum or	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
MRKG 1311	Principles of Marketing	3
PHRA 1291	Special Topics for Pharmacy Technicians	2
PHRA 2262	Clinical - Pharmacy Technician	2
Total Credits Required for A.A.S. Pharmacy Technician Degree		60

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

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

Program Requirements:

1. Have a high school diploma or GED.
2. Apply to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation at any college.
4. Interview with the Department Chair of the program.
5. All students are required to make a C or greater for all pharmacy technician courses.
6. A background check will be conducted by the State of Texas Pharmacy Board when applying for "technician in training" status. You must not have any felonies (in the last 5 years) or drug convictions.
7. A drug test is required for clinical rotation.
8. Current immunizations required for clinical rotation.
9. CPR certification required for clinical rotation.

Course Number	Course Title	<i>Credits</i>
First Semester		
PHRA 1205	Drug Classification	2
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1313	Community Pharmacy Practice	3
PHRA 1315	Pharmacy Terminology	3
Second Semester		
PHRA 1349	Institutional Pharmacy Practice	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1445	Compounding, Sterile Preparations & Aseptic Techniques	4
PHRA 2262	Clinical - Pharmacy Technician	2
Total Credits Required for Pharmacy Technician Certificate		27

Polysomnography - Sleep Medicine

281-756-5655

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a degree that includes lectures, lab experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT).

The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

Admission Requirements

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

- a. make an application to Alvin Community College and fulfill the admission requirements.
- b. make an application to the Polysomnography program by November 1, 2014.
- c. submit official transcripts from other colleges attended with application.
- d. complete pre-requisites before January start date.
- e. interview with the Program Director
- f. complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
- g. not currently be on suspension or academic probation.
- h. have current CPR certification - AHA Health Care Provider (will be taught in HPRS 1310).
- i. as condition of full acceptance into the program, a student must have a negative criminal background check and a clear drug screen.
- j. Students must have proof of medical health insurance

Progression Policy

1. The Polysomnography students will abide by the admission and curriculum requirements of the Polysomnography Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Polysomnography Program, all Polysomnography courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the Program Director.
3. No grade below a C in a Polysomnography or academic course will be acceptable.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the Clinical Instructor and the Program Director. This action may be taken at any time during the semester or at the end of the semester.
5. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any Polysomnography course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
7. A student requiring hospitalization, or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within three (3) years after initial acceptance.

Advanced Standing

1. **Advanced standing applies to those Polysomnography personnel** who have work experience and have not completed the associate degree program.
2. Polysomnography professional with at least two (2) years full-time experience in the field will have the opportunity to challenge polysomnography courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.
4. Not all Polysomnography courses may be challenged. For each credit hour granted by examination, a credit must be taken on this campus

Polysomnography - Sleep Medicine (CIP 51.0903)
 Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

281-756-5655

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Pre-requisites		
* +BIOL 2401	Anatomy & Physiology I	4
* +BIOL 2402	Anatomy & Physiology II	4
* +ENGL 1301	Composition I	3
First Semester (Spring)		
HPRS 1304	Basic Health Profession Skills	3
PSGT 1205	Neurophysiology of Sleep	2
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1340	Sleep Disorders	3
PSGT 1400	Polysomnography I	4
Second Semester (Summer)		
PSGT 1260	Polysomnography Clinical I	2
PSGT 2205	Sleep Scoring & Staging	2
RSPT 1310	Respiratory Care Procedures	3
Third Semester (Fall)		
PSGT 2411	Polysomnography II	4
PSGT 2660	Polysomnography Clinical II	6
RSPT 2239	Advanced Cardiac Life Support	2
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Fourth Semester (Spring)		
PSGT 1191	Special Topics	1
PSGT 2250	Infant and Pediatric Polysomnography	2
PSGT 2661	Polysomnography Clinical III	6
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
Total Credits Required for A.A.S. Polysomnography		60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
 *Pre-requisite courses must be completed before January start date.

Purpose

Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods. PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, lab experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT.)

Admission Requirements

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

- a. make an application to Alvin Community College and fulfill the admission requirements.
- b. make an application to the Polysomnography program.
- c. have an Associate Degree in a Health Care field.
- d. submit official transcripts from college where above degree was granted.
- e. submit appropriate state licensure and/or credentials.
- f. interview with the Program Director
- g. complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
- h. not currently be on suspension or academic probation.
- i. have current CPR certification - AHA Health Care Provider.
- j. have a negative criminal background check and a clear drug screen as a condition of full acceptance into the program.
- k. must have proof of medical health insurance

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Spring Semester		
PSGT 1205	Neurophysiology of Sleep	2
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1340	Sleep Disorders	3
PSGT 1400	Polysomnography I	4
Summer Semester		
PSGT 1260	Polysomnography Clinical I	2
PSGT 2205	Sleep Scoring & Staging	2
* RSPT 1310	Respiratory Care Procedures	3
Fall Semester		
PSGT 2411	Polysomnography II	4
PSGT 2660	Polysomnography Clinical II	6
RSPT 2239	Advanced Cardiac Life Support	2
Spring Semester		
PSGT 1191	Special Topics	1
PSGT 2250	Infant and Pediatric Polysomnography	2
PSGT 2661	Polysomnography Clinical III	6

Total Credits Required for Advanced Technical Certificate in Polysomnography 40

*Student must take RSPT 1310 (Respiratory Care Procedures) if he/she is not a Registered Respiratory Therapist.

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
+ ENGL 1301	Composition I	3
+ MATH 1332 or	Contemporary Mathematics I	3
+ MATH 1314 or	College Algebra	
MATH 1333	Contemporary Math for Tech	
+ SPCH 1315 or	Public Speaking	3
+ SPCH 1318	Interpersonal Communications	
CTEC 1401	Applied Petrochemical Technology (Physics)	4
PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health, and Environmnet	3
PTAC 1332	Process Instrumentation I	3
PTAC 1310	Process Technology I (Equipment)	3
PTAC 1354 or	Industrial Processes	3
**CTEC 2380	Cooperative Ed-Process Technology	
PTAC 2314	Quality, Statistical Process Control & Economics	3
PTAC 2420	Process Technology II (Systems)	4
PTAC 2436	Process Instrumentation II	4
*PTAC 2438	Process Technology III (Operations)	4
PTAC 2446	Process Troubleshooting	4
SCIT 1414	Applied General Chemistry	4
TECM 1303	Technical Calculations	3
Total Credits Required for A.A.S. Process Technology Degree		60

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

* Capstone Course - Can not be substituted.

** Requires Department Chair approval.

Review courses that require pre-requisites (see page 126).

Process Technology Certificate (CIP 41.0301)

281-756-3785

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
CTEC 1401	Applied Petrochemical Technology (Physics)	4
PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health and Environment in the Process Industry	3
PTAC 1332	Process Instrumentation I	3
PTAC 1310	Process Technology I (Equipment)	3
PTAC 2314	Quality, Statistical Process Control & Economics	3
*PTAC 2420	Process Technology II (Systems)	4
PTAC 2438	Process Technology III (Operations)	4
PTAC 2446	Process Troubleshooting	4
SCIT 1414	Applied General Chemistry	4
Total Credits Required for Process Technology Certificate		35

* Capstone Course - Can not be substituted.

Review courses that require pre-requisites (see page 126)

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

Purpose: The Respiratory Care Department offers a two-year program that prepares individuals for an allied health specialty in the clinical care and management of respiratory disorders. The graduate will possess advanced, intensive-care skills to assess, monitor and evaluate adult, pediatric and neonatal patients on mechanical ventilation. Respiratory therapists practice in a variety of settings, including intensive care units, neonatal/pediatric special care areas, general hospital floors, emergency/trauma units, extended care and rehabilitation facilities, and the home care environment. Respiratory Care courses consist of classroom, lab and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Therapist Multiple-Choice Examination and the Clinical Simulation Examination. Texas requires that respiratory care practitioners obtain a state license to practice respiratory care. The program is affiliated with several community hospitals including Ben Taub, Texas Children's, Memorial-Hermann, Methodist, St Luke's Episcopal Hospital, and eleven other clinical affiliates. The program (CoARC #200307) is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021-4244, 817-283-2835, www.coarc.com.

Admission Requirements:

- To be considered for admission to the respiratory care program, the applicant must:
 - be a high school or GED graduate.
 - make application to ACC and fulfill the admission requirements, including THEA.
 - make application to the respiratory care program.
 - submit official transcripts of all previous college work to ACC Registrar's Office.
 - applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through observation and discussion with a practicing therapist. Contact the director for details.
 - have completed the HESI A2 Entrance Exam and complete BIOL 2401, BIOL 2402 and ENGL 1301 with a grade no lower than a "C" prior to admission. Biology grades and test scores must be within 5 years of the time of application.
 - complete a physical examination form which includes TB skin test, and immunizations upon acceptance to the program.
 - as a condition of full acceptance into the program, a student must have a negative criminal background check and a clear drug screen.
 - personal health insurance is required.
 - a current CPR card is not required prior to acceptance. A CPR course will be taught in RSPT 1429.
 - not currently be on suspension or academic probation from ACC or another college or university.
- Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
- Transfer students must complete the following:
 - meet the above admission criteria.
 - have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
 - provide the Respiratory Care Department with a description and/or syllabus of each respiratory course being considered for transfer. .
 - Must complete a minimum of 18 semester hours at ACC in order to be considered a graduate.
- Program begins in August.

Alternate Enrollment:

- Alternate enrollment applies to those respiratory care personnel who are licensed and have not completed the associate degree.
- Respiratory care professionals with at least two years' full-time experience in the field will have the opportunity to challenge respiratory care courses. These courses must be challenged in sequence unless permission is otherwise granted by the program director.

Progression Policies:

- Respiratory care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
- Once a student has enrolled in the respiratory care program, all respiratory care courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the program director.
- No grade below a C in a respiratory care or academic course will be acceptable for progression.
- A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.
- A student who makes a D or F in any science/respiratory care course may repeat that course once in order to obtain a C or better.
- A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with the ability to perform satisfactorily.
- A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
- Students must complete the program within four years after initial acceptance.

Respiratory Care (CIP 51.0908)
Associate of Applied Science Degree Program (A.A.S.)

281-756-5660

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Prerequisites		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	3
FIRST YEAR		
First Semester		
RSPT 1166	Practicum-Respiratory Care Therapist	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2
RSPT 1331	Basic Respiratory Care Fundamentals II	3
RSPT 1225	Respiratory Care Sciences	2
RSPT 1429	Respiratory Care Fundamentals I	4
Second Semester		
+Creative Arts or	Select from Creative Arts Core Curriculum or	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
RSPT 1266	Practicum-Respiratory Care Therapist I	2
RSPT 2217	Respiratory Care Pharmacology	2
RSPT 2310	Cardiopulmonary Diseases I	3
RSPT 2414	Mechanical Ventilation I	4
Third Semester		
RSPT 1262	Clinical-Respiratory Care Therapist II	2
RSPT 2305	Pulmonary Diagnostics	3
RSPT 2314	Mechanical Ventilation II	3
SECOND YEAR		
First Semester		
RSPT 2355	Critical Care Monitoring	3
RSPT 2266	Practicum-Respiratory Care Therapist III	2
+Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
BIOL 2420	Microbiology	4
Second Semester		
RSPT 2131	Simulations for Respiratory Care	1
RSPT 2267	Practicum-Respiratory Care Therapist IV	2
RSPT 2166	Practicum-Respiratory Care Therapist V	1
RSPT 2453	Neonatal/Pediatric Cardiopulmonary Care	4
RSPT 1191	Special Topics in Respiratory Care	1
Total Credits Required for A.A.S. Respiratory Care.....		66

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

Welding (CIP 48.0508)

281-756-3672

Degree: **Welding Certificate** (*Pending Approval*)

Purpose: The Level 1 Certificate in Welding is designed to prepare the student for full-time employment upon completion in the career of welding. The basic objective of the program is to develop the skills in ferrous and non-ferrous metals for employment in construction trades and area industrial needs.

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
WLDG 1323	Welding Safety Tools and Equipment	3
WLDG 1407	Introduction to Welding Using Multiple Processes	4
WLDG 1413	Introduction to Blueprint Reading for Welders	4
WLDG 1521	Welding Fundamentals	5
Total Credits Required for Welding Certificate		16

Pre and Co Requisites

"P" indicates courses which must have been passed prior to enrollment in the selected course. In the case of DIRW/DIRR 0310 or MATH 0310, the student must have passed at least the 0309 level course or must have passed the 0309 level on the TSI or an alternate test.

"C" indicates courses which, if not already passed, must be taken concurrently with the selected course. DIRW/DIRR and MATH co requisites are not required if the placement test or applicable courses have been passed.

ACCT (Accounting)	2426	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2312	P-CRTR 2301 & CRTR 1208	ECON (Economics)
2302 P-ACCT 2301	2428	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2313	P-CRTR 1214, CRTR 1304	2301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310
ACNT (Office Administration)			2333	P-CRTR 2303	2302 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310
1311 P-ACNT 1303	CHEF (Culinary Arts)		2380	P-CRTR 1346	
ANTH (Anthropology)	1291	P-DIRW/DIRR 0310 or READ 0310	2381	P-CRTR 1214, CRTR 2311	EDUC (Teaching)
2301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1301	P-DIRW/DIRR 0310 or READ 0310, & C-CHEF1305	2301	P-CRTR 1306	1301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310
2302 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1302	P-CHEF 1301	2303	P-CRTR 2301	2301 P-EDUC 1301
2346 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1305	C-CHEF 1301	2335	P-CRTR 2303	
2351 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1310	P-CHEF 1301	CVTT (Diagnostic Cardiovascular Sonography)	1161	C-DSAE 1340
ARCE (Industrial Design Technology)	1341	P-CHEF 1301	DAAC (Human Services/Substance Abuse Counseling)	1380	P-DAAC 1364
1452 P-DFTG 2419	1345	P-CHEF 1301	1381	P-DAAC 1380	
ARTS (Arts)	1364	P-CHEF 1301	DIRW / DIRR (Academic Foundations)	0309	P-NCBW 0100 & NCBR 0200
1301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1365	P-CHEF 1301	0310	P-DIRW/DIRR 0309 or ENGL 0309 & READ 0309	
1303 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2301	P-CHEF 1301	DFTG (Industrial Design Technology)	1405	P-DFTG 1409
1304 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2302	P-CHEF 1301	1409	POFI-1204	1433
1317 P-ARTS 1316	CHEM (Chemistry)		1445	P-DFTG 1405	1445
2317 P-ARTS 2316	1405	P-DIRW/DIRR 0310 or READ 0310	2406	P-DFTG 1433	2406
2327 P-ARTS 2326	1411	P-MATH 1314, CHEM 1405 recommended	2419	P-DFTG 1409	2419
2334 P-ARTS 2333	1412	P-CHEM 1411	2423	P-DFTG 2419	2423
2342 P-ARTS 2341	2423	P-CHEM 1412	2430	P-DFTG 1409; C-DFTG 2419	2430
2347 P-ARTS 2346	2425	P-CHEM 2423	2435	P-DFTG 1433, DFTG 1445	2435
2349 P-ARTS 2348	CHIN (Chinese)		2440	P-DFTG 1409	2440
2357 P-ARTS 2356	(or departmental online placement test)		2445	P-DFTG 2423	2445
2367 P-ARTS 2366	1412	P-CHIN 1411, with a C or higher	2450	P-DFTG 1445	2450
BCIS (Computer Information Technology)	2311	P-CHIN 1412, with a C or higher	2457	P-DFTG 2423	2457
1305 P-DIRW/DIRR 0309 or READ 0309	2312	P-CHIN 2311, with a C or higher	DRAM (Drama)	1310	P-DIRW/DIRR 0309 or READ 0309
1420 P-NCBM 0200 or MATH 0309 and BCIS 1305 or COSC 1301 or COSC 1415	CJSA (Criminal Justice)		1330	P-DIRW/DIRR 0309 or READ 0309	1330
1431 P-NCBM 0200 or MATH 0309 and BCIS 1305 or COSC 1301 or COSC 1415	2323	P-CJSA 1308 or CRIJ 2314	1341	P-DIRW/DIRR 0309 or READ 0309	1341
2431 P-BCIS 1431 or ITSE 1431	2332	P-CJSA 2323	1351	P-DIRW/DIRR 0309 or READ 0309	1351
BIOL (Biology)	COMM (Communications)		2331	P-DIRW/DIRR 0309 or READ 0309	2331
1308 P-DIRW/DIRR 0310 or READ 0310	1319	P-COMM 1318 or ARTS 2356	2336	P-DIRW/DIRR 0309 or READ 0309	2336
1309 P-DIRW/DIRR 0310 or READ 0310	COSC (Computer Information Technology)		2361	P-DIRW/DIRR 0309 or ENGL 0309 & READ 0309	2361
1406 P-DIRW/DIRR 0310 or READ 0310	1301	P-DIRW/DIRR 0309 or READ 0309	2362	P-DIRW/DIRR 0309 or ENGL 0309 & READ 0309	2362
1407 P-DIRW/DIRR 0310 or READ 0310	1415	P-DIRW/DIRR 0309 or READ 0309	2366	P-DIRW/DIRR 0309 or READ 0309	2366
2306 P-DIRW/DIRR 0310 or READ 0310	1420	P-NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or COSC 1415	2367	P-DRAM 2366	2367
2401 P-DIRW/DIRR 0310 or READ 0310	1430	P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431	DSAE (Diagnostic Cardiovascular Sonography)	1303	C-DSAE 1360
2402 P-BIOL 2401	1436	P-NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or COSC 1415	1360	C-DSAE 1303	1360
2420 P-BIOL 1406 or 1407 or 2401 or 2402	1437	P-NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or COSC 1415	2304	P-DSAE 1303; C-DSAE 2361	2304
BMGT (Management)	2315	P-COSC 1420, COSC 1437 or ITSE 1407	2335	P-DSAE 2337; C-DSAE 2365	2335
1345 P-DIRW/DIRR 0309 or ENGL 0309	2420	P-COSC 1420 or 1437 or ITSE 1407	2337	P-DSAE 2304; C-DSAE 2364	2337
1382 P-Dept. approval	2425	P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431	2361	P-DSAE 1360; C-DSAE 2304	2361
2382 P-Dept. approval	2436	P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431	2364	P-DSAE 2361; C-DSAE 2337	2364
2383 P-Dept. approval	CRTR (Court Reporting)		2365	P-DSAE 2364; C-DSAE 2335	2365
BUSI (Business)	1207	P-CRTR 1304	DSPE (Diagnostic Cardiovascular Sonography)	1265	C-DSPE 1300
2301 P-DIRW/DIRR 0309 or ENGL 0309 & READ 0309	1202	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1300	C-DSPE 1265	1300
CDEC (Child Development / Early Childhood)	1208	P-CRTR 1214, 1306	2249	P-DSPE 2257; C-DSPE 2364	2249
1313 P-DIRW/DIRR 0310 or READ 0310	1214	P-CRTR 1304	2257	P-DSPE 1300; C-DSPE 2261	2257
1317 P-DIRW/DIRR 0310 or READ 0310	1312	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2259	P-DSPE 2249; C-DSPE 2365	2259
1319 P-DIRW/DIRR 0310 or READ 0310	1346	P-CRTR 2301	2261	P-DSPE 1265; C-DSPE 2257	2261
1321 P-DIRW/DIRR 0310 or READ 0310	1257	P-CRTR 1304	2364	P-DSPE 2261; C-DSPE 2249	2364
1356 P-DIRW/DIRR 0310 or READ 0310	1259	P-CRTR 1306	2365	P-DSPE 2364; C-DSPE 2259	2365
1358 P-DIRW/DIRR 0310 or READ 0310	1304	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	DSVT (Diagnostic Cardiovascular Sonography)	1300	C-DSVT 1360
1359 P-DIRW/DIRR 0310 or READ 0310	1306	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310, and CRTR 1304	1360	C-DSVT 1300	1360
1384 P-DIRW/DIRR 0310 or READ 0310 and 6 hrs of CDEC	2206	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310, and CRTR 1304	2318	P-DSVT 2330; C-DSVT 2364	2318
2307 P-DIRW/DIRR 0310 or READ 0310	2311	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310, and CRTR 1304	2330	P-DSVT 1300; C-DSVT 2361	2330
2322 P-DIRW/DIRR 0310 or READ 0310			2335	P-DSVT 2318; C-DSVT 2365	2335
2324 P-DIRW/DIRR 0310 or READ 0310			2361	P-DSVT 1360; C-DSVT 2330	2361
2384 P-DIRW/DIRR 0310 or ENGL 0310, & CDEC 1384			2364	P-DSVT 2361; C-DSVT 2318	2364
			2365	P-DSVT 2364; C-DSVT 2335	2365

GOVT (Government)	ITSW (Computer Information Technology)	2217 P-MUSI 2216; C-MUSI 2212	RNSG (Nursing - ADN)
2305 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1404 P-DIRW/DIRR 0309 or READ 0309	PHED (Sports & Human Performance)	1246 P-RNSG-1441 & 1561 or RNSG 1262 & 1417
2306 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	ITSY (Computer Information Technology)	1306 P-DIRW/DIRR 0309 or READ 0309	2121 P-RNSG 1441 & 1561 or RNSG 1262 & 1417
HAMG (Culinary Arts)	1342 P-ITMT 2301 or ITMT 2302	PHIL (Philosophy)	All other courses require dept. approval.
1321 P-DIRW/DIRR 0310 or READ 0310	LGLA (Paralegal)	1301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	RSPT (Respiratory Care)
1324 P-DIRW/DIRR 0310 or READ 0310	1311 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1304 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1207 P-DIRW/DIRR 0309 or READ 0309
HECO (Nutrition)	1345 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2303 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1325 P-DIRW/DIRR 0309 or READ 0309
1322 P-BIOL 2401	1351 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2306 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	All other courses require dept. approval.
HIST (History)	1353 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	PHRA (Pharmacy Technician)	RSTO (Culinary Arts)
1301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1355 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1304 P-PHRA 1301, PHRA 1309, & PHRA 1441	2301 P-DIRW/DIRR 0310 or READ 0310, and BCIS 1305 or COSC 1301
1302 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1359 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2262 P-PHRA 1313	RTVB (Communications)
2301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1380 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	PHYS (Physics)	2340 P-RTVB 1301 or COMM 2311
2311 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2303 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1301 P-MATH 0312, and DIRW/DIRR 0310 or READ 0310	SGNL (Sign Language)
2312 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2305 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1401 P-MATH 2412 or Departmental Approval, and DIRW/DIRR 0310 or READ 0310	(or with departmental approval)
2321 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2311 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1402 P-PHYS 1401	1302 P-SGNL 1301 with C or better
2322 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2313 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2425 P-DIRW/DIRR 0310 or READ 0310, & MATH 2413	2301 P-SGNL 1302 with C or better
2323 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2323 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2426 P-PHYS 2425, and DIRW/DIRR 0310 or READ 0310	2302 P-SGNL 2301 with C or better
2327 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2381 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	PMHS (Human Services/Substance Abuse Counseling)	SOCI (Sociology)
2328 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	MATH (Math)	1381 P-DAAC 1380	1301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 1310
2381 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	0310 P-NCBM 0200 or MATH 0309 or required score on placement test.	2380 P-DAAC 1381	1306 P-DIRW/DIRR 0310 or ENGL 0310 & READ 1310
HUMA (Humanities)	0311 P-NCBM 0200 or MATH 0309 or required score on placement test, DIRW/DIRR 0310 or READ 0310 or TSI standard.	POFI (Office Administration)	2301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 1310
1301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	0312 P-MATH 0310 or required score on placement test.	1341 P-POFI 1301 or POFI 1401	1306 P-DIRW/DIRR 0310 or ENGL 0310 & READ 1310
1302 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1314 P-MATH 0312, and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard.	1449 P-POFI 1301 or POFI 1401 or departmental approval	2301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 1310
IFWA (Culinary Arts)	1324 P-MATH 0312, and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard.	2301 P-POFI 1301 or POFI 1401	2389 P-DIRW/DIRR 0310 or ENGL 0310 & READ 1310
1217 P-DIRW/DIRR 0310 or READ 0310	1325 P-MATH 1314 or 1324	2350 P-POFI 1301 or POFI 1401	SPAN (Spanish)
1318 P-DIRW/DIRR 0310 or READ 0310	1332 P-MATH 0311 or MATH 0312 and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard.	POFM (Office Administration)	(or departmental online placement test)
1305 CHEF-1301	1333 P-MATH 0310 or MATH 0311 and DIRW/DIRR 0310 or READ 0310 w/a C or better or TSI standard.	1317 Computer Literacy required	P-SPAN 1411 with a C or higher
IMED (Computer Information Technology)	1342 P-MATH 0311 or MATH 0312	POFT (Office Administration)	2289 Departmental approval.
2415 P-DIRW/DIRR 0309 or READ 0309	1350 P-MATH 1314	2401 P-POFT 1429	2311 P-SPAN 1412 with a C or higher
ITMT (Computer Information Technology)	1351 P-MATH 1314 or 1350	PSGT (Polysomnography)	2312 P-SPAN 2311 with a C or higher
2301 P-ITMT 1302	2318 P-MATH 2413 or Departmental approval	1191 P-PSGT 2411	2313 Departmental approval.
2302 P-ITMT 1302	2320 P-MATH 2414 or Departmental approval	1260 P-PSGT 1400	2315 Departmental approval.
2322 P-ITMT 2301 or ITMT 2302	2412 P-MATH 1314 or Departmental approval	2205 P-PSGT 1400	2389 Departmental approval
2351 P-ITMT 2301 or ITMT 2302	2413 P-MATH 2412 or Departmental approval	2411 P-PSGT 1400	SPCH (Speech)
2356 P-ITMT 1302	2414 P-MATH 2413	2660 P-PSGT 1260; C-PSGT-2411	1315 P-DIRW/DIRR 0310 or READ 0310
ITNW (Computer Information Technology)	2415 P-MATH 2414	2661 P-PSGT 2660	1318 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310
1313 P-ITNW 1302	MRKG (Management)	PSTR (Culinary Arts)	1321 P-DIRW/DIRR 0310 or READ 0310
1325 P-ITNW 1358	1301 P-MRKG 1311	1301 P-DIRW/DIRR 0310 or READ 0310; C-CHEF 1301	2335 P-DIRW/DIRR 0310 or READ 0310
1353 P-ITMT 1302	2349 P-MRKG 1311	PSYC (Psychology)	2341 P-DIRW/DIRR 0310 or READ 0310
1354 P-ITMT 1302	MUSI (Music)	2301 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	TECA (Child Development / Early Childhood)
2321 P-ITMT 1302	1211 P-DIRW/DIRR 0310 or READ 0310; and C-MUSI 1216	2306 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1303 P - DIRW/DIRR 0310 or ENGL 0310 and READ 0310
ITSC (Computer Information Technology)	1212 P-DIRW/DIRR 0310 or READ 0310, and MUSI 1211; and C-MUSI 1217	2307 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1311 P - DIRW/DIRR 0310 or ENGL 0310 and READ 0310
1419 P-DIRW/DIRR 0309 or READ 0309	1216 C-MUSI 1211	2308 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1318 P - DIRW/DIRR 0310 or ENGL 0310 and READ 0310
ITSE (Computer Information Technology)	1217 P-MUSI 1216; C-MUSI 1212	2314 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1354 P - DIRW/DIRR 0310 or ENGL 0310 and READ 0310
1407 P-NCBM 0200 or MATH 0309 and BCIS 1305 or COSC 1301 or COSC 1415	1290 P-MUSI 1211 & 1303; MUSI 1181 or MUAP 1269	2315 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	TECM (Industrial Design Technology)
1422 P- NCBM 0200 or MATH 0309, BCIS 1305, or COSC 1301 or COSC 1415	1303 P-DIRW/DIRR 0309 or READ 0309	2316 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	1317 P-MATH 1314
1431 P- NCBM 0200 or MATH 0309 and BCIS 1305 or COSC 1301 or COSC1 415	1306 P-DIRW/DIRR 0309 or READ 0309	2317 P-PSYC 2301, MATH 0311 or MATH 0312	VNSG (Nursing - VOCN)
1445 P-ITSE 2409	1308 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2319 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	All courses require departmental approval.
1491 P-NCBM 0200 or MATH 0309 and BCIS 1305 or COSC 1301 or COSC 1415	1309 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2389 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	WLDG (Welding)
2387 P- 3 courses required from the following 5 groups: (BCIS 1420 or COSC 1436 or ITSE 1422) or (BCIS 1431 or ITSE 1431) or (COSC 1420 or 1437 or ITSE 1407) or (COSC 1430 or 2436 or ITSE 2417) or (IMED 2415 or ITSE 2402)	1310 P-DIRW/DIRR 0309 or READ 0309	PTAC (Process Technology)	1323 C-WLDG 1407, 1413, and 1521
2402 P-DIRW/DIRR 0309 or READ 0309	2211 P-MUSI 1212; C-MUSI 2216	1410 P-PTAC 1302	1407 C-WLDG 1323, 1413, and 1521
2409 P-DIRW/DIRR 0309 or READ 0309	2212 P-MUSI 2211; C-MUSI 2217	1454 P-PTAC 2420	1413 C-WLDG 1323, 1407, and 1521
2413 P-DIRW/DIRR 0309 or READ 0309	2216 P-MUSI 1217; C-MUSI 2211	2420 P-PTAC 1410	1521 C-WLDG 1323, 1407, and 1413
2417 P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431		2436 P-PTAC 1332	
2449 P-BCIS 1431 or ITSE 1431		2438 P-PTAC 1332, PTAC 2420	
		2446 P-PTAC 2420	

Course Descriptions

Academic Foundations —

Margaret Ellen Birdwell, Elizabeth Hall

NOTE: *Non-Course-Based sections offer students small group or individualized help with language. NCBR 0200 and NCBW 0100, are offered for students who test below the developmental education cutoff level in Reading and/or English. These options provide help with developing Reading and Writing skills. Upon successful completion of these classes, students may register for the appropriate DIRW/DIRR class. Students who are not required to take Non-Course-Based classes may elect to take them to improve their Reading and Writing skills. NCCI 0101 provides specialized help to bilingual students currently enrolled in ENGL 1301.*

NCBR 0200

Non-Course-Based Reading (2 credits)

NCBR 0200 focuses on the development of reading and higher order thinking skills necessary for college readiness. In small group settings, students read, discuss, and write about a central text as they also learn correct grammatical structures and expand their knowledge of Edited American English. (1.5 lecture and .5 lab hours per week) [CB32.0108.6112]

NCBW 0100

Non-Course-Based Writing (1 credit)

In small-group or individual settings, NCBW 0100 develops fundamental writing skills such as idea generation, drafting, organization, and revision. Writing style and the utilization of Edited American English is emphasized as students write text to prepare them for writing in future college courses. (1 lecture hour per week) [CB32.0108.6212]

NCCI 0101

Writing for Non-Native Speakers (1 credit)

NCCI 0101 focuses on American academic rhetorical structure, American academic cultural expectations, student-specific English grammar and language patterns, and complementing ENGL 1301 instruction. NCCI is designed specifically for international students and non-native speakers who enter ENGL 1301. It is only open to ENGL 1301 and ENGL 1302 students who need help acclimating to American academic culture, essay structure, and grammar requirements. NCCI is a Non-Course Based ESOL class. (1 lecture hour per week) [CB32.0108.6312]

NCCN 0101

ESOL Self Paced Study (1 credit)

Combines technology-based instruction with tutorials to allow students to improve their specific English difficulties. (1 lecture hour per week) [CB32.0108.6412]

ESOL 0301

Basic English for Speakers of Other Languages (3 credits)

Focus on increasing English fluency from basic to mid-intermediate levels, with an emphasis on speaking and listening. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). [CB32.0108.5512]

ESOL 0302

Intermediate English for Speakers of Other Languages (3 credits)

Focus on increasing English fluency from mid-intermediate to advanced levels, with an emphasis on preparation for academic classes. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). [CB32.0108.5612]

NOTE: *Developmental Integrated Reading and Writing skills are taught in DIRW/DIRR 0309 and DIRW/DIRR 0310. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading and writing abilities. One or all of the courses may be required by state law or by the ACC Developmental Education Plan for students whose scores on placement tests fall below established cutoff levels.*

DIRW/DIRR 0309

Developmental Integrated Reading & Writing I (3 credits)

DIRW/DIRR 0309 is an introductory course designed to prepare students for success in completing reading and writing assignments in college classes. Therefore, this course emphasizes critical reading and academic writing skills by integrating the teaching of the two disciplines. (3 lecture, 1 lab hour per week and academic coaching.) Prerequisite: NCBW 0100 & NCBR 0200. [CB32.0108.6012]

DIRW/DIRR 0310

Developmental Integrated Reading & Writing II (3 credits)

DIRW/DIRR 0310 is the higher level Integrated Reading and Writing course. It combines reading and writing skills that students need to perform effectively in college courses. The focus of the course is on the ability to read college-level material critically and to develop writing skills appropriate for written assignments in college classes. (3 lecture, 1 lab hour per week and academic coaching.) Prerequisite: DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB32.0108.6012]

Accounting —

Tom Branton

ACCT 2301

Financial Accounting (3 credits)

This course concentrates on accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized

books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. (3 lecture and 1 lab hours per week). [CB5203015104]

ACCT 2302

Managerial Accounting (3 credits)

This course provides a study of partnerships corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 lab hours per week). Prerequisite: ACCT 2301. [CB5203015104]

Agriculture —

Dwight Rhodes, Department Chairperson

AGRI 1307

Fundamentals of Crop Production (3 credits)

This course presents a scientific approach to commonly grown field crops by exploring their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement, and seed technology. (3 lecture hours per week). [CB01.1102.5101]

AGRI 1319

Animal Husbandry (3 credits)

This basic course acquaints the student with the production systems, basic facility requirements, and markets for various types and breeds of livestock. The course also presents basic phases of feeding, breeding, disease control, and production of livestock. (3 lecture hours per week). [CB01.0901.5101]

American Sign Language –

SGNL 1301

Beginning American Sign Language I (3 credits)

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. (3 lecture and 1 lab hour per week) [CB16.1603.5113]

SGNL 1302

Beginning American Sign Language II (3 credits)

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. Prerequisite: SGNL1301 with minimum grade of C or Departmental approval. (3 lecture and 1 lab hour per week) [CB 16.1603.5113]

SGNL 2301

Intermediate American Sign Language I (3 credits)

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1302 with minimum grade of C or Departmental approval. (3 lecture and 1 lab hour per week) [CB 16.1603.5213]

SGNL 2302

Intermediate American Sign Language II (3 credits)

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 2301 with minimum grade of C or Departmental approval. (3 lecture and 1 lab hour per week) [CB 16.1603.5213]

Anthropology

Traci Elliott, Department Chairperson

ANTH 2301

Physical Anthropology (3 credits)

This course provides an overview of human origins and biocultural adaptations. It also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0301.5125]

ANTH 2302

Introduction of Archeology (3 credits)

This course is a study of human history which describes the major cultural developments in humanity's past and explores the methods used by archeologists to retrieve, process and analyze material remains of past cultures. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0301.5125]

ANTH 2346

General Anthropology (3credits)

This course follows the principles of physical and cultural anthropology, this course analyzes the cultures of prehistoric and existing preliterate people and the impact of modern western culture. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0201.5125]

ANTH 2351

Cultural Anthropology (3 credits)

This course provides a survey of cultures around the world in order to explain the key concepts, methods and theories used in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0201.5325]

Arts

Dennis LaValley, Department Chairperson
Carlos Ordonez

ARTS 1301

Art Appreciation (3 credits)

This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB50.0703.5126]

ARTS 1303

Art History I (3 credits)

This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from pre-historic times through the medieval period. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB50.0703.5226]

ARTS 1304

Art History II (3 credits)

This course provides a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from the medieval period to contemporary art. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB50.0703.5226]

ARTS 1311

Design I (3 credits)

This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

ARTS 1312

Design II (3 credits)

This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

ARTS 1316

Drawing I (3 credits)

This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0705.5226]

ARTS 1317

Drawing II (3 credits)

This course is an expansion of the concepts presented in Drawing I, and it stresses the expressive and conceptual aspects of drawing in various media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 [CB50.0705.5226]

ARTS 2316

Painting I (3 credits)

This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). [CB50.0708.5226]

ARTS 2317

Painting II (3 credits)

This course is an expansion of the concepts presented in Painting I with unrestricted subject matter. In addition to scheduled class hours, students should arrange three additional hours per week to paint. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 2316. [CB50.0708.5226]

ARTS 2326

Sculpture I (3 credits)

This course provides students with experience in sculpture in clay, wood, and found object materials. Art majors are expected to take a sculpture course. Students should arrange three additional hours per week to work in sculpture. (3 lecture & 3 lab hours per week) [CB50.0709.5126]

ARTS 2327

Sculpture II (3 credits)

This course provides students with experience in sculpture in clay, wood, and found object materials. It is an expansion of the concepts presented in Sculpture I. Students should arrange three additional hours per week to work in sculpture. Prerequisite: ARTS 2326 (3 lecture & 3 lab hours per week) [CB50.0709.5126]

ARTS 2333

Printmaking I (3 credits)

This course introduces students to printmaking techniques and principles. The student will explore woodcut, etching, dry point, monoprint and linocut methods. In addition to scheduled class hours, students should arrange three additional hours per week to work on projects. (3 lecture & 3 lab hours per week) [CB50.0710.5126]

ARTS 2334

Printmaking II (3 credits)

This course is an extension of Printmaking I with the inclusion of serigraphy and lithography. In addition to scheduled class hours, students should arrange three additional hours per week to work on projects. Prerequisite: ARTS 2333 (3 lecture & 3 lab hours per week) [CB50.0710.5126]

**ARTS 2341
Jewelry & Arts Metal I
(3 credits)**

This course explores various methods of metal fabrication with an emphasis on jewelry making. The principles of two and three dimensional design are given careful consideration. The history and contemporary trends of art metals are examined. (3 lecture & 3 lab hours per week) [CB50.0713.5126]

**ARTS 2342
Jewelry & Arts Metal II
(3 credits)**

This course is a continuation of Art Metals I. It explores metal fabrication, jewelry making, history and contemporary trends. Prerequisite: ARTS 2341. (3 lecture & 3 lab hours per week). [CB50.0713.5126]

**ARTS 2346
Ceramics I
(3 credits)**

This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0711.5126]

**ARTS 2347
Ceramics II
(3 credits)**

This course includes the combining of hand building and wheel thrown objects. Students learn the techniques of section pottery throwing. In addition to glaze application and kiln firing, Raku pottery will be introduced. Students should arrange at least three additional hours per week. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. [CB50.0711.5126]

**ARTS 2348
Digital Art I
(3 credits)**

This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0402.5226]

**ARTS 2349
Digital Art II
(3 credits)**

This course is an advanced study of advertising art and production. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. Prerequisite: ARTS 2348 (3 lecture & 3 lab hours per week) [CB50.0402.5226]

**ARTS 2356
Photography I
(3 credits)**

Introductory class designed to learn basic control of a camera. This includes digital and film cameras. This covers, composition, technical aspects and concepts for creating successful photographs. History of photography, film processing, darkroom

printing, digital manipulation, file management and portfolio presentation is taught. Film cameras provided. (3 lecture & 3 lab hours per week) [CB50.0605.5126]

**ARTS 2357
Photography II
(3 credits)**

This course builds upon the techniques and concepts presented in Photography I and focuses on continued development of printing and developing skills with emphasis placed on the development individual expression. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 [CB50.0605.5226]

**ARTS 2366
Watercolor I
(3 credits)**

Students explore the watercolor medium as a means of artistic expression through interpretation of still life, landscape, and figure subjects. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0708.5326]

**ARTS 2367
Watercolor II
(3 credits)**

This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. Prerequisite: ARTS 2366. (3 lecture & 3 lab hours per week) [CB50.0708.5326]

Astronomy
*Dora Devery, Department Chairperson
Joseph Mills***ASTR 1403
Stars and Galaxies
(4 credits)**

An introductory course that will concentrate on the origin, life and fate of the stars, star clusters, galaxies, and cosmology. An appropriate lab program will include lab experiments, telescope observations, field trips, and Internet research. This is a course for non-science majors who need natural science credit or anyone interested in the study of the universe. (3 lecture and 3 lab hours per week) [CB40.0201.5103]

**ASTR 1404
Solar System
(4 credits)**

Introductory planetary astronomy course which includes basic material on the history of astronomy, physics of planetary motion, the nature of light, operation of telescopes, formation of solar system, terrestrial planets, Jovian planets, Kuiper Belt objects, comets, and asteroids. Lab includes observing the stars, nebulae, galaxies, planets, and a variety of exercises in observational astronomy. (3 lecture and 3 lab hours per week) [CB40.0201.5203]

Biology

*Dwight Rhodes, Department Chairperson
Jerrod Butcher, John Matula, Tommy Dan Morgan,
Stephanie Havemann*

**BIOL1308
Biology for Non-Science Majors I
(3 credits)**

Provides a survey of biological principles with an emphasis on humans, including chemistry of live, cells, structure, function and reproduction. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB26.0101.5103]

**BIOL1309
Biology for Non-Science Majors II
(3 credits)**

This course will provide a survey of biological principles with an emphasis on evolution, ecology, plant and animal diversity, and physiology. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB26.0101.5103]

**BIOL1322
Nutrition & Diet Therapy
(3 credits)**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Prerequisite: BIOL 2401. [CB19.0501.5109]

**BIOL1406
Biology for Majors I
(4 credits)**

Fundamental principles for living organisms will be studied, including physical and chemical properties for life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB26.0101.5103]

**BIOL 1407
Biology for Majors II
(4 credits)**

The diversity and classification of life will be studied. Including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB26.0101.5103]

**BIOL 2306
Environmental Biology
(3 credits)**

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310 [CB03.0103.5101]

BIOL 2401
Anatomy and Physiology I
(4 credits)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be integrated or specialized. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB26.0707.5103]

BIOL 2402
Anatomy and Physiology II
(4 credits)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be integrated or specialized. It is recommended that a student receive a grade of a "C" or better in Biology 2401 before taking this course. (3 lecture and 3 lab hours per week). Prerequisite: BIOL 2401. [CB26.0707.5103]

BIOL 2420
Basic Microbiology
(4 credits)

This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. This course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. (3 lecture and 3 lab hours per week). Prerequisites: Either BIOL1406 or BIOL 1407, or BIOL 2401, or BIOL 2402. [CB26.0503.5103]

Business Administration –

BUSI 1301
Introduction to Business
(3 credits)

An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week). [CB52.0101.5104]

BUSI 1307
Personal Finance
(3 credits)

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. (3 lecture hours per week). [CB 19.0401.5109]

BUSI 2301
Business Law
(3 credits)

An exploration of the role of law in business and society, including government regulation of business, legal reasoning, business organizations, anti-trust and employment law. Prerequisites: DIRW/DIRR 0309 or ENGL 0309 & READ 0309. (3 lecture hours per week). [CB22.0101.5124]

Chemistry

Dora Devery, Department Chairperson
Esther Kempen

CHEM 1405
Introductory Chemistry I
(4 credits)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB40.0501.5103]

CHEM 1411
General Chemistry I
(4 credits)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases and an introduction to thermodynamics and descriptive chemistry. It is recommended to have had previous coursework in chemistry within the last five years; at least high school chemistry or CHEM 1405. (3 lecture and 3 lab hours per week). Prerequisites: MATH 1314. [CB40.0501.5403]

CHEM 1412
General Chemistry II
(4 credits)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. It is recommended that a student receive a grade of a "C" or better in CHEM 1411 before taking this course. (3 lecture and 3 lab hours per week) Prerequisite: CHEM 1411. [CB40.0501.5703]

CHEM 2423
Organic Chemistry I
(4 credits)

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, and ethers. The student is introduced

to micro-scale lab techniques. It is recommended that a student receive a grade of a "C" or better in CHEM 1412 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 1412. [CB40.0504.5203]

CHEM 2425
Organic Chemistry II
(4 credits)

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of aldehydes, ketones, carboxylic acids, and amines. This course also covers stereochemistry and some elementary concepts in biochemistry. Microscale lab techniques are utilized. It is recommended that a student receive a grade of a "C" or better in CHEM 2423 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 2423. [CB40.0504.5203]

Child Development / Education

Jeanine M. Wilburn, Department Chairperson

CDEC 1313
Curriculum Resources for Early Childhood Programs
(3 credits)

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; and develop guidelines for creating developmentally appropriate indoor and outdoor learning environments. The student will apply an understanding of teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CIP19.0709]

CDEC 1317
Child Development Associate Training I
(3 credits)

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. The student will identify methods to advance physical and intellectual competence; describe the CDA process, develop general observation skills and summarize basic child growth and development; utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CIP19.0709]

CDEC 1319

**Child Guidance
(3 credits)**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. The student will summarize theories related to child guidance; explain how appropriate guidance promotes autonomy, self-discipline and life-long social skills in children; recognize the importance of families and culture in guiding children; and promote development of positive self-concept and prosocial behaviors in children. The student will apply appropriate guidance techniques to specific situations relating to children's behaviors and demonstrate skills in helping children resolve conflicts. (3 lecture and 1 lab hour per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

CDEC 1321

**The Infant and Toddler
(3 credits)**

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of quality infant/toddler caregiving and elements of appropriate indoor and outdoor environments. The student will provide developmentally appropriate materials and activities and use developmentally appropriate teaching/guidance techniques. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

CDEC 1356

**Emergent Literacy for Early Childhood
(3 credits)**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. The student will define literacy and emergent literacy; analyze various theories of language development; and describe the teacher's role in promoting emergent literacy. The student will create literacy environments for children; and select and share appropriate literature with children. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0706]

CDEC 1358

**Creative Arts for Early Childhood
(3 credits)**

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will define the creative process; describe the role of play in a child's growth and development and developmental sequences for creative arts; analyze

teacher roles in enhancing creativity; describe concepts taught through the creative arts and components of creative environments. The student will plan, implement, and assess child-centered activities for music, movement, visual arts, and dramatic play. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

CDEC 1359

**Children With Special Needs
(3 credits)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; review legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

CDEC 1384

**Cooperative Ed. In Child Development I
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 and 6 hours of CDEC [CIP19.0706]

CDEC 2307

**Math and Science for Early Childhood
(3 credits)**

An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to the early childhood indoor and outdoor learning environments. The student will develop strategies which promote thinking and problem-solving skills in children; utilize observation and assessment as

a basis for planning discovery experiences for the individual child; and create, evaluate, and/or select developmentally appropriate materials, equipment and environments to support the attainment of math and science concepts. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

CDEC 2322

**Child Development Associate Training II
(3 credits)**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. The student will explain methods to establish and maintain a safe, healthy learning environment, describe ways to support social and emotional development, and describe techniques used to provide positive guidance. The student will utilize skills in writing, speaking, problem solving, time management, and record keeping. (1 lecture and 5 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

CDEC 2324

**Child Development Associate Training III
(3 credits)**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. The student will describe methods to establish positive and productive relationships with families; explain methods to ensure a well-run, purposeful program responsive to participant needs; and identify how to maintain a commitment to professionalism; utilize skills in writing, speaking, problem-solving, time management, and record keeping. (1 lecture and 5 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

CDEC 2384

**Cooperative Ed. In Child Development II
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310, CDEC 1384. [CIP19.0706]

CDEC 2426**Administration of Programs for Children I
(4 credits)**

A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will analyze the planning functions; evaluate the operational functions and interpret the supervisory functions of an administrator. The student will summarize the evaluation of functions in an early care and education program and explore methods of effective communication and utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0708]

CDEC 2428**Administration of Programs for Children II
(4 credits)**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. The student will discuss codes of conduct; describe communication skills needed in effectively administering an early care and education program; discuss the importance of parent education/partnerships in early care and education programs; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues which impact programs; evaluate fiscal responsibilities of an administrator; and examine current technology and issues in early care and education administration. The student will utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CIP19.0708]

EDUC 1301**Introduction to the Teaching Profession
(3 credits)**

An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and includes 16 hours of field-experience activities in P-12 schools. (3 lecture and 1 lab hour per week) Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB1301015109]

EDUC 2301**Special Populations
(3 credits)**

An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and includes 16 hours of field-based activities, which must be with special populations in P-12 schools. (3 lecture & 1 lab hour per week). Prerequisite: EDUC 1301. [CB13.1001.5109]

TECA 1303**Family, School and Community
(3 credits)**

A study of the child, family, community, and schools, including parent education and education and involvement, family and community lifestyles, child abuse, and current family life issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB13.0101.5209]

TECA 1311**Educating Young Children
(3 credits)**

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB13.1202.5109]

TECA 1318**Wellness of the Young Child
(3 credits)**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB13.01015309]

TECA 1354**Child Growth and Development
(3 credits)**

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (3 lecture hours per week). Corequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB13.1202.5209]

Chinese

NOTE: Students cannot enroll in any Language Program (Second Language or Heritage Language) if they have not taken the Foreign Language Placement Exam required in each track. Failure to comply with this requirement may result in being dropped from the class. Based on performance on the placement exam, students may be placed in CHIN 1412, 2311 or 2312, and may earn up to 11 credit hours in Chinese.

CHIN 1411**Beginning Chinese I
(4 credits)**

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Placement Exam within a semester prior to enrollment. (3 lecture & 2 lab hours per week) [CB 16.0301.5113]

CHIN 1412**Beginning Chinese II
(4 credits)**

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. (3 lecture & 2 lab hours per week) Prerequisite: Successful completion of CHIN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. [CB 16.0301.5113]

CHIN 2311**Intermediate Chinese I
(3 credits)**

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture & 1 lab hour per week) Prerequisite: Successful completion of CHIN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. [CB 16.0301.5213]

CHIN 2312**Intermediate Chinese II
(3 credits)**

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture & 1 lab hour per week) Prerequisite: Successful completion of CHIN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. [CB 16.0301.5213]

Communications

*William C. Lewis, Department Chairperson
Mark Moss, Jason Nichols*

COMM 1307

Introduction to Mass Communication (3 credits)

Survey of basic content and structural elements of mass media and their functions and influences on society. (3 lecture hours per week).

[CB09.0102.51 06]

COMM 1318 Photography I

3 credits

(Cross-listed as ARTS 2356)

Introduction to the basics of photography, including techniques and equipment operation. Photographic equipment provided. (2 lecture and 4 lab hours per week). [CIP 50.0605.5126]

COMM 1319 Photography II

3 credits

(Cross-listed as ARTS 2357)

This course extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. An introduction to DSLR technology in video applications will be included.. Photographic equipment provided. (2 lecture and 4 lab hours per week). Prerequisite: COMM 1318 or ARTS 2356. [CIP 50.0605.5226]

COMM 1336

Video Production I

(3 credits)

Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs. (2 lecture and 4 lab hours per week). [CB10.0202.5206]

COMM 1337

Video Production II

(3 credits)

Practical experience in the operation of television studio, control room equipment and field production equipment and includes both pre- and post-production needs. (2 lecture and 4 lab hours per week). [CB10.0202.52 06]

COMM 2303

Audio/Radio Production

(3 credits)

Practical experience in the operation of audio equipment, including both pre- and post-production needs. (2 lecture and 2 lab hours per week) [CB10.0202.51 06]

COMM 2311

Media Writing

(3credits)

Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content. (2 lecture and 4 lab hours hours per week) [CB09.0401.57 06]

COMM 2326

Practicum in Electronic Media

3 credits

Lecture and lab instruction and participation. (1 lecture and 5 lab hours per week)

[CIP 09.0701.5306]

COMM 2327

Introduction to Advertising

(3 credits)

Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media. (3 lecture hours per week)

[CIP 09.0903.51 06]

COMM 2331

Radio/Television Announcing

(3 credits)

Principles of announcing; study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, disk jockey, radio and TV. (3 lecture hours per week). [CB 09.0701.54 06]

COMM 2332

Radio/Television News

(3 credits)

Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) [CB09.0402.52 06]

COMM 2366

Introduction to Cinema

(3 credits)

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (2 lecture and 2 lab hours per week). [CB50.0602.51 26]

RTVB 1150

Radio Experience I

(1 credit)

Lab experience in radio operation and announcing by broadcasting on a radio station. (4 lab hours per week). [CIP 09.0701]

RTVB 1250

Radio Experience I

(2 Credits)

Lab experience in radio operation and announcing by broadcasting on a radio station. (1 lecture & 2 lab hours per week) [CIP 09.0701]

RTVB 1301

Broadcast News Writing

(3 credits)

Instruction in the writing and organization of news copy. Topics include proper style and format used for broadcast news scripts, organization of newscasts, use of computerized news editing systems. (2 lecture and 4 lab hours per week). [CIP09.0701]

RTVB 1309

Audio Production

(3 credits)

Concepts and techniques of sound production including basic recording, mixing, and editing

techniques. (2 lecture and 2 lab hours per week) [CIP09.0701]

RTVB 1321

TV Field Production

(3 credits)

Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1325

TV Studio Production

(3 credits)

Basic television production. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1329

Scriptwriting

(3 credits)

Writing of commercials, public service announcements, promos, news documentaries, and other broadcast and film materials. Emphasis on the format and style of each type of writing and development of a professional writing style. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1355

Radio and Television Announcing

(3 credits)

Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1380,1381, 2380, 2381

Cooperative Education – Radio and Television

(3 credits)

Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (1 lecture and 20 lab hours per week) . [CIP09.0701]

RTVB 1391

Special Topics in Radio and Television Broadcasting

(3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 2250
Radio Experience II
(2 credits)

Advanced lab experience in radio operation and announcing by broadcasting on a radio station. (4 lab hours per week). [CIP 09.0701]

RTVB 2331
Audio/Radio Production III
(3 credits)

Advanced concepts in audio/radio recording and editing, including digital editing, sound processing systems, and multitrack mix down recording techniques. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 2337
TV Production Workshop I
(3 credits)

Application and design of video productions in location or studio shooting environments with real deadlines and quality control restrictions. Students will produce programming for KACC-TV. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 2340
Portfolio Development
(3 credits)

Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester. (1 lecture and 6 lab hours per week) Prerequisite: RTVB 1301 or COMM 2311 [CIP 09.0701]

Computer Information Technology

Cathy LeBouef, Richard Melvin

It is the responsibility of all students taking a computer internet course(s) to contact their instructor(s) at the beginning of the semester.

In the BCIS 1305 or COSC 1301, Internet course, it is necessary for students to use the same textbook and software version that is being used at Alvin Community College Computer Information Technology Department. This allows students to locate correct assignments and examples. Internet students taking a computer course have access to the computer laboratories when space is available.

In internet programming courses, it is recommended that students use the same software that is used at ACC. The student accepts the responsibility of installing the necessary software and creating the necessary files. Internet students taking a computer programming course have access to the laboratories when space is available.

BCIS 1305
Business Computer Applications
(3 credits)

Overview of computer terminology - hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases relating to the business environment. Current issues such as the effect of computers on society, and the history and use of computers in business and educational fields of study. The course is not intended to count toward a student's major field of study in business or computer science. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0202.5204]

BCIS 1405
Business Computer Applications
(4 credits)

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0202.5404]

BCIS 1420
Introductory C Programming
(4 credits)

Introduces the fundamental concepts of structured programming in the "C" language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309. Corequisite: BCIS 1305 or COSC 1301 or COSC 1415. [CIP 11.0202.5204]

COSC 1301
Introduction to Computing
(3 credits)

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0101.5107]

COSC 1401
Introduction to Computing
(4 credits)

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings

are also studied. This course is not intended to count toward a student's major field of study in business or computer science. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0101.5107]

COSC 1415
Fundamentals of Programming
(4 credits)

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 lab hours per week. Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0201.5207]

COSC 1420
Computer Programming -- C++
(4 credits)

Introduces the fundamental concepts of structured programming in the "C++" language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or COSC 1415. [CIP 11.0201.5207]

COSC 1430
Computer Programming - JAVA
(4 credits)

Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431, or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. [CIP 11.0201.5207]

COSC 1436
Programming Fundamentals I - C Programming
(4 credits)

This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 1436 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (This course is included in the Field of Study Curriculum for Computer Science.) (3 lecture and 3 lab hours per week) Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201.5507]

COSC 1437

**Programming Fundamentals II - C++
(4 credits)**

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 1437 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (This course is included in the Field of Study Curriculum for Computer Science.) (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201.5607]

COSC 2315

**Data Structures
(3 credits)**

Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course. (3 lecture hours per week). Prerequisite: COSC 1420 or COSC 1437 or ITSE 1407. [CIP 11.0201.5307]

COSC 2425

**Computer Organization and Machine Language
(4 credits)**

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. [CIP 11.0201.5407]

COSC 2436

**Programming Fundamentals III - JAVA
(4 credits)**

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 2436 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (3 lecture and 3 lab hours per week) Prerequisite: BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. [CIP 11.0201.5707]

GAME 1436

**Introduction to 3-D Game Modeling
(4 credits)**

Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in

real-time. (3 lecture and 3 lab hours per week) . Prerequisite: NCBM 0200 or MATH 0309. [CIP 10.0304]

GAME 2409

**Video Game Art II
(4 credits)**

A study of industry-used, game-art techniques and its applications of game art assets. Utilizes tools and advanced techniques in the creation of assets for a game engine. 2D and 3D graphics, sound, and animation. Includes object-oriented design of games, discrete event simulation and state machines, management of game time, and game Graphical User Interface implementation. (3 lecture and 3 lab hours per week). Prerequisite: GAME 1436. [CIP 10.0304]

IMED 2415

**Web Design
(4 credits)**

A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. (3 lecture and 3 lab hours per week) Prerequisite: DIRW/DIR 0309 or READ 0309 [CIP 11.0801]

ITMT 1302

**Windows Seven Configuration
(3 credits)**

A study of Windows Seven operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions; security features; network connectivity; setup of external devices; optimization and customization; and deployment of application, with hand-on experience. (2 lecture and 2 lab hours per week). [CIP 11.0901]

ITMT 2301

**Windows Server 2008 Network Infrastructure Configuration
(3 credits)**

A course in Windows Server 2008 networking infrastructure to include installation, configuration, and troubleshooting of Internet Protocol (IP) addressing, network services and security. (2 lecture and 2 lab hours per week). Prerequisite ITMT 1302. [CIP 11.0901]

ITMT 2302

**Windows Server 2008 Active Directory Configuration
(3 credits)**

A study of Active Directory Service on Windows Server 2008. Concepts of resource management within an enterprise network environment. (2 lecture and 2 lab hours per week). Prerequisite ITMT 1302. [CIP 11.0901]

ITMT 2322

**Windows Server 2008 Applications Infrastructure Configuration
(3 credits)**

A course in the installation, configuring, maintaining, and troubleshooting of an Internet Information Services (IIS) 7.0 web server and Terminal Services in Windows Server 2008 (2 lecture and 2 lab

hours per week). Prerequisite ITMT 2301 or ITMT 2302. [CIP 11.0901]

ITMT 2351

**Windows Server 2008: Server Administrator
(3 credits)**

Knowledge and skills for the entry-level server administrator or information technology (IT) professional to implement, monitor and maintain Windows Server 2008 servers. (2 lecture & 2 lab hours per week). Prerequisite ITMT 2301 or ITMT 2302. [CIP 11.0901]

ITMT 2356

**Windows Server 2008: Enterprise Administrator
(3 credits)**

A capstone course in the design of Windows Server 2008 Enterprise Network Infrastructure that meets business and technical IT requirements for network services. (2 lecture & 2 lab hours per week). Prerequisite ITMT 2302. [CIP 11.0901]

ITNW 1313

**Computer Virtualization
(3 credits)**

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. (2 lecture and 2 lab hours per week). Prerequisite ITMT 1302. [CIP 11.0901]

ITNW 1325

**Fundamentals of Networking
(3 credits)**

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 lab hours per week). Prerequisite: ITNW-1358. [CIP 11.1002]

ITNW 1353

**Supporting Network Server Infrastructure
(3 credits)**

Installing, configuring, managing, and supporting a network infrastructure. Install and configure DHCP, DNS, remote access, network security using public key infrastructure; integrate network services; and deploy operating systems using remote installation services. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

ITNW 1354

**Implementing and Supporting Servers
(3 credits)**

Configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies and profiles; administer remote servers and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

ITNW 1358**Network+
(3 credits)**

Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. (2 lecture & 2 lab hours per week) .[CIP 11.0901]

ITNW 2321**Networking with TCP/IP
(3credits)**

Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Configure IP addressing and routing; design and implement a domain name server; implement static and dynamic IP addressing; explain subnets and supernets; and use network management utilities to manage and troubleshoot IP networks. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

ITSC 1305**Introduction to PC Operating Systems
(3 credits)**

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (2 lecture and 2 lab hours per week). [CIP 11.0101]

ITSC 1325**Personal Computer Hardware
(3 credits)**

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. (2 lecture and 2 lab hours per week) [CIP 47.0104]

ITSC 1301/1401**Introduction to Computers
(3 credits/4 credits)**

Identify the components of a computer system; use common applications; explain the impact of computers on society; identify computer careers; identify fundamental programming structures; identify ethical use of computers; and use basic operating system functions. Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. (2 lecture and 4 lab hours per week / 3 lecture and 4 lab hours per week) [CIP 11.0101]

ITSC 1419**Internet/Web Page Development
(4 credits)**

Instruction in the use of Internet concepts and the introduction to web page design and development. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0104]

ITSE 1407**Introduction to C++ Programming
(4 credits)**

Introduction to computer programming using C++. Emphasis on the fundamentals of structured design

with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

ITSE 1331**Introduction to Visual BASIC Programming
(3 credits)**

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (2 lecture and 4 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

ITSE 1422**Introduction to C Programming
(4 credits)**

Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

ITSE 1331**Introduction to Visual BASIC Programming
(3 credits)**

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (2 lecture and 4 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

ITSE 1445**Introduction to Oracle SQL
(4 credits)**

An introduction to the design and creation of relational databases using Oracle. topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). (3 hours lecture and 3 lab hours per week). Prerequisite: ITSE 2409. [CIP 11.0201]

ITSE 1491**Special Topics in Computer Programming –
Computer Programming
(4 credits)**

This course is an introduction to computer programming. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

ITSE 2349**Advanced Visual BASIC Programming
(3 credits)**

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (2 lecture and 4 lab hours per week). Prerequisite: BCIS 1431 or ITSE 1431. [CIP11.0201]

ITSE 2387**Internship - Computer Programming
(3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. (20 lab hours per week). Prerequisite: At least 3 of the following: (BCIS 1420 or COSC 1436 or ITSE 1422) or (BCIS 1431 or ITSE 1431) or (COSC 1420 or COSC 1437 or ITSE 1407) or (COSC 1430 or COSC 2436 or ITSE 2417) or (IMED 2415 or ITSE 2402). [CIP 11.0201]

ITSE 2402**Intermediate Web Programming
(4 credits)**

Intermediate applications for web authoring. Topics may include server side include (SSI), Perl, HTML, Java, Javascript, and/or ASP. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP11.0801]

ITSE 2409**Database Programming
(4 credits)**

Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP11.0802]

ITSE 2413**Web Authoring
(4 credits)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP11.0801]

ITSE 2417**JAVA Programming
(4 credits)**

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431, or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. [CIP 11.0201]

**ITSE 2431
Advanced C++ Programming
(4 credits)**

Further application of C++ programming techniques including file access, abstract data structures, class inheritance, and other advanced techniques. Develop well documented programs containing complex data structures, incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (3 lecture and 3 lab hours per week). Prerequisite: COSC 1420, COSC 1437, or ITSE 1407. [CIP11.0201]

**ITSW 1404
Introduction to Spreadsheets
(4 credits)**

This course is an instruction in the concepts, procedures, and application of electronic spreadsheets. This course will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP11.0301]

**ITSY 1342
Information Technology Security
(3 credits)**

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. [CIP11.1003]

Court Reporting _____

Karen Downey, Micki Kincaide, Robin McCartney, Roland Scott

**CRTR 1202
Law and Legal Terminology
(2 credits)**

Instruction in civil and criminal judicial systems (discovery, trial and appellate processes), and the legal terms used in court reporting. (1 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP22.0303]

**CRTR 1207
Machine Shorthand Speedbuilding (60-80)
(2 credits)**

Continued development of realtime shorthand skills through readback, machine practice, and transcription. This course is designed to be repeated to meet program standards. (1 lecture and 4 lab hours per week) Prerequisite: CRTR 1304 [CIP22.0303]

**CRTR 1208
Realtime Reporting I
(2 credits)**

Development of computer and machine shorthand skills necessary for writing realtime for production of projects and assignments. (1 lecture and 4 lab

hours per week). Prerequisites: CRTR 1214, CRTR 1306. [CIP22.0303]

**CRTR 1214
Reporting Technology I
(2 credits)**

Introduction to computer-aided transcription terminology and systems based on computer-compatible theory. The course includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (1 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP22.0303]

**CRTR 1257
Literary/Jury Charge Dictation I (100-120)
(2 credits)**

Skills necessary to develop speed and accuracy in writing and transcribing literary/jury charge dictation. The student's objective is to pass dictated tests at 100 and 120 wpm. This course is designed to be repeated to meet program standards. (1 lecture and 4 lab hours per week.) Prerequisite: CRTR 1304. [CIP22.0303]

**CRTR 1259
Literary/Jury Charge Dictation II (140-160)
(2 credits)**

Continued skill development necessary for speed and accuracy in writing and transcribing literary/jury charge dictation. (1 lecture and 4 lab hours per week.) Prerequisite: CRTR 1306. [CIP22.0303]

**CRTR 1304
Machine Shorthand I
(3 credits)**

Instruction in general principles of conflict-free machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription. (1 lecture and 8 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CIP22.0303]

**CRTR 1306
Machine Shorthand II (60-80-100)
(3 credits)**

Continued development of conflict-free shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (1 lecture and 8 lab hours per week). Prerequisites: CRTR 1304, DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP22.0303]

**CRTR 1312
Reporting Communications I
(3 credits)**

Study of basic rules of English grammar and spelling, punctuation, capitalization and proofreading skills as they apply to the production of transcripts of the spoken word in the reporting field. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP22.0303]

**CRTR 1346
Captioning Reporting I
(3 credits)**

Introduction to realtime/caption production procedures with transcription of materials produced in proper form. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing realtime/caption equipment, the psychology for writing realtime, and the procedures for operation of realtime/captioning software and hardware (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 2301. [CIP22.0303]

**CRTR 2206
Medical Reporting
(2 credits)**

Orientation to medical terms and anatomy as needed in the reporting profession. Topics include medical reporting transcription techniques and production of machine shorthand medical transcripts. Lectures, study guides, tests, and exercises designed to ensure the student's knowledge of the components in building a medical vocabulary and the application thereof. (1 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310, CRTR 1304, [CIP22.0303]

**CRTR 2217
Technical Dictation
(2 credits)**

Skill development in writing and researching medical and technical material. (1 lecture and 4 lab hours per week). Prerequisite: CRTR 2301. [CIP22.0303]

**CRTR 2231
Certified Shorthand Reporter (CSR) and
Registered Professional Reporter (RPR) Prep
(2 credits)**

Preparation for taking the Texas CSR and the RPR examinations through the use of mock examinations. (1 lecture and 4 lab hours per week). Prerequisites: CRTR 2303. [CIP22.03033]

**CRTR 2301
Intermediate Machine Shorthand (120-140)
(3 credits)**

Continued development of conflict-free machine shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 120 and 140 wpm. (1 lecture and 8 lab hours per week). Prerequisite: CRTR 1306. [CIP22.0303]

**CRTR 2303
Advanced Machine Shorthand (160-180)
(3 credits)**

In-depth coverage of conflict-free shorthand theory and continued skill building through readback of dictation notes, machine practice, and transcription. The student's objective is to pass tests at 160 and 180 wpm. (1 lecture and 8 lab hours per week). Prerequisite: CRTR 2301. [CIP22.0303]

**CRTR 2311
Reporting Communications II
(3 credits)**

In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills

necessary to produce reporting and/or spoken word documents. The student is given dictation for transcribing and is tutored in voice and speech patterns while reading notes aloud. (2 lecture hours and 3 lab hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310, CRTR 1312. [CIP22.0303]

CRTR 2312
Court Reporting Procedures
(3 credits)

Instruction in the role of the court reporter in court proceedings and/or depositions. (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 2301 and CRTR 1208. [CIP22.0303]

CRTR 2313
Reporting Technology II (Scopist)
(3 credits)

Instruction in the operation, maintenance, and assembly of a computer-aided real-time transcription system, including the computer functions necessary for transcript production. (2 lecture hours and 3 lab hours per week). Prerequisites: CRTR 1304, CRTR 1214 [CIP22.0303]

CRTR 2333
Captioning Reporting II
(3 credits)

In-depth presentation of realtime/caption production procedures with transcription of materials produced in proper form. Topics include the techniques utilized in reporting for seminars, conferences, and conventions and in the broadcast environments. Emphasis is placed on off-line and on-line captioning. The course includes extensive supervised community interaction. (2 lecture and 3 lab hours per week). Prerequisite: CRTR 1346. [CIP22.0303]

CRTR 2335
Accelerated Machine Shorthand (200-225)
(3 credits)

Mastery of high-speed dictation including readback, machine practice, and transcription. The students objective is to pass dictated tests at 200 and 225 wpm. (1 lecture and 8 lab hours per week.) Prerequisite: CRTR 2303. [CIP22.0303]

CRTR 2380
Cooperative Education - Scopist
(3 credits)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course is designed for students pursuing the Court Reporting Scopist Certificate. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 lab hours per week). Prerequisite: CRTR 1214, CRTR 2311. [CIP22.0303]

CRTR 2381
Cooperative Education - Court Reporter
(3 credits)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institutional and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing hours with a court reporter on job assignments. The student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 20 lab hours per week). Prerequisites: CRTR 2303 and CRTR 1214. [CIP22.0303]

Criminal Justice

Craig Fos, Department Chairperson
Jeff Gambrell

CJCR 1304
Probation and Parole
(3 credits)

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. (3 lecture hours per week). [CIP43.0113]

CJCR 2324
Community Resources in Corrections
(3 credits) Tech Prep/Dual Credit only

An introductory study of the role of the community in corrections in; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). [CIP43.0102]

CJLE 1211
Basic Firearms
(2 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Basic Firearms Training. (1 lecture hour / 2 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 1506
Basic Peace Officer I
(5 credits)

This course is one of a series of courses taught in the Police Academy. The course provides instruction and participation in U.S. & Texas Constitution & Bill of Rights, Penal Code, Use of Force, Traffic Law & Accident Investigation, Code of Criminal Procedure, Juvenile Issues - Texas Family Code, Professionalism & Ethics. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 1512
Basic Peace Officer II
(5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Arrest, Search & Seizure, Patrol Procedures, Civil Process & Liability, Field Note Taking, Texas Alcoholic Beverage Code, Emergency Communications, Family Violence, MHMR. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 1518
Basic Peace Officer III
(5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Fitness & Wellness, Multiculturalism, History of Policing, Criminal Justice System, Drugs, Stress Management, Hazardous Materials Awareness, Victims of Crime, Problem Solving, Professional Policing Approaches, Criminal Investigation. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 1524
Basic Peace Officer IV
(5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Mechanics of Arrest, Emergency Medical Assistance, Professional Police Driving. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 2345
Vice and Narcotics Investigation
(3 credits)

Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs and investigative techniques; and identify proper interaction procedures and techniques. (3 lecture hours per week). [CIP43.0107]

CJLE 2420
Texas Peace Officer Procedures
(4 credits)

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCOLE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree with approval of the department chair. (3 lecture and 4 lab hours per week). [CIP43.0107]

CJLE 2421
Texas Peace Officer Law
(4 credits)

Study of laws directly related to police field work. Topics include Texas Transportation Code,

intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCOLE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 4 lab hours per week). [CIP43.0107]

CJLE 2424
Texas Peace Office Capstone
(4 credits)

Recently identified current events, skills, knowledge, and/or attitudes and behaviors that are components of the Texas Commission on Law Enforcement (TCOLE) learning objectives pertinent to a law enforcement career. This class is the capstone course of TCOLE Course 1011 (3 lecture hours and 4 lab hours per week) [CIP43.0107]

CJLE 2522
Texas Peace Officer Skills
(5 credits)

Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCOLE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 5 lab hours per week). [CIP43.0107]

CJSA 1308
Criminalistics I
(3 credits)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. (3 lecture hours per week). [CIP43.0104]

CJSA 1325 (Tech Prep/Dual Credit Only)
Criminology
(3 credits)

This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences. (3 lecture hours per week). [CIP43.0104]

CJSA 1342
Criminal Investigation
(3 credits)Tech Prep/Dual Credit only

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). [CIP 43.0104]

CJSA 1351
Use of Force
(3 credits)

A study of the use of force including introduction to

and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCOLE Use of Force Intermediate Certificate requirement. (3 lecture hours per week). [CIP43.0104]

CJSA 2323
Criminalistics II
(3 credits)

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope and firearms identification. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 1308 or CRIJ 2314 or Instructor Approval. [CIP43.0104]

CJSA 2332
Criminalistics III
(3 credits)

A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 2323 or Instructor Approval. [CIP43.0104]

CJSA 2364, CJSA 2365
Practicum (or Field Experience) - Criminal Justice Studies, Law Enforcement
(3 credits)

Practical general training and experiences in the workplace. The College, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Student may enroll in only one Practicum course per semester. (21 external hours per week). [CIP43.0104]

CRIJ 1301
Introduction to Criminal Justice
(3 credits)

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of the criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. (3 lecture hours per week). [CB4301045124]

CRIJ 1306
Court Systems and Practices
(3 credits)

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release, grand juries; adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week). [CB2201015424]

CRIJ 1307
Crime in America
(3 credits)

This course explores American crime problems in a historical perspective, social and public policy factors affecting crime, impact and crime trends,

social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). [CB45.0401.5225]

CRIJ 1310
Fundamentals of Criminal Law
(3 credits)

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (3 lecture hours per week). [CB22.0101.5324]

CRIJ 1313
Juvenile Justice System
(3 credits)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 lecture hours per week). [CB43.0104.5224]

CRIJ 2301
Community Resources in Corrections
(3 credits)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). [CB43.0104.5324]

CRIJ 2313
Correctional Systems and Practices
(3 credits)

Corrections in the criminal justice system, organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (3 lecture hours per week). [CB43.0104.5424]

CRIJ 2314
Criminal Investigation
(3 credits)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). [CB43.0104.55524]

CRIJ 2323
Legal Aspects of Law Enforcement
(3 credits)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (3 lecture hours per week). [CB43.0104.5624]

CRIJ 2328
Police Systems and Practices
(3 credits)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics, police-community interaction, current and future issues. (3 lecture hours per week). [CB43.0104.5724]

Culinary Arts

Leslie Bartosh, Department Chairperson

****Offered only for Texas Dept. of Criminal Justice students.**

CHEF 1205 Sanitation and Safety (2 Credits)

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (2 lecture hours per week). Corequisite: CHEF 1301 [CIP12.0503]

CHEF 1264 Practicum - Culinary Arts/Chef Training (2 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (21-30 practicum hours per week). [CIP12.0503]

CHEF 1265 Practicum (2 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (21-30 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1291 Current Events in Culinary Arts (2 Credits)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include sustainable agriculture, aquaculture, current events affecting food safety and career exploration. (2 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CIP12.0503]

CHEF 1301 Basic Food Preparation (3 Credits)

A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (1 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. Corequisite: CHEF 1305. [CIP12.0503]

CHEF 1302 Principles of Healthy Cuisine (3 Credits)

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Students will modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP 12.0503]

CHEF 1305** Sanitation and Safety (3 Credits)

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (3 lecture hours per week). Corequisite: CHEF 1301 [CIP12.0503]

CHEF 1310 Garde Manger (3 Credits)

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Topics will include hot and cold hors d'oeuvres, canapés, salads, basic charcuterie skills, and the preparation of forcemeat items. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1341 American Regional Cuisine (3 Credits)

A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. The importance of the immigration phenomena in shaping America's cuisine will be examined as students prepare regional specialties. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1345 International Cuisine (3 Credits)

The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1365** Practicum (3 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (22.5 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1400** Professional Cooking and Meal Service (4 Credits)

Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on team work, professionalism, guest relations and table service. (2 lecture and 4 lab hours per week) [CIP12.0503]

CHEF 1401** Basic Food Preparation (4 credits)

A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. Corequisite: CHEF 1405. [CIP12.0503]

CHEF 1440** Meat Preparation and Cooking (4 Credits)

Study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist heat and dry heat preparation methods as related to both classical and modern methods of preparation of dishes. (3 lecture and 3 lab hours per week) [CIP12.0503]

CHEF 1464****Practicum - Culinary Arts/Chef Training
(4 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (28 practicum hours per week). [CIP12.0503]

CHEF 2201**Intermediate Food Preparation
(2 Credits)**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 2302**Saucier
(3 Credits)**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Topics include: the usage and storage of stocks and sauces, emulsions, thickening agents, compound butters, dessert sauces, relishes, chutneys, compotes, vinaigrettes. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

HAMG 1321**Introduction to the hospitality Industry
(3 Credits)**

Explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. Explain and discuss the role of service in the hospitality industry. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310 [CIP52.0901]

HAMG 1324**Hospitality Human Resources Management
(3 Credits)**

A study of the principles and procedures of managing people in the hospitality workplace. Topics include a systematic approach to human resources planning and implementation as it applies to the hospitality industry; including the procedures involved in making hiring decisions; training and federal laws related to employment. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CIP52.0901]

IFWA 1210/1310****Nutrition and Menu Planning
(2 Credits/3 credits)**

Application of principles of nutrition in planning menus for the food service industry. (2 lecture & 1 lab hour per week / 3 lecture hours per week) [CIP 12.0508]

IFWA 1217**Food Production and Planning
(2 Credits)**

Skill development in basic mathematical operations and study of their applications in the food service

industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CIP12.0508]

IFWA 1305****Food Service Equipment & Planning
(3 credits)**

A study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation. (3 lecture hours per week) Prerequisite: CHEF 1301. [CIP 12.0508]

IFWA 1318**Nutrition for the Food Service Professional
(3 Credits)**

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CIP12.0508]

IFWA 1527****Food Preparation II
(5 Credits)**

Continuation of the fundamental principles of food preparation. Emphasis on preparation of food items such as meats, poultry and fish. (2 lecture and 4 lab hours per week) [CIP 12.0508]

IFWA 2446****Quantity Procedures
(4 Credits)**

Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution. (4 lecture hours per week) [CIP 12.0508]

PSTR 1301**Fundamentals of Baking
(3 Credits)**

The Fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (1 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. Corequisite: CHEF 1301 [CIP12.0501]

RSTO 2301**Principles of Food and Beverage Controls
(3 Credits)**

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310, and BCIS 1305 or COSC 1301. [CIP12.0504]

**Diagnostic Cardiovascular
Sonography**

Jessica Murphy, Department Chairperson
Suzanne Poston

CVTT 1161**Clinical - Cardiovascular Technology
(1 Credit)**

A method of instruction providing detailed education, training, work-based experience, and direct patient care generally at a clinical site in the specialty of electrodiagnostics. Specific learning objectives related to ECG, stress testing, and holter monitoring will be met. Students will be instructed, supervised, and evaluated at the clinical site. (6 clinical hours per week). Corequisite: DSAE 1340. [CIP51.0901]

DMSO 1210**Introduction to Sonography**

(Any student who would like to explore the profession of Sonography may take this course)
(2 credits)

This course is an introduction to the profession of Sonography and the role of the technologists. Emphasis will be placed on medical terminology ethical/legal issues, oral and written communication, management, professional issues related to registry, accreditation, sonography organizations, and the history of ultrasound and the branches of Diagnostic Medical Sonography. (2 lecture hours per week). [CIP51.0910]

DMSO 1342**Intermediate Ultrasound Physics
(3 credits)**

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. (2 lecture and 2 lab hours per week). [CIP51.0910]

DSAE 1303**Introduction to Echocardiography Techniques
(Echo I)
(3 Credits)**

The purpose of this course is to introduce to scanning techniques and procedures with hands-on experience in the lab setting. Emphasis will be placed on the sonographic explanation of the normal adult heart by performing a basic scan protocol to include two-dimensional, M-Mode, and Doppler along with the standard measurements for each modality. (2 lecture and 4 lab hours per week) Corequisite: DSAE 1360. [CIP51.0910]

DSAE 1318**Sonographic Instrumentation
(3 credits)**

The purpose of this course is to provide an overview of basic acoustical physics, properties of ultrasound, interaction of ultrasound with tissue, transducers, Doppler, instrumentation, image display, artifacts, quality assurance, bioeffects and safety of ultrasound. (2 lecture and 2 lab hours per week) [CIP51.0910]

DSAE 1340**Diagnostic Electrocardiography
(3 credits)**

A course of study related to electrocardiography procedures such as Electrocardiography (ECG), Stress testing, and Holter monitoring. Emphasis will be placed on performing and interpreting procedures, arrhythmia recognition, cardiovascular pharmacology concepts and treatment methods. Additional topics may also include patient assessment skills, vital signs, history, and clinical monitoring. (2 lecture and 4 lab hours per week) [CIP51.0910]

DSAE 1360**Clinical- DMST, Introduction to
Echocardiography
(3 credits)**

This course is an introductory clinical for learning basic echocardiography skills. Students will observe, assist, and begin to gain hands-on experience in clinical. Emphasis will be placed on instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (16 clinical hours per week) Corequisite: DSAE 1303. [CIP51.0910]

DSAE 2303**Cardiovascular Concepts**

(this course may be taken in advance or to renew expired A&P prior to acceptance)

(3 credits)

This course offers a detailed study of anatomy, physiology, and pathophysiology of the cardiovascular system. Focus will be on cardiac and vascular structural anatomy, relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Pathophysiology concepts are also covered including the etiology, pathology, signs and symptoms, risk factors, and treatment of cardiovascular disease. (3 lecture and 1 lab hours per week). [CIP51.0910]

DSAE 2304**Echocardiographic Evaluation of Pathology I
(Echo II)**

(3 credits)

The purpose of this course is to emphasize the methods for evaluating adult acquired cardiac pathologies. Topics may include cardiovascular pathophysiology, quantitative measurements, and the application of 2D, Mmode, and Doppler to evaluate for abnormalities. Emphasis will be placed on valvular heart disease, endocarditis, ischemic heart disease, systemic and pulmonary hypertension, pericardial disease, and cardiomyopathy. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 1303 Corequisite: DSAE 2361. [CIP51.0910]

DSAE 2335**Advanced Echocardiography
(3 credits)**

This course will cover topics in the ever-changing world of diagnostic cardiac sonography. Potential topics may include transesophageal echo, stress echo, 3D echo, tissue and doppler harmonics, power doppler, tissue doppler, digital echo, contrast echo, intra-operative and intra-cardiac echo. Students will

attend conferences and local society meetings as well as review current journals and prepare for the registry examination. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2337 Corequisite: DSAE 2365. [CIP51.0910]

DSAE 2337**Echocardiographic Evaluation of Pathology II
(Echo III)**

(3 credits)

This course is a continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. Topics may include congenital heart disease, diseases of the aorta and great vessels, cardiac masses, masses, and myxomas, arrhythmias' effect on echo findings and other syndromes and diseases relevant to echocardiography with continued emphasis on quantitative measurements and calculations used during 2D, Mmode, and doppler to evaluate for these diseases. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2304, Corequisite: DSAE 2461. [CIP51.0910]

DSAE 2361**Clinical - DMST, Echocardiography I
(3 credits)**

The purpose of this course is to provide education, training, work-based experience and direct patient care, generally at a clinical site. This will include instruction, supervision, and evaluation of students in the field of echocardiography. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the normal adult echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSAE 1360, Corequisite: DSAE 2304 [CIP51.0910]

DSAE 2461**Clinical - DMST, Echocardiography II
(4 credits)**

This course is to provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision and evaluation of students in the field of echocardiography. Emphasis will be on broadening and improving existing skills, recognition, evaluation and measurements of acquired heart disease. (24 clinical hours per week) Prerequisite: DSAE 2361, Corequisite: DSAE 2437 [CIP51.0910]

DSAE 2462**Clinical-DMST, Echocardiography III
(4 credits)**

This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of echocardiography. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the student's skills. (24 clinical hours per week) Prerequisite: DSAE 2461, Corequisite: DSAE 2335 [CIP51.0910]

DSPE 1265**Practicum - DMST, Intro to Pedi Echo
(2 Credits)**

Practical general workplace training supported by an individualized learning plan developed by the

employer, college, and student. Corequisite: DSPE 1300. (18 clinical hours per week) [CIP51.0910]

DSPE 1300**Introduction to Pediatric Echocardiography
Techniques
(3 Credits)**

The purpose of this course is to introduce pediatric echocardiography scanning techniques and procedures with hands-on experience in the lab setting. Emphasis will be placed on the sonographic explanation of the neonatal/pediatric heart by performing a basic scan protocol to include two-dimensional, M-Mode, Doppler, and standard measurements. Topics will also include segmental approach to congenital heart disease, situs determination, recognition of septation defects and physiology of persistent fetal circulation. (2 lecture and 4 lab hours per week) Prerequisite: acceptance into program Corequisite: DSPE 1265. [CIP51.0910]

DSPE 2249**Echocardiographic Evaluation of Congenital
Heart Disease II
(2 Credits)**

This course is a continuation of Echocardiographic Evaluation of Congenital Heart Disease I. Topics will include anomalies of the following: great vessels, ventricles (ie: hypoplasia), and extra cardiac structures. In addition, echo evaluation of post operative repairs and defects shall be included with continued emphasis on quantitative measurements and calculations used during 2D, M-Mode, and Doppler. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 2257, Corequisite DSPE 2364 [CIP51.0910]

DSPE 2255**Neonatal/Pediatric Patient Care Skills
(2 Credits)**

This course presents an overview of neonatal and pediatric patient care concepts. Topics in this course may include age appropriate care, patient safety, infection control, patient monitoring, vital signs, assessment, physical exam, thermal regulation, sedation, CPR, PALS, and NRP. (1 lecture and 3 lab hours per week) [CIP 51.0910]

DSPE 2257**Echocardiographic Evaluation of Congenital
Heart Disease I
(2 Credits)**

The purpose of this course is to emphasize the methods for evaluating congenital heart disease. Topics may include physiology, hemodynamics, and anomalies of each of the following: the aorta, arch, aortic valve, tetralogy of Fallot, pulmoic valve (atresia), tricuspid valve (Ebstein's), and pulmonary veins. The evaluation will include pathophysiology, quantitative measurements, and the application of echo techniques to identify and quantify these anomalies. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 1300, Corequisite DSPE 2261 [CIP51.0910]

DSPE 2259

**Advanced Pediatric Echocardiography
(2 Credits)**

This course will cover topics in specialized techniques in pediatric echocardiography. Topics will include transesophageal echocardiography and fetal echocardiography. The course will also focus on acquired cardiac pathology and additional rare anomalies. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 2249, Corequisite: DSPE 2365 [CIP51.0910]

DSPE 2261

**Clinical-DMST, Pediatric Echo I
(2 Credits)**

The purpose of this course is to provide education, training, work-based experience and direct patient care, generally at a clinical site. This will include instruction, supervision, and evaluation of students in the field of pediatric echocardiography. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the abnormal pediatric echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSPE 1265, Corequisite: DSPE 2257 [CIP51.0910]

DSPE 2461

**Practicum - DMST, Pedi Echo II
(4 Credits)**

The purpose of this course is to provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision and evaluation of students in the field of pediatric echocardiography. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and quantification of congenital heart disease. (24 clinical hours per week) [CIP51.0910]

DSPE 2462

**Clinical - DMST, Pediatric Echo III
(4 credits)**

This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of pediatric echocardiography. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the students' skills. (24 clinical hours per week). [CIP51.0910]

DSVT 1300

**Principles of Vascular Technology (Vasc I)
(3 credits)**

The purpose of this course is to introduce non-invasive vascular technology modalities including two-dimensional imaging, duplex, doppler, plethysmography, and segmental pressures. Emphasis will be on performing basic exam protocols for carotid duplex, arterial duplex and non-imaging, and venous duplex along with basic measurements and features of the normal exam. (2 lecture and 4 lab hours per week) Corequisite: DSVT 1360, [CIP51.0910]

DSVT 1360

**Clinical - DMST, Introduction to Vascular
(3 credits)**

This is an introductory clinical for learning basic

non-invasive vascular techniques. Students will observe, assist, and begin to gain hands-on experience in clinical. Emphasis will be on instrumentation, patient positioning, transducer handling, image orientation, and identification of anatomic structures and waveforms. (18 clinical hours per week) Corequisite: DSVT 1300. [CIP51.0910]

DSVT 2318

**Peripheral Vascular Evaluation of Pathology
(3 credits)**

This course is an integration of basic concepts and application of prior knowledge and skills to the understanding and evaluation of peripheral vascular diseases utilizing non-invasive vascular techniques. Emphasis will be placed on venous and arterial diseases of the extremities. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2330. Corequisite: DSVT 2364. [CIP51.0910]

DSVT 2330

**Cerebral Vascular Evaluation of Pathology
(3 credits)**

This course is a continuation of Vascular Evaluation with emphasis on recognition, evaluation and quantification of cerebrovascular diseases and interventions utilizing duplex ultrasonography, transcranial doppler, and non-imaging techniques used to evaluate the cerebrovascular circulation. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300, Corequisite: DSVT 2361. [CIP51.0910]

DSVT 2335

**Advanced Non-Invasive Vascular Technology
(3 credits)**

This course will cover advances in the ever changing world of diagnostic medical sonography specifically, peripheral non-invasive vascular technology. Possible topics may include intravascular ultrasound, transcranial imaging, 3D, power doppler, intra-operative, and abdominal vascular concepts. Students will attend conferences and local society meetings as well as review current journals and prepare to take the registry examination. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2318 Corequisite: DSVT 2365. [CIP51.0910]

DSVT 2361

**Clinical - DMST, Vascular Sonography I
(3 credits)**

The purpose of this course is to provide education, training, work-based experience, and direct patient care, generally at a clinical site. This will include instruction, supervision, and evaluation of students in the field of non-invasive vascular technology. Emphasis will be placed on hands-on experience to develop peripheral non-invasive vascular techniques used to evaluate the appearance of normal exams utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSVT 1360, Corequisite: DSVT 2330. [CIP51.0910]

DSVT 2461

**Clinical - DMST, Vascular Sonography II
(4 credits)**

This course will provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision, and evaluation

of students in the field of peripheral non-invasive vascular technology. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (24 clinical hours per week). Prerequisite: DSVT 2361; Corequisite: DSVT 2318. [CIP51.0910]

DSVT 2462

**Practicum - DMST, Vascular Sonography III
(4 credits)**

This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of non-invasive vascular technology. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of student's skills. (24 clinical hours per week). Prerequisite: DSVT 2461; Corequisite: DSVT 2335. [CIP51.0910]

HPRS 1304

**Basic Health Profession Skills
(3 credits)**

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. (2 lecture and 3 lab hours per week). [CIP51.0000]

Drama

C. Jay Burton, Department Chairperson

DRAM 1120, 1220

**Theatre Practicum I
(1, 2 credits)**

This course is an activities course in which the student participates in theater productions either as an actor or crew member. (4 or 6 lab hours per week). [CB50.0506.5326]

DRAM 1121, 1221

**Theatre Practicum II
(1, 2 credits)**

This course is an activities course in which the student participates in theater productions either as an actor or crew member. (4 or 6 lab hours per week). [CB50.0506.5326]

DRAM 1310

**Introduction to Theater
(3 credits)**

This course is the study of the principles of drama and the development of the Theater as an art as evidenced through study of areas of productions past and present. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0501.5126]

DRAM 1330

**Stagecraft I
(3 credits)**

This course is a study of the basics for working in the areas of construction, properties, and sets. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0502.5126]

DRAM 1341
Stage Makeup
(3 credits)

This course provides a survey of the reasons for stage makeup and the types of makeup available. It includes principles for defining makeup for characters in a play and intensive practical application. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0502.5226]

DRAM 1351
Acting I
(3 credits)

This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and 4 lab hours per week). Prerequisites: DIRW/DIRR 0309 or READ 0309. [CB50.0506.5126]

DRAM 1352
Acting II
(3 credits)

This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 lab hours per week). [CB50.0506.5126]

DRAM 2120
Theatre Practicum III
(1 credit)

This course is an activities course in which the student participates in Theater productions either as actor or crew member. (6 lab hours per week). [CB50.0506.5326]

DRAM 2121
Theatre Practicum IV
(1 credits)

This course is an activities course in which the student participates in Theater productions either as actor or crew member. (6 lab hours per week). [CB50.0506.5326]

DRAM 2331
Stagecraft II
(3 credits)

This course is a study of the basic concepts of stage lighting, including principles and practice. The course also presents the basic principles of lighting design. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0502.5126]

DRAM 2336
Voice for the Theatre
(3 credits)

This course is a study of the necessary development of the voice for use for the stage. The course includes voice development, placement, projection, and diction. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0506.5226]

DRAM 2361
History of the Theatre I
(3 credits)

This course is an historical investigation of the theatre and dramatic literature from ancient Greece through 1800. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB50.0505.5126]

DRAM 2362
History of the Theatre II
(3 credits)

This course is an historical investigation of the theatre and dramatic literature from 1800 to the present. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB50.0505.5126]

DRAM 2366
Development of the Motion Picture
(3 credits)

Emphasis in this course is on the analysis of the visual and aural aspects of selected motion pictures. Dramatic aspects of narrative films, historical growth, and sociological impact of film as an art will also be studied. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0309 or READ 0309 [CB50.0602.5126]

DRAM 2367
Development of the Motion Picture II
(3 credits)

This course will provide the opportunity for students to continue their study of narrative film as an art form. In this is a project-oriented course students will develop their cinematic ideas in a practical fashion. Emphasis will be on storytelling, including the communication of ideas and emotion, using live-action film and video. (3 lecture hours per week). Prerequisites: DRAM 2366. [CB50.0602.5126]

Economics

Elizabeth McLane, Department Chairperson
Kevin Jefferies, Tim Reynolds, Gregory Roof

ECON 2301
Principles of Economics I
(3 credits)

An introduction to the macro-economics of a modern industrial society. This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0601.5125]

ECON 2302
Principles of Economics II
(3 credits)

An introduction to the micro-economics of a modern industrial society. This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination, pure competition, monopolistic competition, oligopoly, and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0601.5125]

**Emergency Medical
 Technology**

Douglas Stevenson, Department Chairperson
Patty Stemmer, Instructor
Tracey Antill, DO, FACEP Medical Director

EMSP 1160
Emergency Medical Technician Basic - Clinical
(1 credit)

A course of instruction that provides detailed education, training, and work-based experience in the hospital and ambulance arena. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1501. [CIP51.0904]

EMSP 1166
EMS Practicum I
(1 credit)

A course of instruction that provides detailed education, training, and work-based experience in various ambulance services. All EMS practicum experiences are unpaid external learning experiences. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. [CIP51.0904]

EMSP 1261
Paramedic Clinical I
(2 credits)

A course of instruction that provides detailed education, training, and work-based experience in the hospital clinical areas. Clinical experiences are unpaid external learning experiences. (1 lecture hours & 6 lab hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1166. [CIP51.0904]

EMSP 1338
Introduction to Advanced Practice
(3 credits)

An exploration of the foundations necessary for mastery of the advanced topics or prehospital care. (3 hours of lecture and 1 hour of lab hours per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1356, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

EMSP 1355
Trauma Management
(3 credits)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (2 hours of lecture and 3 hour of lab per week). Prerequisite: Completion of EMSP 1501, & 1160. Co-Requisite: Enrollment in EMSP 1338, 1356, 1261, & 1166. [CIP51.0904]

EMSP 1356
Patient Assessment and Airway Management
(3 credits)
 A detailed study of the knowledge and skills required to reach competency in performing patient assessment and airway management. (2 hours of lecture and 2 hours of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

EMSP 1391
Special Topics in EMS
(3 credits)
 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 hours lecture, and 2 hours lab per week). [CIP51.0904]

EMSP 1501
Emergency Medical Technician - Basic
(5 credits)
 Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. (5 lecture and 6 lab hours per week). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1160. [CIP51.0904]

EMSP 2160
Paramedic Clinical II
(1 credit)
 A course of instruction that provides detailed education, training, and work-based experience in the hospital emphasizing cardiovascular care. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Requisite: Enrollment in EMSP 2248, EMSP 2338, EMSP 2444. [CIP51.0904]

EMSP 2166
Paramedic Practicum II
(1 credit)
 A course of instruction that provides detailed education, training, and work-based experience in the pre-hospital area. Clinical experiences are unpaid external learning experiences. (9 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/ EMSP 2243. [CIP51.0904]

EMSP 2243
Assessment Based Management
(2 credits)
 The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. (1 hour of lecture and 3 hours of lab

per week). Prerequisite: Completion of EMSP 1501, 1160, 1338, 1356, 1355, 1261, 1166, 2444, 2248, 2338, 2160, 2434, 2261. Co-Requisite: Enrollment in EMSP 2330 & 2166. [CIP51.0904]

EMSP 2248
Emergency Pharmacology
(2 credits)
 A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to complement Cardiology, Special Populations, and Medical Emergency courses. (2 hours of lecture hours and 1 hour of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166. Co-Requisite: Enrollment in EMSP 2444, EMSP 2338, EMSP 2160. [CIP51.0904]

EMSP 2261
Paramedic Clinical III
(2 credits)
 A course of instruction that provides detailed education, training, and work-based experience in the hospital areas specializing in the care of patients with medical emergencies. Clinical experiences are unpaid external learning experiences. (1 lecture hour & 8 clinical hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2434. [CIP51.0904]

EMSP 2300
Methods of Teaching - Emergency Medical Services
(3 credits)
 Instruction in teaching methodology for instructors of emergency medical services. (3 hours of lecture per week). Sponsorship by a Texas State Department of Health Services EMS Coordinator required. [CIP51.0904]

EMSP 2330
Special Populations
(3 credits)
 A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations. (2 hours of lecture and 2 hours of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP 2338/EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: EMSP 2243/ EMSP 2166. [CIP51.0904]

EMSP 2338
EMS Operations
(3 credits)
 A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. (3 hours of lecture per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Requisite: EMSP

2444, EMSP 2248, EMSP 2160. [CIP51.0904]

EMSP 2352
EMS Research
(3 credits)
 Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. (3 hours of lecture per week). [CIP51.0904]

EMSP 2359
EMS Supervision/ Management
(3 credits)
 Instruction, literary review, group discussions, and case study on topics pertinent to the emergency medical service (EMS) supervisor or manager. (3 lecture and 1 lab hour per week). [CIP51.0904]

EMSP 2434
Medical Emergencies
(4 credits)
 A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. (3 hours of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2261 [CIP51.0904]

EMSP 2444
Cardiology
(4 credits)
 A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (3 hours of lecture and 3 hours of lab and per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Requisite: EMSP 2248, EMSP 2338, EMSP 2160. [CIP51.0904]

EMSP 2458
Critical Care Paramedic
(4 credits)
 Prepares healthcare personnel to function as members of a critical care transport team. (lecture and 6 lab hours per week).. Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261/ EMSP 2330/ EMSP 2243/ EMSP 2166 Or current Texas State Department of Health Services Paramedic certification or Paramedic Licensure. [CIP51.0904]

HITT 1305
Medical Terminology I
(3 credits)
 Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week). [CIP51.0707]

English

Thomas Parker, Department Chairperson
Charley Beville, Margaret Ellen Birdwell,
Bea Hugetz, Linda Matteson, Leigh Ann Moore,
Haley Collins, Keith Vyvial

NOTE: Developmental English classes are now listed under Academic Foundations.

ENGL 1301

Composition I (3 credits)

Intensive study of and practice in writing process, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 or passing score on THEA or equivalent test. [CB23.1301.5112]

ENGL 1302

Composition II (3 credits)

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of sources; and critical thinking about evidence and conclusions. (3 lecture hours per week). Prerequisite: ENGL 1301 or its equivalent. [CB23.1301.5112]

NOTE: To fulfill the sophomore English requirements of ACC programs of study, the English Department recommends either ENGL 2332-2333 or 2322-2323, taken in sequence. However, a combination of one course from Group A and one from Group B, taken in any order, is acceptable. Group A: 2332 or 2322. Group B: 2333 or 2323 or 2327 or 2328. Under appropriate circumstances, ENGL 2311 may be allowed as one of the two required sophomore courses.

ENGL 2307

Creative Writing (3 credits)

Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.1302.5112]

ENGL 2311

Technical Communication (3 credits)

Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report.

(3 lecture hours per week). Prerequisite: ENGL 1301 [CB23.1303.5112]

ENGL 2322

Survey of English Literature I (3 credits)

This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.1404.5112]

ENGL 2323

Survey of English Literature II (3 credits)

As a continuation of ENGL 2322, this course is a study of British literature from the Romantic Period to the present. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.1404.5112]

ENGL 2327

Survey of American Literature I (3 credits)

Selected significant works of American Literature from the pre-colonial era through 1865. (3 lecture hours per week) Prerequisite: ENGL 1302 [CB 23.1402.5112]

ENGL 2328

Survey of American Literature II (3 credits)

Selected significant works of American Literature from 1865 to the present. (3 lecture hours per week) Prerequisite: ENGL 1302 [CB 23.1402.5112]

ENGL 2332

Survey of Literature I (3 credits)

Readings in world masterpieces dating from ancient times to the eighteenth century provide topics for various kinds of written analysis. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB16.0104.5213]

ENGL 2333

Survey of Literature II (3 credits)

This course is a continuation of ENGL 2332. World literature ranging from seventeenth-century Europe to twentieth-century America is the subject area of reading and writing assignments. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB16.0104.5213]

French

NOTE: Students cannot enroll in any Language Program (Second Language or Heritage Language) if they have not taken the Foreign Language Placement Exam required in each track. Failure to comply with this requirement may result in being dropped from the class. Based on performance on the placement exam, students may be placed in FREN 1412, 2311, or 2312, and may earn up to 11 credit hours.

FREN 1411

Beginning French I (4 credits)

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Placement Exam within a semester prior to enrollment. (3 lecture and 2 lab hours per week). [CB16.0901.5113]

FREN 1412

Beginning French II (4 credits)

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Successful completion of FREN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). [CB 16.0901.5113]

FREN 2311

Intermediate French I (3 credits)

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) [CB16.0901.5213]

FREN 2312

Intermediate French II (3 credits)

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) [CB16.0901.5213]

Geography

Christopher Chance, Department Chairperson
Johanna Hume

GEOG 1301

Physical Geography (3 credits)

This course is designed to enhance student understanding of the physical and human elements that have shaped the present physical environments and cultures of the world. Emphasis is placed on scientific principles and explanations underlying the distribution of tectonic activities and landforms, elements and factors of local and world climates, population, economic activities, cultures, urban landscapes, and political systems. The important role of maps in geography is also discussed. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0701.5125]

GEOG 1302**Cultural Geography****(3 credits)**

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The semester emphasizes cultural geography. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 45.0701.5125]

GEOG 1303**World Regional Geography****(3 credits)**

A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB45.0701.5325]

GEOG 2389**Academic Cooperative****(3 credits)**

An instructional program designed to integrate on-campus study with practical hands-on experience in geography. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week) [45.0101.5125]

Geology*Dora Devery, Department Chairperson***GEOG 1301****Essentials of Earth Science****(3 credits)**

This is a survey course to introduce non-majors to the solid Earth, the oceans, the atmosphere, and the Earth's neighbors in space. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB40.0601.5103]

GEOG 1303**Essentials of Physical Geology****(3 credits)**

An introductory class designed for non-majors to study the composition, internal structure, and physical processes of the earth. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB40.0601.5403]

GEOG 1401**Earth Science****(4 credits)**

Survey of geology, meteorology, oceanography, and astronomy. The course focuses on the study of the operation of Earth's geologic systems and the interactions among the atmosphere, the geosphere, and the hydrosphere, including meteorology and oceanography. Emphasis is on classifying earth materials, differentiating the types of plate boundaries, measuring atmospheric processes that affect weather and climate, describing the

composition and motion of ocean water, as well as comparing properties and motions of objects in the solar system. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB40.0601.5103]

GEOG 1403**Physical Geology****(4 credits)**

Introduction to the study of earth materials and processes that have modified and shaped the surface and interior of Earth over time. The course emphasizes identification of minerals and rocks, utilizing topographic maps to identify landforms, differentiating the types of plate boundaries and their associated features, identifying basic structural features on maps, block diagrams and cross sections and inferring how they were created, and describing the interaction of humans with Earth (e.g., resource development or hazard assessment). (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB40.0601.5403]

GEOG 1404**Historical Geology****(4 credits)**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Topics covered in the course include: plate tectonics, determining sequence of events, and the identification of fossils. Special emphasis is placed on the study of sedimentary rocks and geologic maps. (3 lecture & 3 lab hours per week) Prerequisite: GEOG 1403. [CB40.0601.5403]

GEOG 1405**Environmental Science****(4 credits)**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB03.0103.5301]

GEOG 1445**Oceanography****(4 credits)**

This course is an online lab science course (both lecture and lab are offered online). It is designed to introduce students to the physical, geological, and chemical characteristics of the Earth's oceans. Topics covered include: plate tectonics and ocean basin formation, topographic features of the ocean floors, properties of ocean water, as well as tides, waves, and ocean currents. This course also looks at the interaction between marine organisms and the marine environment as well as the interaction between land and sea and the interaction between the atmosphere and the sea. (3 lecture & 3 lab hours per week) Prerequisite: DIRW/DIRR 0310 or READ 0310, and MATH 0311 or 0312. [CB40.0601.5103]

GEOG 1447**Meteorology****(4 credits)**

The study of the atmosphere and weather are the focus of this online, lab science course (both lecture and lab are offered online). Topics include: composition and structure of the atmosphere, solar and terrestrial radiation, air pressure, humidity, clouds, precipitation, thunderstorms, tornadoes, hurricanes, and climate change. (3 lecture & 3 lab hours per week) Prerequisite: DIRW/DIRR 0310 or READ 0310, and MATH 0311 or 0312. [CB40.0601.5103]

German

NOTE: Students cannot enroll in any Language Program (Second Language or Heritage Language) if they have not taken the Foreign Language Placement Exam Exam required in each track. Failure to comply with this requirement may result in being dropped from the class. Based on performance on the placement exam, students may be placed in GERM 1412, 2311 or 2312, and may earn up to 11 credit hours in German.

GERM 1411**Elementary German I****(4 credits)**

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Placement Exam within a semester prior to enrollment. (3 lecture and 2 lab hours per week) [CB16.0501.5113]

GERM 1412**Elementary German II****(4 credits)**

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Successful completion of GERM 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week) [CB16.0501.5113]

GERM 2311**Intermediate German I****(3 credits)**

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of GERM 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) [CB 16.0501.5213]

GERM 2312**Intermediate German II****(3 credits)**

This course provides a review and application of

skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of GERM 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) [CB16.0501.5213]

Government

Elizabeth McLane, Department Chairperson
Kevin Jefferies, Tim Reynolds, Gregory Roof

GOVT 2305 American Government (3 credits)

This course is an introduction to American government. The course includes a discussion of the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 45.1002.5125]

GOVT 2306 Texas State & Local Government (3 credits)

This course is an introduction to Texas state and local government. The course includes discussion of the origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 45.1002.5125]

History

Christopher Chance, Department Chairperson
John Duke, Johanna Hume, Marjorie Nash

HIST 1301 The United States to 1877 (3 credits)

This course surveys United States history from colonial origins through reconstruction, including exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War, and reconstruction. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 54.0102.5125]

HIST 1302 The United States Since 1877 (3 credits)

This course surveys United States history from 1877 to the present. Topics include big business, big labor, the United States as a world power, the Great Depression, and the Cold War. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 54.0102.5125]

HIST 2301 Texas History (3 credits)

This course surveys social, economic and political developments in Texas from the arrival of the first Native Americans in Texas to present. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 54.0102.5225]
**Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.*

HIST 2311 Western Civilization I (3 credits)

This course surveys the primary political, social, intellectual, and religious developments of near eastern and western human societies with emphasis on the Mesopotamian, Egyptian, Greek, and Roman civilizations; the development of Judaism, Christianity, and Islam; the Byzantine empire; feudalism in eastern and western Europe; the Renaissance and the Reformation; national monarchies and state building in the early modern period; and the Scientific Revolution. Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. (3 lecture hours per week) [CB 54.0101.5425]

HIST 2312 Western Civilization II (3 credits)

This course surveys the primary political, social, intellectual, and religious developments in western human societies from the 17th century to the 20th century. Particular emphasis will be placed on the trans-Atlantic world, absolutism and state building, the Enlightenment, the period of revolutions, ideology, the rise of nation-states, and the wars of the 20th century. DIRW/DIRR 0310 or ENGL 0310 & READ 0310. (3 lecture hours per week) [CB 54.0101.5425]

HIST 2321 World Civilizations I (3 credits)

A survey of the political, social, cultural, intellectual, diplomatic, technological, and economic development of civilizations in Africa, Asia, Europe and the New World to 1500. Particular attention is given to intersections between cultures along with a comparative analysis of their unique historical trajectories. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB54.0101.5325]

HIST 2322 World Civilizations II (3 credits)

A survey of the political, social, cultural, intellectual, diplomatic, technological, and economic development of civilizations in Africa, Asia, Europe and the New World from the 16th to the 20th centuries. Particular emphasis is placed on the rise of the nation-state and the West as a hegemonic power and its impact on the balance of civilization. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 54.0101.5325]

HIST 2327 Mexican-American History I (3 credits)

This course presents a survey of the historical, economic, and cultural development of Mexican-Americans/Chicanos/as to 1918. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB 05.0203.5225]

HIST 2328 Mexican-American History II (3 credits)

This course presents a survey of the historical, economic, and cultural development of Mexican-Americans/Chicanos/as from 1900 to the present. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB 05.0203.5225]

HIST 2381 African American History (3 credits)

This course presents a survey of the historical, economic, and cultural development of minority groups in America. The course may include African-American, Asian-American, and Native-American issues. Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB 45.1101.5325]

HIST 2389 Academic Cooperative (3 credits)

An instructional program designed to integrate on-campus study with practical hands-on experience in history. (3 lecture hours per week) [CB 45.0101.5125]

Horticulture

Dwight Rhodes, Department Chairperson

HORT 1401 Principles of Horticulture (4 credits)

This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The lab experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 lab hours per week). [CB 01.0601.5101]

Humanities

HUMA 1301

Introduction to Humanities I (3 credits)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society, and the need to create. This course explores the Ancient world through the Middle Ages. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 24.0103.5112]

HUMA1302

Introduction to Humanities II (3 credits)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society, and the need to create. This course explores the Renaissance through the twentieth century. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB24.0103.5112]

HUMA 1305

Introduction to Mexican-American Studies (3 credits)

This interdisciplinary survey examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican-American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican-American experience. (3 lecture hours per week) [CB 05.0203.5125]

Human Services - Substance Abuse Counseling

G. E. Carrier, Department Chairperson

CMSW 1341

Behavior Modification and Cognitive Disorder (3 credits)

In depth study of the theories and principles of behavioral science and skill development in the methods of modifying and controlling behavior. Clinical and personal settings. Emphasis on techniques as managing self behavior. Topics include stimulus controls, shaping, relaxation training, reinforcement scheduling and taken economics. (3 lecture and 3 lab hours per week) [CIP51.1503]

DAAC 1304 (see also SOCI 2340)

Pharmacology of Addiction (3 credits)

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction. (3 lecture hours per week) [CIP51.1501]

DAAC 1305

Co-occurring Disorders (3 credits)

Provides students with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. The course includes an integrated approach to address the issues accompanying the illness. (3 lecture hours per week) [CIP: 51.1501]

DAAC 1309

Assessment Skill of Alcohol and Other Drug Addictions (3 credits)

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. (3 lecture hours per week) [CIP51.1501]

DAAC 1311

Counseling Theories (3 credits)

An introduction to major theories of various treatment modalities including Reality Therapy, Psycho-dynamic, Grief Therapy, Client Centered Therapy, Rational Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. (3 lecture hours per week) [CIP51.1501]

DAAC 1317

Basic Counseling Skills (3 credits)

This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramification of attitudes and feelings; consideration of alternative solutions; and decision making. (3 lecture hours per week) [CIP51.1501]

DAAC 1319

Introduction to Alcohol and Other Drug Addictions (3 credits)

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 lecture hours per week) [CIP51.1501]

DAAC 1364

Practicum Substance Abuse/Addiction Counseling (3 credits)

Practical, general workplace training supported by an individualized learning plan developed by the state, college, employer and student. The student will apply concepts and skills associated with substance abuse counseling in a licensed treatment facility. (21 practicum hours per week) [CIP: 51.1501]

DAAC 1380

Cooperative Education I - Alcohol/Drug Abuse Counseling (3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1364. [CIP51.1501]

DAAC 1381

Cooperative Education II - Alcohol/Drug Abuse Counseling (3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380 [CIP51.1501]

DAAC 1391

Special Topics in Alcohol/Drug Abuse Counseling (3 credits)

This course is a review of the requirements for licensure in addiction counseling examination. The course is also used to work on topics in the area of mental health or addiction studies - example: research/projects/field work. (3 lecture hours per week) [CIP51.1501]

DAAC 2306

Substance Abuse Prevention (3 credits)

This course focuses on aspects of substance abuse prevention from a public health model. We will identify risk and evidence based prevention strategies within a cultural context, include resources for prevention planning and programs. (3 lecture hours per week) [CIP: 51.1501]

DAAC 2307

Addicted Family Intervention (3 credits)

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. (3 lecture hours per week) [CIP51.1501]

DAAC 2341

Counseling Alcohol and Other Drug Addictions (3 credits)

Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug

(AOD) client. Development and utilization of advanced treatment planning and management. Includes confidentiality and ethical issues. The course will use the format of the oral licensure process to prepare students for licensure. (3 lecture hours per week) [CIP51.1501]

DAAC 2343
Current Issues
(3 credits)

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be associated. (3 lecture hours per week) [CIP51.1501]

DAAC 2354
Dynamics of Group Counseling
(3 credits)

Exploration of group counseling skills, techniques, and stages of group development. (3 lecture hours per week) [CIP 51.1501]

DAAC 2380
Cooperative Education III - Alcohol/Drug Abuse Counseling
(3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) [CIP51.1501]

GERS 1301
Introduction to Gerontology
(3 credits)

Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. (3 lecture hours per week) [CIP30.1101]

PMHS 1380
Cooperative Education I - Psychiatric/Mental Health Services Technician
(3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) [CIP51.1502]

PMHS 1381
Cooperative Education II - Psychiatric/Mental Health Services Technician
(3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of

the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380. [CIP51.1502]

PMHS 1391
Special Topics in Psychiatric/Mental Health Services Technician
(3 credits)

This course will examine the management of psychological technicians and review the duties of training required. A variety of mental health settings, such as mental retardation, mental illness and dual diagnosis units will be discussed. Residential and non-residential settings will be reviewed in terms of training requirements and employment opportunities. (3 lecture hours per week) [CIP51.1502]

PMHS 2380
Cooperative Education III - Psychiatric/Mental Health Services Technician
(3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1381 [CIP51.1502]

RECT 1301
Introduction to Therapeutic Recreation
(3 credits)

Introduction to the value, history, philosophy, terminology, process, and outcomes of therapeutic recreation. Emphasis on identification of client groups, leisure activities, application of therapeutic recreation in various human services settings, and professional development and career opportunities. (3 lecture hours per week) [CIP51.2309]

SCWK 1313
Introduction to Social Work
(3 credits)

An overview of the social work profession and introduction to the terms, concepts, people, and critical events that have shaped the profession. We will examine why individuals enter the helping professions, apply the code of ethics to case work skills, evaluate the impact of social service delivery, discuss case management related to the needs of a culturally diverse society, identify community resources to meet various client needs and learn the role of advocacy for individuals who cannot advocate for themselves. (3 lecture hours per week) [CIP: 44.0701]

SCWK 1321
Orientation to Social Services
(3 credits)

Introduction to the basic concepts of social welfare, insurance, and service programs and practices. Topics include historical development,

social and legal as well as clinical issues in the helping professions. Methods of treatment and services will be discussed for addicted persons and persons with mental illness or mental retardation. (Equates to PMHS 1301) (3 lecture hours per week) [CIP44.0701]

Industrial Design Technology

James Langley, Department Chairperson
Lupe Gonzales

ARCE 1452
Structural Drafting
(4 Credits)

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems; Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Identify components of structural systems; use reference materials; produce drawings for concrete, wood, and steel framing systems; draw design details and connections for framing components; and draw column and beam details for manufacture and assembly utilizing various fastening methods. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 2419 [CIP04.0901]

DFTG 1405
Technical Drafting
(4 credits)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Create technical sketches, geometric constructions, orthographic projections, pictorial/sectional views, and dimensioned drawings. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 1409. [CIP15.1301]

DFTG 1409
Basic Computer Aided Drafting
(4 credits)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, display, and plot/print working drawings. (2 lecture and 6 lab hours per week) Prerequisite: POFI 1204 or as corequisite with dept. approval. [CIP15.1302]

DFTG 1433
Mechanical Drafting
(4 credits)

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Develop a set of working drawings including assembly, detail, and pictorial. (2 lecture and 6 lab hours per week) Prerequisite: DFTG 1445 [CIP15.1306]

DFTG 1445

**Parametric Modeling and Design
(4 credits)**

Parametric-based design software for 3D design and drafting. Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. Prerequisite: DFTG 1405. (2 lecture and 6 lab hours per week). [CIP15.1306]

DFTG 2406

**Machine Design
(4 Credits)**

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Utilize the steps used in the design process, terminology, and mechanical processes to produce drawings. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1433 and DFTG 2440. [CIP15.1306]

DFTG 2419

**Intermediate Computer-Aided Drafting
(4 credits)**

AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings (2 lecture and 6 lab hours per week) Prerequisites: DFTG 1409. [CIP15.1302]

DFTG 2423

**Pipe Drafting
(4 credits)**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 2419 [CIP15.1302]

DFTG 2430

**Civil Drafting
(4 credits)**

In-depth study of drafting methods and principles used in civil engineering. Interpret field notes; develop documents for a civil project; analyze and layout drainage and utilities infrastructure; and perform related calculations. (2 lecture and 6 lab hours per week). Prerequisites: DFTG 1409 Co requires: DFTG 2419. [CIP15.1304]

DFTG 2435

**Advanced Technologies in Mechanical Design & Drafting
(4 credits)**

Use parametric-based software for mechanical design for advanced modeling and analysis. Create advanced surfaces, patterns, and sketched features; create simulations of loads and constraints; review and interpret static and thermal analysis; create tables; and customize user interface. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1433, DFTG 1445. [CIP15.1306]

DFTG 2440

**Solid Modeling/Design
(4 credits)**

AutoCAD. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three dimensional models in design work. Create three-dimensional solid model objects; and generate pictorial and orthographic drawings. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1409 [CIP15.1302]

DFTG 2445

**Advanced Pipe Drafting
(4 Credits)**

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. Compile a comprehensive set of construction documents from engineering notes and process flow diagrams; solve design implementation problems; apply appropriate codes and standards; document the implementation of a comprehensive industrial plan; create details for cost effective implementation; and integrate appropriate instrumentation and industrial devices. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 2423 [CIP15.1302]

DFTG 2450

**Geometric Dimensioning and Tolerancing
(4 credits)**

Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Apply tolerance, feature control frame, feature of size, datums, form, orientation, location, runout, and profile controls between various parts. Prerequisite: DFTG 2419. Corequisite: DFTG 1433. (2 lecture and 6 lab hours per week) [CIP15.1306]

DFTG 2457

**Advanced Technologies in Pipe Design & Drafting
(4 credits)**

Advanced design and production techniques using specialized process plant based design software. Use pipe design software; dimension and annotate pipe drawings; reference materials; apply pipe drafting design methods and standards; develop 2D and 3D drawings; and develop flow diagrams and P&IDs. Prerequisite: DFTG 2423 (2 lecture and 6 lab hours per week) [CIP15.1302]

DFTG 2481

**Cooperative Education
(4 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills

using the terminology of the occupation and the business/industry. (1 lecture and 6 lab hours per week) [CIP15.1301]

ENTC 1423

**Strength of Materials
(4 credits)**

Introduces the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles of force and load; and calculate and measure the stresses and loads on structures. Prerequisite: TECM 1317 (2 lecture and 6 lab hours per week). [CIP15.0000]

TECM 1317

**Technical Trigonometry
(3 Credits)**

Triangular measurements and calculations used in technical/industrial applications. Calculate right triangles and oblique triangles; convert between polar and rectangular vectors; add and subtract vectors; and analyze sine and cosine waveforms used in technical/industrial applications. (2 lecture and 2 lab hours per week) Prerequisite: Math 1314. [CIP27.0301]

Management

*Susan Weatherford, Department Chairperson
Lisa Akheituame*

BMGT 1327

**Principles of Management
(3 credits)**

The concepts, terminology, principles, theory, and issues that are the substance of the practice of management are examined. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week). [CIP52.0201]

BMGT 1345

**Communication Skills for Managers
(3 credits)**

Comprehensive study of communication skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, concise written and verbal/non-verbal communication. Also covers skills for time management. End of Course Outcomes: Create and edit business letters, memos, reports, electronic mail, and presentations; apply time management and active listening skills; and demonstrate clear, concise written and verbal/non-verbal communication. (3 lecture hours & 1 lab hour per week). Prerequisite: DIRW/DIRR 0309 or ENGL 0309. [CIP 52.0201]

BMGT 1382

**Cooperative Education-Business Administration and Management, General I
(3 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines

classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week). [CIP52.0201]

BMGT 2303
Problem Solving and Decision Making
(3 credits)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgments. (3 lecture hours per week). [CIP52.0201]

BMGT 2382
Cooperative Education - Business Administration & Management, General II
(3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week). [CIP52.0201]

BMGT 2383
Cooperative Education - Business Administration & Management, General III
(3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week.) [CIP52.0201]

BUSG 2309
Small Business Management
(3 credits)

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.(3 lecture hours per week). [CIP52.0703]

HRPO 1311
Human Relations
(3 credits)

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week). [CIP52.1003]

HRPO 1391
Special Topics in Human Resources Management
(3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry needs. (3 lecture hours per week). [CIP52.1001]

HRPO 2301
Human Resources Management
(3 credits)

Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives. (3 lecture hours per week). [CIP52.1001]

HRPO 2307
Organizational Behavior
(3 credits)

The analysis and application of organizational theory, group dynamics, motivations theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Experiences in managing and resolving organizational problems as well as team dynamics, team building strategies, and cultural diversity will be examined. (3 lecture hours per week.) [CIP52.1003]

MRKG 1301
Services Marketing/Management
(3 Credits)

This course examines the characteristics of the service domain which today is the dominate industry in the United States. The planning, organization, production and marketing of quality services will be the focus of the course. It is designed to help develop an understanding of the unique marketing needs and management challenges faced by service organizations through examining customer interactions and perceptions to service experiences. (3 lecture hours per week). Prerequisite: MRKG 1311 [CIP 52.1401]

MRKG 1311
Principles of Marketing
(3 credits)

This course is an introduction to basic marketing functions, identification of consumer and

organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week). [CIP52.1401]

MRKG 2333
Principles of Selling
(3 credits)

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople. (3 lecture hours per week). [CIP 52.1401]

MRKG 2349
Advertising & Sales Promotions of Selling
(3 credits)

Introduction of techniques to create excellent customer service by utilizing Integrated Marketing Communications, Advertising appeals, and promotional concepts. (3 lecture hours per week). Prerequisite: MRKG-1311. [CIP52.1401]

Mathematics _____

Jennifer Hopkins, Department Chairperson
Ralph Best, James Boler, Deanna Dick,
Robin Harbour, Charles Kilgore, Tammi Lansford,
Bette Nelson, Sosina Peterson

NOTE: The basics of arithmetic and algebra are taught in MATH 0310, MATH 0311, and MATH 0312. These courses benefit students needing additional preparation for college level work and those desiring only to improve their mathematical skills. One or all of these courses may be required by state law, or by the ACC Developmental Education Plan, for students whose scores on placement tests fall below established cutoff levels.

NCBM 0200
Non-Course Based Mathematics
(2 credits)

This course includes topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real number systems. (1.5 lecture hours and 1/2 lab hour per week). [CB32.0104.5319]

MATH 0310
Developmental Mathematics - Algebra
(3 credits)

This course includes linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test. Prerequisite: NCBM 0200 or MATH 0309. (3 lecture hours and 1 lab hour per week). [CB32.0104.5119]

MATH 0311
PreStatistics
(3 credits)

Development of mathematical reasoning and problem-solving abilities with an emphasis on preparation for a course in Statistics. Includes concepts from algebra, a number systems, probability, and use of formulas. The purpose of MATH 0311 is to prepare students for MATH 1342 or MATH 1332. Students enrolling in this course must meet the developmental algebra standard on the placement test. Prerequisite: NCBM 0200 or MATH 0309. (3 lecture hours and 1 lab hour per week). [CB32.0104.5119]

MATH 0312
Developmental Mathematics - Intermediate Algebra
(3 credits)

Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare students for MATH 1314, 1332, or 1342. Students enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. Prerequisite: MATH 0310. (3 lecture hours per week). [CB32.0104.5219]

MATH 1314
College Algebra
(3 credits)

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Graphing calculators (TI-83, TI-84 or comparable models) are required. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: MATH 0312, and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard in Reading. [CB27.0101.5419]

MATH 1324
Finite Math
(3 credits)

This course is designed for business, economics, management, and finance students. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability. Applications in business and economics will be emphasized (3 lecture hours per week). Prerequisite: MATH 0312, and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard in Reading. [CB27.0301.5219]

MATH 1325
Business Calculus
(3 credits)

This course is designed for business, economics, management, and finance students. The course includes a study of derivatives, higher order

derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. [CB27.0301.5319]

MATH 1332
Contemporary Mathematics I
(3 credits)

This course is designed for liberal arts, humanities and human/social sciences. It is not intended for mathematics, science, engineering, elementary education or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics may include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. Prerequisite: MATH 0312 or MATH 0311 with a grade of A,B, or C or meeting the college algebra standard on a placement test and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB27.0101.5119]

MATH 1333
Contemporary Mathematics for Tech
(3 credits)

This course provides a broad background in principles and applications of mathematics found in the technical and vocational degree programs. Topics will include: a survey of equations, a survey of relations and functions, probability and statistics, and applications. This course will satisfy the math requirements of the Associate of Applied Science, but does not satisfy the math requirements of the Associate of Arts, The Associate of Science, or the Associate of Arts in Teaching degree. Prerequisite: MATH 0310 or 0311 with a C or higher or the equivalent on the college placement exam and DIRW/DIRR 0310 or ENGL 0310 & READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB27.0101.5119]

MATH 1342
Elementary Statistical Methods
(3 credits)

This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. (3 lecture hours per week). Prerequisites: MATH 0312 or MATH 0311. [CB27.0501.5119]

MATH 1350
Fundamentals of Mathematics I
(3 credits)

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. (3 lecture hours per week) Prerequisite: MATH 1314 or equivalent or higher level math. [CB2701015619]

MATH 1351
Fundamentals of Mathematics II
(3 credits)

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or MATH 1350 or equivalent. [CB27.0101.5719]

MATH 2318
Linear Algebra
(3 credits)

This course includes such topics as vector spaces, linear independence, bases, linear transformations, matrices, determinants, eigenvalues, eigenvectors, and applications. (3 lecture hours per week). Prerequisite: MATH 2413 or departmental approval. [CB27.0101.6319]

MATH 2320
Differential Equations
(3 credits)

This course covers Ordinary Differential Equations and Applications. Included are First Order Equations, Linear Homogeneous Equations with Constant Coefficients, Undetermined Coefficients and Variation of Parameters, and Power Series Methods. The Laplace Transform is used to solve Initial Value Problems. Eigenvalues and Eigenvectors are introduced in order to solve Systems of Linear Differential Equations. Fourier Series are introduced. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. [CB27.0101.6419]

MATH 2412
Pre-Calculus Math
(4 credits)

This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Graphing calculators (TI-83, TI-84 or comparable models) are required. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015819]

MATH 2413
Calculus I
(4 credits)

This course is designed to meet the needs of mathematics, engineering, and science students. Topics included in this course are vectors and vector operations, limits, continuity, differentiation and integration of algebraic and transcendental functions, with applications such as optimization, curve sketching, and finding area under a curve. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry, or passed MATH 1314 and MATH 2412. (4 lecture hours per week). Prerequisites: MATH 2412 or departmental approval. [CB27.0101.5919]

MATH 2414**Calculus II
(4 credits)**

This course is a continuation of MATH 2413. Topics include differentiation and integration of hyperbolic and inverse trigonometric functions, techniques of integration, sequences and series, and applications such as the area between curves. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. [CB27.0101.6019]

MATH 2415**Calculus III
(4 credits)**

This course is a continuation of MATH 2414. Topics covered include vector-valued functions, functions of several variables, partial differentiation, multiple integrals, vector fields, line integrals, Green's Theorem, Stoke's Theorem, and the Divergence Theorem. (4 lecture hours per week). Prerequisite: MATH 2414 or equivalent course. [CB27.0101.6119]

Music

*Kevin Moody, Department Chairperson
David Griffith*

GENERAL MUSIC**MUSI 1158****Opera Workshop
(1 credit)**

This course provides practical experience for the singing actor in the integration of music, acting, and staging of portions of operas. (1 lecture and 2 lab hours per week). [CB50.0908.5226]

MUSI 1159/2159**Musical Theater I and II
(1 credit)**

This course can be repeated for credit. This course stresses the study and performance of works selected from the music Theater repertoire. (1 lecture and 4 lab hours per week). [CB50.0903.6126]

MUSI 1181**Class Piano I
(1 credit)**

This course is designed for students with little or no previous keyboard experience and provides a study of basic technique, scales, chords, and repertoire. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

MUSI 1182**Class Piano II
(1 credit)**

This Class piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

MUSI 1183**Voice Class
(1 credit)**

This lab class, designed for students with no previous

voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 lab hours per week). [CB50.0908.5126]

MUSI 1188**Percussion Class
(1 credit)**

This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 lab hours per week). [CB50.0903.5126]

MUSI 1192**Guitar Class
(1 credit)**

This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 lab hours per week). [CB50.0911.5126]

MUSI 1211**Music Theory I
(2 credits)**

This course provides a review of musical rudiments, harmony and voice-leading through submediant and mediant chords, figured bass, cadences and phrase structure, basic analysis, and elementary composition. (2 lecture & 1 lab hour per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. Corequisite: MUSI 1216 [CB50.0904.5126]

MUSI 1212**Music Theory II
(2 credits)**

This course studies harmony and voice-leading through modal mixture, secondary dominants and modulation, periodic structures, and further analysis and composition. (2 lecture & 1 lab hour per week). Prerequisite: DIRW/DIRR 0310 or READ 0310 and MUSI 1211. Corequisite: MUSI 1217 [CB50.0904.5126]

MUSI 1216**Sight Singing & Ear Training I
(2 credits)**

This required course for music majors is the first of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and in sight-singing. (2 lecture & 1 lab hour per week). Corequisite: MUSI 1211. [CB50.0904.5626]

MUSI 1217**Sight Singing & Ear Training II
(2 credits)**

This required course for music majors is the second of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1216. Corequisite: MUSI 1212. [CB50.0904.5626]

MUSI 1263**Improvisation
(2 credits)**

This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 lab hours per week). [CB50.0903.6526]

MUSI 1301**Fundamentals of Music
(3 credits)**

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0904.5526]

MUSI 1306**Music Appreciation
(3 credits)**

What is music? Where does it come from? What did music sound like 2000 years ago? Who was Beethoven and why should I care? Take this course and find out. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0309 or READ 0309. [CB50.0902.5126]

MUSI 1307**Music Literature
(3 credits)**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL/READ 0310. [CB50.0902.5126]

MUSI 1310**American Music
(3 credits)**

The Beatles, Elvis, The Rolling Stones, from Rag Time to Hip-Hop: How did all this get started? You'll find out if you take this class. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309 [CB50.0902.5326]

MUSI 1386**Composition
(3 credits)**

This course provides instruction in music composition in small forms for simple media in both traditional and contemporary electronic styles. (3 lecture hours per week). [CB50.0904.5326]

MUSI 1390**Electronic Music I
(3 credits)**

Overview of computer hardware and software used in the notation, arrangement, composition, performance, and teaching of music. Topics include MIDI and USB instruments and devices, music printing/publishing software, accompanying and sequencing software, smart phone and tablet applications. Prerequisites: MUSI 1211 or 1301, and MUSI 1181 or MUAP 1269. (3 lecture hours per week). [CB50.0904.5826]

MUSI 2181

**Class Piano III
(1 credit)**

This class piano course is for students who have taken 1 year of piano and is a continuation of basic techniques. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

MUSI 2182

**Class Piano IV
(1 credit)**

This class piano course is for students who have taken 3 semesters of class piano and is a continuation of basic techniques. (1 lecture and 1 lab hour per week) [CB50.0907.5126]

MUSI 2211

**Music Theory III
(2 credits)**

This course studies harmony and voice-leading through linear chords, the Neapolitan and augmented sixths, advanced modulation, ninth chords, binary form, more advanced modulation and composition. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1212, Corequisite: MUSI 2216. [CB50.0904.5226]

MUSI 2212

**Music Theory IV
(2 credits)**

This course studies compositional practices of the twentieth century and later, through analysis and composition exercises. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 2211. Corequisite: MUSI 2217 [CB50.0904.5226]

MUSI 2216

**Sight Singing & Ear Training III
(2 credits)**

This required course for music majors is the third of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1217. Corequisite: MUSI 2211. [CB50.0904.5726]

MUSI 2217

**Sight Singing & Ear Training IV
(2 credits)**

This required course for music majors is the fourth of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 2216. Corequisite: MUSI 2212. [CB50.0904.5726]

ENSEMBLES

MUEN 1125, 1126, 2125, 2126

**Jazz Band
(1 credit each)**

This course can be repeated for credit. This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. membership is open to all College students by approval of the instructor. (4 rehearsal hours per week). [CB50.0903.5526]

MUEN 1122, 1123, 2122, 2123

**Concert Band
(1 credit each)**

This course can be repeated for credit. This concert group of brass, woodwind, and contemporary works for wind ensembles. (4 rehearsal hours per week). [CB50.0903.5526]

MUEN 1135, 2135

**Jazz Lab
(1 credit each)**

This course can be repeated for credit. This organization performs for many special occasions on and off campus. Music includes small band jazz-rock with emphasis on individual improvisation. Membership is open to all College students by approval of the instructor. (3 hours per week). [CB50.0903.5626]

MUEN 1141, 1142, 2141, 2142

**Concert Choir
(1 credit each)**

This course can be repeated for credit. This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities. In order to obtain credit, members must attend all called rehearsals and public performances. (4 rehearsal hours per week). [CB50.0903.5726]

MUEN 1143, 1144, 2143, 2144

**College Singers
(1 credit each)**

This course can be repeated for credit. This organization is limited in membership. Students are selected through auditions from the membership of the College choir. The student must have previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval. (4 rehearsal hours per week). [CB50.0903.5726]

MUEN 1151, 1152, 2151, 2152

**Chamber Singers
(1 credit)**

This course can be repeated for credit. Membership is open to all students on the basis of audition/conference with the director. Students are also expected to enroll in Concert Choir. (4 rehearsal hours per week). [CB50.0903.5826]

APPLIED MUSIC

All applied music courses are under [CB50.0903.5426]

MUAP 1217, 1218

**Applied Music Woodwind
(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week).

MUAP 1237, 1238

**Applied Music Brass
(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (2 lecture hours per week).

MUAP 1257, 1258

**Applied Music Percussion
(2 credits each)**

These courses provide one hour of individual instruction a week in the use of percussion instruments. (2 lecture hours per week).

MUAP 1261, 1262

**Applied Music Guitar
(2 credits each)**

These courses provide one hour of individual instruction a week in guitar. (2 lecture hours per week).

MUAP 1269, 1270

**Applied Music Piano
(2 credits each)**

These courses provide one hour of individual instruction a week in piano. (2 lecture hours per week).

MUAP 1281, 1282

**Applied Music Voice
(2 credits each)**

These courses provide one hour of individual instruction per week in voice. (2 lecture hours per week).

MUAP 2217, 2218

**Applied Music Woodwind
(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week).

MUAP 2237, 2238

**Applied Music Brass
(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (2 lecture hours per week).

MUAP 2257, 2258

**Applied Music Percussion
(2 credits each)**

These courses provide one hour of individual instruction per week in percussion instruments. (2 lecture hours per week).

MUAP 2261, 2262

**Applied Music Guitar
(2 credits each)**

These courses provide one hour of individual instruction per week in guitar. (2 lecture hours per week).

MUAP 2269, 2270

**Applied Music Piano
(2 credits each)**

These courses provide one hour of individual

instruction per week in piano. (2 lecture hours per week).

MUAP 2281, 2282
Applied Music Voice
(2 credits each)

These courses provide one hour of individual instruction per week in voice. (2 lecture hours per week).

RECORDING

MUSC 1327
Audio Engineering I
(3 credits)

An overview of the modern recording studio and related personnel. Topics include basic studio electronics and acoustic principles, waveform analysis, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, tape machine principles and operation and an overview of mixing and editing. (2 lecture and 4 lab hours per week). [CB 10.0203]

MUSC 2427
Audio Engineering II
(4 credits)

A continuation of Audio Engineering I with emphasis on implementation of the techniques and theories of the recording process. Topics include applications on microphones, the audio console, the multitrack tape recorder and signal processing devices in recording sessions environments. (2 lecture and 4 lab hours per week). Prerequisites: MUSC 1327. [CB 10.0203]

MUSC 2447
Audio Engineering III
(4 credits)

Presentation of advanced procedures and techniques utilized in recording and manipulating audio information. Topics include advanced computer based console automation, hard disk based digital audio editing, nonlinear digital multitrack recording and advanced engineering project completions. (2 lecture and 4 lab hours per week). [CB 10.0203]

Neurodiagnostic
Technology (NDT)

Angelina Klaproth, Department Chairperson

ENDT 1345
Applied Electronics & Instrumentation
(3 credits)

Theory & application of electrical concepts, recording techniques, data analysis, and descriptions. Includes electronics & instrumentation associated with the conventional electroencephalograph such as the

power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-Hz filters), the writer unit, electrical output, electrical safety, and standards for clinical electroencephalographs. Also covers ambulatory monitoring & digital electroencephalography. Requires departmental approval. (2 lecture hours & 2 lab hours per week) [CIP 51.0903]

ENDT 1350
Electroencephalography
(3 credits)

The field of electroencephalography (EEG) and its use in medicine & surgery. Emphasizes patient hookup, taking histories, careful handling of the patient, and reviewing normal and abnormal brainwaves, identifying artifacts, EEG instrumentation, pattern recognition, and sleep recordings. Includes examination of EEG findings in neurological disease and introduces special EEG procedures. Requires departmental approval. (2 lecture hours & 2 lab hours per week) [CIP 51.0903]

ENDT 1463
Electroneurodiagnostics Clinical I
(4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (20 clinical hours per week) Prerequisites: ENDT 1345, ENDT 1350, Corequisite: ENDT 2320. [CIP 51.0903]

ENDT 2210
Evoked Potentials
(2 credits)

Evoked potentials (EP) instrumentation, EP history, signal averaging, statistics, A/D converter, amplifiers, filters & simulators. Includes recording evoked potentials from volunteers & observing the effect of different variables. Emphasizes somatosensory, visual & brainstem auditory evoked responses & provides practical application & evaluation of EP data. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350. [CIP 51.0903]

ENDT 2215
Nerve Conduction Studies
(2 credits)

Electrodiagnostics, principles of nerve conduction studies and methods designed to assess neuromuscular transmission. Includes conventional & single-fiber electromyography & methods designed for reaching less accessible regions of the nervous system. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350, & ENDT 2210. [CIP 51.0903]

ENDT 2320
Electroneurodiagnostics Technology I
(3 credits)

This course is designed to teach normal and abnormal pattern recognition both awake and asleep for each age range and level of consciousness, seizure manifestations, classifications and EEG correlates. (ACNS) minimum technical standards for

pediatric encephalography will also be covered. (2 lecture hours & 2 lab hours per week) Prerequisites: ENDT 1350 & ENDT 1345. [CIP 51.0903]

ENDT 2425
Electroneurodiagnostics Technology II
(4 credits)

This course is designed to further explore and introduce specific neurological disease processes and integrate electroencephalographic patterns for these processes. Identifies abnormal functional neuroanatomy & physiological conditions and electroencephalographic correlates. (3 lecture & 2 lab hours per week) Prerequisites: ENDT 1463 Corequisites: ENDT 2463. [CIP 51.0903]

ENDT 2463
Electroneurodiagnostics Clinical II
(4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (14 clinical hours per week) Prerequisites: ENDT 1463 Corequisite: ENDT 2425. [CIP 51.0903]

ENDT 2661
Electroneurodiagnostics Clinical III
(6 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (30 clinical hours per week) Prerequisites: ENDT 1463, ENDT 2463. [CIP 51.0903]

IONM 1270
Modalities for Spine Surgery
(2 credits)

A comprehensive course covering all aspects of spinal cord surgeries. Introduces a review of basic spine anatomy and clinical indications for spine surgery, such as, spinal deformities, stabilization, tumor removal and decompression. Detailed review of instrumentation and recording modalities, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators as it applies to the environment of operating room. (2 lecture hours per week). Prerequisites: PSGT 1310 ENDT 1345, IONM 1570; Corequisites: ENDT 2210, ENDT1350, IONM 1572. [CIP 51.0903]

IONM 1570
Introduction to IONM Topics
(5 credits)

Introduction to IONM is a course that will explore the field of intraoperative neurophysiologic monitoring and give students an opportunity to learn the basics of neuroprotection in the operating room, including evoked potential, nerve conduction and electromyography testing modalities. The course will also cover basic patient care skills, medical terminology, and anesthesia topics. (3 lecture and 6 lab hours per week). Prerequisite: BIOL 2401, Corequisite: PSGT 1310. [CIP 51.0903]

IONM 1572**IONM Clinical I****(5 credits)**

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (16 clinical hours per week). Prerequisite: IONM 1570, PSGT 1310, ENDT 1345. Corequisites: IONM 1270, ENDT 2210, ENDT 1350. [CIP 51.0903]

IONM 2270**Modalities in Specialty Procedures****(2 credits)**

Includes an in depth review of neurosurgical, cardiovascular and epilepsy surgeries and the types of neurophysiologic monitoring used to ensure neuroprotection during critical stages of the surgery. A review of instrumentation components and settings. Details of each type of surgery and properly identifying critical points with emphasis on expected response outcomes, anesthesia, and troubleshooting techniques during such critical points. (2 lecture hours per week). Prerequisites: IONM 1270, IONM 1572, ENDT 2210, ENDT 1350. Corequisites: ENDT 2215, IONM 2570. [CIP 51.0903]

IONM 2570**IONM Clinical II****(5 credits)**

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (24 clinical hours per week). Prerequisites: IONM 1270, IONM 1572, ENDT 2210, ENDT 1350. Corequisites: IONM 2270, ENDT 2215. [CIP 51.0903]

Nursing _____

(Associate Degree)

Debra Fontenot, Director

Joey Guidry, Kristin Elsner, Mary Alice Estes, Tana Hafner-Burton, Janet Joost, Christy Scales, Wendy Stewart, Ashley White, Jocelyn Wiltz

RNSG 1129**Integrated Nursing Skills II****(1 credit)**

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the lifespan. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. (3 lab hours per week). Corequisites: RNSG 2404 and RNSG 1461. [CIP 51.3801]

RNSG 1219**Integrated Nursing Skills I****(2 credits)**

Study of the concepts and principles necessary to perform basic nursing skills for diverse patients across the lifespan; demonstrate competence in the performance of nursing procedures. Content

includes knowledge, judgement, skills, and professional values within a legal/ethical framework. (1 lecture and 3 lab hours per week). Corequisites: RNSG 1523 and RNSG 1260. [CIP 51.3801]

RNSG 1240**Professional Nursing Skills for Articulating Students****(2 credits)**

Demonstration of professional nursing skills and procedures; and utilize critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. (1 lecture and 3 lab hours per week). Corequisites: RNSG 1327 and RNSG 1262. [CIP 51.3801]

RNSG 1246**Legal and Ethical Issues for Nurses****(2 credits)**

Study of the laws and regulations related to the provision of safe and effective professional nursing care within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Content includes confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. (2 lecture hours per week). Pre-requisite: RNSG 1441 & 1561 or RNSG 1262 & 1417. [CIP 51.3801]

RNSG 1260**Clinical I RN****(2 credits)**

A health related work-based learning experience that introduces the student in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adults and family. Clinical education is an unpaid learning experience. Concurrent theory enrollment in RNSG 1523 is required. (6 lab hours per week) Prerequisites: Admission into the ADN Program. Corequisites: PSYC 2314, RNSG 1523, RNSG 1219. [CIP 51.3801]

RNSG 1262**Clinical RN Transition****(2 credits)**

A health related work-based learning experience that introduces the vocational nurse in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1327. (6 lab hours per week) Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. Corequisite: RNSG 1327 and RNSG 1240. [CIP 51.3801]

RNSG 1327**Transition to Professional Nursing****(3 credits)**

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework throughout the lifespan. (2 lecture hours and 3 lab hours per week). Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. Corequisite: RNSG 1240 and RNSG 1262. [CIP 51.3801]

RNSG 1441**Common Concepts of Adult Health****(4 credits)**

Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. Concurrent clinical enrollment is required in RNSG 1561. (3 lecture and 2 lab hours per week). Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: BIOL 2402, PSYC 2301, RNSG 1561. [CIP 51.3801]

RNSG 1443**Complex Concepts of Adult Health****(4 credits)**

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis is on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. Concurrent clinical enrollment is required in RNSG 2563. (3 lecture and 2 lab hours per week) Prerequisites: BIOL 2420; and either RNSG 2213, 1441 or RNSG 1417. Corequisite: RNSG 2563. [CIP 51.3801]

RNSG 1461**Clinical II RN****(4 credits)**

A health related work-based learning experience in medical/surgical settings that enables the student to apply professional nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (12 lab hours per week). Prerequisites: RNSG 1260. Corequisites: RNSG 2404 and RNSG 1129. [CIP 51.3801]

RNSG 1512**Nursing Care of the Childbearing and Childrearing Family (5 credits)**

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem solving processes and critical thinking skills, including a focus on the childbearing family during perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Analysis and synthesis of knowledge and skills are based upon normal and abnormal assessment findings. Pharmacological and nutritional concepts related to the nursing care of the childbearing and childrearing family are incorporated throughout the course. Concurrent clinical enrollment is required in RNSG 2463. (4 lecture and 2 lab hours per week.) Prerequisites: RNSG 1417 and BIOL 2420, or RNSG 1441. Corequisite: RNSG 2463. [CIP51.3801]

RNSG 1523**Introduction to Professional Nursing for Integrated Programs (5 credits)**

Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the lifespan; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to patients across the lifespan; and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 2 lab hours per week). Prerequisites: BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301. Corequisites: RNSG 1219, RNSG 1260, PSYC 2314. [CIP51.3801]

RNSG 1561**Clinical Nursing: Common Concepts of Adult Health (5 credits)**

A health related work-based learning experience in medical/surgical settings that enables the student to apply professional nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1441. (15 lab hours per week) Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: BIOL 2402, PSYC 2301, RNSG 1441. [CIP 51.3801]

RNSG 2121**Management of Client Care (1 credit)**

Exploration of leadership and management principles applicable to the roles of the professional

nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Includes application of knowledge, judgment, skills and professional values within a legal/ethical framework. (1 lecture hour per week). Prerequisites: RNSG 1441 & 1561 or RNSG 1262 & 1417. [CIP 51.3801]

RNSG 2435**Integrated Patient Care Management (4 credits)**

Application of independent nursing interventions to care for patients and families throughout the lifespan whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgement, skills, and professional values within a legal/ethical framework. (3 lecture and 3 lab hours per week). Prerequisite: RNSG 2514. Corequisite: RNSG 2463. [CIP 51.3801]

RNSG 2462**Clinical III RN (4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 lab hours per week). Prerequisite: RNSG 1461. Corequisite: RNSG 2514. [CIP 51.3801]

RNSG 2463 (blocked curriculum; last time offered Spring 2016)

Clinical Nursing: Nursing of the Childbearing and Childrearing Family (4 credits)

A health related work-based learning experience in specialty maternity and pediatric settings that enables the student to apply nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1512. (12 lab hours per week) Corequisite: RNSG 1512. [CIP 51.3801]

RNSG 2463 (beginning Fall 2015; integrated curriculum; first time offered Spring 2017)

Clinical IV RN (4 credits)

A health related work-based learning experience that enables the student to apply nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 2535. (12 lab hours per week) Prerequisite: RNSG 2462. Corequisite: RNSG 2535. [CIP 51.3801]

RNSG 2504**Integrated Care of the Patient with Common Health Care Needs (5 credits)**

Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the lifespan with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 4 lab hours per week). Prerequisite: RNSG 1523. Corequisites: RNSG 1129 and RNSG 1461. [CIP 51.3801]

RNSG 2514**Integrated Care of the Patient with Complex Health Care Needs (5 credits)**

Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the lifespan with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 2 lab hours per week). Prerequisites: BIOL 2420, RNSG 2404. Corequisite: RNSG 2462. [CIP 51.3801]

RNSG 2563**Clinical Nursing: Complex Concepts of Adult Health (5 credits)**

A health-related work-based learning experience in medical/surgical settings that enables the student to apply advanced nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by clinical professional(s). Concurrent theory enrollment is required in RNSG 1443. (15 lab hours per week). Prerequisite: RNSG 2213 or RNSG 1417. Corequisite: RNSG 1443. [CIP 51.3801]

Nursing (Vocational)

Melinda Wallace, Department Chairperson
Lacy Thirty, Tori McGargert

VNSG 1122 Vocational Nursing Concepts (1 credit)

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week). [CIP 51.3901]

VNSG 1160 Clinical - Practical Nurse I (1 credit)

A health related work-based experience, that enables the student to apply specialized occupational theory, skills, and concepts. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (8 clinical hours per week). Corequisite: VNSG 1423. [CIP 51.3901]

VNSG 1219 Professional Development (2 credits)

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Learning Outcomes: The student will describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week). [CIP 51.3901]

VNSG 1226 Geriatrics (2 credits)

Overview of the normal physical, psychological, and cultural aspects of the aging process. Addresses

common disease processes of aging and explores attitudes towards care of the elderly. Topics include but are not limited to introduction to aging; the aging adult; geriatric mental health; sexuality and aging; pain management; geriatric medications; assisting the dying client and family; hospice care. Learning Outcomes: the student will describe the aspects of aging; discuss disease processes associated with aging; and identify perceptions related to care of the older adult. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

VNSG 1227 Essentials of Medication Administration (2 credits)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Lab required. Learning Outcomes: The student will demonstrate accurate dosage calculation; discuss the principles of medication administration safety; and identify the elements of accurate documentation of medication administration. (1 lecture and 2 lab hours per week). [CIP 51.3901]

VNSG 1230 Maternal - Neonatal Nursing (2 credits)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the focused assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Learning Outcomes: The student will discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

VNSG 1234 Pediatrics (2 credits)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process. Learning Outcomes: The student will identify safety principles related to childcare; discuss primary nursing care of the pediatric patient and family during the health and disease; and apply concepts of growth and development to the care of pediatric patients utilizing the nursing process. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

VNSG 1301 Mental Health and Mental Illness (3 credits)

Study of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness.

Includes common mental disorders and related therapy. Learning Outcomes: The student will identify the characteristics of mental health; identify common mental illness and maladaptive behaviors; describe trends in psychotherapeutic treatment; discuss the application of therapeutic communication skills; and assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior. (3 lecture hours per week). [CIP 51.3901]

VNSG 1329 Medical Surgical Nursing I (3 credits)

Application of the nursing process to the care of adult and geriatric patients experiencing respiratory, cardiovascular, gastrointestinal, genitourinary, and musculoskeletal, medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify components of the health-illness continuum; identify prevalent respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1660. [CIP 51.3901]

VNSG 1331 Pharmacology (3 credits)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Learning Outcomes: The student will identify properties, effects, and principles of pharmacotherapeutic agents; and list common nursing interventions associated with the various pharmacotherapeutic agents. (4 lecture hours per week). [CIP 51.3901]

VNSG 1332 Medical - Surgical Nursing II (3 credits)

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult and geriatric patients experiencing cardiovascular, neurosensory, endocrine, and oncological medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent cardiovascular, neurosensory, endocrine, and oncological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1660. [CIP 51.3901]

VNSG 1420 Anatomy & Physiology for Allied Health (4 credits)

Introduction to the normal structure and function of the body including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Learning Outcomes: The student will identify the structure of each of the major body systems; describe the function of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis. (4 lecture hours per week). [CIP 51.3901]

VNSG 1423**Basic Nursing Skills
(4 credits)**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Lab required. Learning Outcomes: The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care setting. (3 lecture and 4 lab hours per week). Corequisite: VNSG 1160. [CIP 51.3901]

VNSG 1660**Clinical - Practical Nurse II
(6 credits)**

A health related work-based experience that enables the student to apply specialized occupation theory skills, and concepts. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1329 and VNSG 1332. [CIP 51.3901].

VNSG 1661**Clinical - Practical Nurse III
(6 credits)**

A health related work-based experience that enables the student to apply specialized occupation theory skills and concepts. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1226 and, VNSG 1230, and VNSG 1234. [CIP 51.3901]

Nutrition

Debra Fontenot, Department Chairperson

HECO 1322**Nutrition & Diet Therapy**

* The classroom course is only offered in the fall Semester. The internet course is offered each semester.

(3 credits)

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. (3 lecture hours per week). Prerequisite: BIOL 2401. [CIP19.0501.5109]

Office Administration

Dianna Smith, Department Chairperson

It is the responsibility of all students taking Office Administration internet course(s) to contact their instructor(s) by the third class day through MyBlackboard.

Students are required to use the same text books and software version used by the Office Administration Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D211 when space is available.

ACNT 1303**Introduction to Accounting I
(3 credits)**

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (2 lecture and 3 lab hours per week). [CIP 52.0302]

ACNT 1311**Introduction to Computerized Accounting
(3 credits)**

Introduction to utilizing the computer and maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 lecture and 3 lab hours per week). Prerequisite: ACNT 1303. [CIP 52.0302]

HITT 1305**Medical Terminology I
(3 credits)**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (2 lecture and 3 lab hours per week). [CIP 51.0707]

POFI 1204**Computer Fundamentals
(2 credits)**

Microsoft Word, PowerPoint, Excel, Visio and Outlook. Emphasizes the concurrent development

of office skills and computer knowledge. For Industrial Design Technology majors. (1 lecture and 4 lab hours per week). [CIP 51.0707]

POFI 1301**Computer Applications I
(3 credits)****For Non-OFAD Majors**

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (2 lecture and 3 lab hour per week) [CIP 52.0407]

POFI 1341**Computer Applications II
(3 credits)**

Continued study of current computer terminology and technology. Advanced skill development in computer software applications and procedures. End-of-Course Outcomes: Apply advanced skills to produce documents using Visio, Adobe Acrobat, Publisher. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

POFI 1349**Spreadsheets
(3 credits)**

Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (2 lecture and 4 lab hours per week) [CIP 52.0407]

POFI 1401**Computer Applications I
For OFAD & MGMT Majors
(4 credits)**

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (3 lecture and 3 lab hours per week) [CIP 52.0407]

POFI 1449**Spreadsheets
(4 credits)**

Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (3 lecture and 3 lab hours per week) [CIP 52.0407]

POFI 2301**Word Processing
(3 credits)**

Word processing software Microsoft Word 2013 focusing on business applications. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

POFI 2350**Databases (Access)
(3 credits)**

In-depth instruction of database applications using Microsoft Access 2013. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

POFL1305

Legal Terminology

(3 credits)

This course presents an overview of the areas of law and legal professions, including spelling, pronunciation, and definition of legal terms. (2 lecture and 3 lab hours per week). [CIP 22.0301]

POFM 1317

Medical Administrative Support

(3 credits)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: Computer Literacy required. (2 lecture and 3 lab hours per week). [CIP 51.0716]

POFT 1300

Career Exploration & Planning

(3 credits)

An introduction to career exploration, educational planning, and job searching. The student will have the opportunity to identify career options and aptitudes; explain the nature of the career decision-making process and its ongoing application; develop a resume and cover letter; demonstrate interviewing skills; and describe follow-up procedures. (2 lecture & 3 lab hour per week). [CIP 52.0401]

POFT 1301

Business English

(3 credits)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 lecture and 3 lab hours per week). [CIP 52.0501]

POFT 1309

Administrative Office Procedures I

(3 credits)

Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) [CIP 52.0401]

POFT 1319

Records & Information Management I

(3 credits)

Introduction to basic records information management filing systems including manual and electronic filing. (2 lecture and 3 lab hours per week). [CIP 52.0401]

POFT 1325

Business Math Using Technology

(3 credits)

Skill development in business math problem-solving using electronic technology. (2 lecture & 3 lab hour per week). [CIP 52.0408]

POFT 1329

Beginning Keyboarding

(3 credits)

For Non-OFAD Majors

Skill development keyboarding techniques.

Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 lecture and 3 lab hours per week) [CIP 52.0408]

POFT 1382, 2382

Cooperative Education - Office Occupations and Clerical Services

(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP 52.0408]

POFT 1425

Business Math & Machine Applications

(4 credits)

Business Math problem-solving skills using office technology. (3 lecture & 3 lab hours per week). [CIP 52.0408]

POFT 1429

Beginning Keyboarding

(4 credits)

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 3 lab hours per week). [CIP 52.0408]

Paralegal _____

Karen Barnett, Department Chairperson

LGLA 1301

Legal Research & Writing

(3 credits)

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 1311

Introduction to Law

(3 credits)

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 1345

Civil Litigation

(3 credits)

This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in the civil litigation process. (3 lecture hours per week). Prerequisites: DIRW/

DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 1351

Contract Law

(3 credits)

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. The student will learn to define and properly use contract law terminology; locate, describe and analyze sources of law relating to contract law; understand the ethical obligations of the paralegal and draft documents commonly used in contract law. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 1353

Wills, Trusts, and Probate Administration

(3 credits)

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 1355

Family Law

(3 credits)

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 1359

Immigration Law

(3 credits)

This course presents fundamental concepts of immigration law with emphasis on the paralegal's role. Topics include substantive and procedural law related to immigration history, removal proceedings, naturalization and citizenship. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 1380, LGLA 2381

Cooperative Education (Internship) - Paralegal

(3 credits)

The objective of the cooperative education course is to combine the student's classroom learning with work experience. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware that a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 2303**Torts and Personal Injury law
(3 credits)**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 2305**Interviewing and Investigating
(3 credits)**

This course presents techniques used to locate, gather, document and manage case information. The emphasis is on developing the paralegal's interviewing and investigative skills as well as ethical considerations related to the paralegal's role. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 2311**Business Organizations
(3 credits)**

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities. The student will learn terminology related to business organizations, the formation and termination of businesses and how to draft documents related to business entities. (3 lecture hours per week) Prerequisites: Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 2313**Criminal Law and Procedure
(3 credits)**

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. (3 lecture hours per week.) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

LGLA 2323**Intellectual Property
(3 credits)**

This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing documents related to patents, copyrights, trademarks, and processes of intellectual property litigation with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

Pharmacy Technician —

Rhonda Boone, Department Chairperson

PHRA 1205**Drug Classification
(2 credits)**

This course provides an introduction to the study of disease processes, pharmaceutical drugs abbreviations, classifications, dosages, actions in the body, and routes of administration. (2 lecture hours per week). [CIP 51.0805]

PHRA 1291**Special Topics for Pharmacy Technicians
(2 credits)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (2 lecture hours per week). [CIP 51.0805]

PHRA 1301**Introduction to Pharmacy
(3 credits)**

This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques. (3 lecture hours per week). [CIP 51.0805]

PHRA 1304**Pharmacotherapy & Disease Process
(3 credits)**

A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. (3 lecture hours per week). Prerequisites: PHRA 1301, PHRA 1309, PHRA 1441. [CIP 51.0805]

PHRA 1309**Pharmaceutical Mathematics I
(3 credits)**

This course includes reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. It will cover conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalents, units, intravenous flow rates, and solving dosage problems. (3 lecture hours per week). [CIP 51.0805]

PHRA 1313**Community Pharmacy Practice
(3 credits)**

This course introduces the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. It also includes customer service, count and pour

techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters. (2 lecture and 3 lab hours per week). [CIP 51.0805]

PHRA 1315**Pharmacy Terminology
(3 credits)**

This course provides a study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. It focuses on translation and recognition of commonly used pharmacy abbreviations. (3 lecture hours per week). [CIP 51.0805]

PHRA 1349**Institutional Pharmacy Practice
(3 credits)**

This course is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control. (2 lecture and 3 lab hours per week). [CIP 51.0805]

PHRA 1441**Pharmacy Drug Therapy and Treatment
(4 credits)**

This course is the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. (3 lecture and 2 lab hours per week). [CIP 51.0805]

PHRA 1445**Compounding, Sterile Preparations, & Aseptic Techniques
(4 credits)**

This course is a study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. (2 lecture and 4 lab hours per week). [CIP 51.0805]

PHRA 2262**Clinical - Pharmacy Technician
(2 credits)**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (10 clinical hours per week). Prerequisites: PHRA 1313. [CIP 51.0805]

Philosophy

Christopher Chance, Department Chairperson
Marjorie Nash

PHIL 1301

Introduction to Philosophy (3 credits)

A survey course designed to introduce students to some of the more important problems in philosophy and with the methods used to deal with them. Readings from both ancient and modern philosophers will be included. (Three lecture hours per week) Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB38.0101.5112]

PHIL 1304

Introduction to World Religions (3 credits)

A comparative study of various world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism (Daoism), Sikhism, Jainism, and Shinto. (3 lecture hours per week) Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB38.0201.5212]

PHIL 2303

Introduction to Logic (3 credits)

This course will explore the nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning and fallacies. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB38.0101.5212]

PHIL 2306

Introduction to Ethics (3 credits)

A philosophical reflection to the basic principles and applications of the moral life in traditional and contemporary views concerning the nature of goodness, happiness, duty and freedom. (3 lecture hours per week) Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB38.0101.5312]

Physics

Dora Devery, Department Chairperson
Joseph Mills

ENGR 1201

Introduction to Engineering (2 credits)

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. (1 lecture hour & 3 lab hours per week) Prerequisite: MATH 1314 or equivalent academic preparation. [CIP 14.0101.5110]

PHYS 1301

Essentials of College Physics (3 credits)

This is a survey course for non-majors to study mechanics, heat, electricity, magnetism, light,

and nuclear physics. **Note:** Some mechanical engineering programs will accept the course ENGR 1201 for transfer credit and as applicable to the engineering major, while others will accept the course for transfer credit only. The student is advised to check with the school to which he or she wants to transfer for specific applicability of this course to the engineering major. (3 lecture hours per week) Prerequisite: MATH 0312 and DIRW/DIRR 0310 or READ 0310. [CB 40.0801.5303]

PHYS 1401

College Physics I (4 credits)

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 lab hours per week). Prerequisite: MATH 2412, DIRW/DIRR 0310 or READ 0310. [CB40.0801.5303]

PHYS 1402

College Physics II (4 credits)

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. It is recommended that a student receive a grade of a "C" or better in PHYS 1401 before taking this course. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 1401. [CB40.0801.5303]

PHYS 2425

University Physics I (4 credits)

This course is designed primarily to meet the needs of the pre-engineering student or physics major. Problem solving techniques with the use of calculus re developed in the topics of vectors, kinematics, forces, work and energy, momentum, torque, angular momentum, simple harmonic motion, gravity, properties of solids and fluids, heat and thermodynamics. (3 lecture and 3 lab hours per week). Prerequisites: DIRW/DIRR 0310 or READ 0310, and MATH 2413. [CB 40.0101.5403]

PHYS 2426

University Physics II (4 credits)

A continuation of PHYS 2425. The topics covered are vibration and mechanical waves, sound electrostatics, electricity, dc and ac circuits, magnetism and electromagnetism, light, optics, lenses and mirrors, relativity and some quantum physics. It is recommended that a student receive a grade of a "C" or better in PHYS 2425 before taking this course. (3 lecture and 3 lab hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310, and PHYS 2425. [CB 40.0101.5703]

Polysomnography - Sleep Medicine

Georgette Goodwill, Department Chairperson
Daniel Glaze, MD, Medical Director

HPRS 1304

Basic Health Profession Skills (3 credits)

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. (2 lecture and 2 lab hours per week). [CIP 51.0000]

PSGT 1191

Special Topics in Polysomnography (1 credit)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the field of polysomnography and relevant to the professional development of the student. (2 lab hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

PSGT 1205

Neurophysiology of Sleep (2 credits)

This course is an introduction to the history of sleep medicine and the different stages of sleep. Emphasis is on associated wave patterns and collection and utilization of sleep histories. Requires departmental approval. (2 lecture hours per week) [CIP 51.0903]

PSGT 1260

Polysomnography Clinical I (2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Prerequisite: PSGT-1400. [CIP 51.0903]

PSGT 1310

Neuroanatomy and Physiology (3 credits)

This course is a study of the anatomy of the human central nervous system. The student will also be introduced to cardiopulmonary structures and function as well as ECG interpretation. Requires departmental approval. (3 lecture hours per week) [CIP 51.0903]

PSGT 1340

Sleep Disorders (3 credits)

A discussion of disorders that affect sleep including insomnias, circadian rhythm disorders, narcolepsy, sleep disordered breathing, movement and neuromuscular disorders, and medical and psychiatric disorders. Requires departmental approval. (2 lecture & 2 lab hours per week) [CIP 51.0903]

PSGT 1400

Polysomnography I (4 credits)

This course is designed to provide both didactic and lab training for entry-level personnel in the basics of polysomnographic technology. Students will become familiar with terminology, instrumentation

setup and calibration, patient safety and infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnography technology. Requires departmental approval. (2 lecture and 5 lab hours per week). [CIP 51.0903]

PSGT 2205
Sleep Scoring & Staging
(2 credits)

This course provides the student with the skill to score and stage sleep studies; prepare comprehensive sleep records; identify effects of medication, age, gender, sleep/wake schedules and sleep habits and other relevant factors. Evaluate pertinent parameters in sleep disorder studies. Prerequisite: PSGT 1400. (1 lecture and 3 lab hours per week) [CIP 51.0903]

PSGT 2250
Infant and Pediatric Polysomnography
(2 credit)

This course is an introduction to the sleep patterns of the infant and pediatric population. the student will be provided with opportunities to perform a pediatric study. (2 lecture hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

PSGT 2411
Polysomnography II
(4 credits)

Development of skills for sleep scoring and staging. Consideration of medication effects, age, gender, sleep/wake schedules, changes in sleep habits, and other pertinent factors. Students will evaluate parameters such as total record time, total sleep time, sleep efficiency, total wake time, wake after sleep onset, wake after sleep offset, sleep latency, REM latency, stage 1-3, REM sleep, awakenings, arousals, EEG, sleep disordered breathing, leg movements, and cardiac patterns. To include current practices in polysomnography. Including the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of Polysomnography data. This will include calculating the sleep efficiency, sleep onset, and sleep time in REM and non REM. Students will be evaluated on their ability to calculate and analyze gain, sensitivity, filter setting used to acquire a diagnostic exam. (2 lecture and 5 lab hours). Prerequisite: PSGT 1400. [CIP 51.0903]

PSGT 2660
Polysomnography Clinical II
(6 credits)

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 1260, Corequisite: PSGT 2411. [CIP 51.0903]

PSGT 2661
Polysomnography Clinical III
(6 credits)

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 2660. [CIP 51.0903]

Process Technology

Curtis Crabtree, Department Chairperson

CTEC 1401
Applied Petrochemical Technology (Physics)
(4 credits)

This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). [CIP 410301]

CTEC 2380
Cooperative Education - Process Technology
(3 credits)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education is a paid company internship learning experience. Availability of this course depends on available positions in the industry. (1 lecture hour, 20 co-op hours per week). (See syllabus for prerequisites.) [CIP 410301]

CTEC 2480
Cooperative Education - Process Technology
(4 credits)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education is a paid company internship learning experience. Availability of this course depends on available positions in the industry. (1 lecture hour, 21 co-op hours per week). (See syllabus for prerequisites.) [CIP 410301]

PTAC 1302
Introduction to Process Technology
(3 credits)

An introduction to process operations in refineries and chemical plants. The course includes: industry terminology, process technician duties, responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements

of the process technician, family, and career considerations is included. (3 lecture hours, 1 lab hour per week). [CIP 410301]

PTAC 1308
Safety, Health, and Environment
in the Process Industry
(3 credits)

This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water, electricity, light hydrocarbons, operating hazards, properties of hazardous materials, personal protective equipment, engineering and administrative controls, testing equipment; and regulatory review—Federal, state, local. (3 lecture hours, 1 lab hour per week) [CIP 410301]

PTAC 1310
Process Technology I (Equipment)
(3 credits)

This course reviews the fundamentals and operating considerations of process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. Prerequisite: PTAC 1302. (3 lecture hours, 1 lab hours per week) [CIP 410301]

PTAC 1332
Process Instrumentation I
(3 credits)

This course introduces students to the instruments in the primary process control loops including temperature, pressure, flow level, analyzer, pH and conductivity, piping and instrument diagrams and symbols. This course focuses on analog and digital control system, distributive control and process logic control, manual, auto, cascade, split range, ratio, feedback and feed forward control. Students will trace and understanding the control systems on several training units and a series of Simtronics process control simulators that requires students to complete off hours simulator lab assignments. (3 lecture & 1 lab hour per week) [CIP 410301]

PTAC 1354
Industrial Processes
(3 credits)

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 1 lab hours per week) Prerequisite: PTAC 2420. [CIP 410301]

PTAC 1410
Process Technology I (Equipment)
(4 credits)

This course reviews the fundamentals and operating considerations of process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive

displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. Prerequisite: PTAC 1302. (3 lecture hours, 2 lab hours per week) [CIP 410301]

PTAC 1454
Industrial Processes
(4 credits)

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420. [CIP 410301]

PTAC 2314
Quality (including SPC and Economics)
(3 credits)

Students are taught advanced quality techniques employed by industry to remain competitive in today's global economy. The widespread use of statistical techniques is stressed. Students learn principles of data handling, plotting, flow charting, histograms, standard deviation, control charts, cause and effect diagrams, etc. Principles of economics, as they affect unit, plant and corporate realizations are explored to give the student a foundation in the factors which affect business profitability. Team activities are a fundamental part of this course. This course is only offered on-line via MyBlackboard. Access to high-speed Internet is recommended. (2 lecture hours, 2 lab hours per week) [CIP410301]

PTAC 2420
Process Technology II (Systems)
(4 credits)

This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; cooling systems, utilities, and auxiliary systems. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 1410. [CIP410301]

PTAC 2436
Process Instrumentation II
(4 credits)

This course continues with Simtronics simulations practices and hands on operation on several training modules. Course topics include process and instrumentation loop tracking and memorizations, position management, signal transmission and communication, automatic controls, safety instrumented systems and instrument and control applications. Students will get practical experience in the operations of distributive control using Emerson DeltaV. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332. [CIP410301]

PTAC 2438
Process Technology III (Operations)
(4 credits)

This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process

economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college cogen/refrigeration facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332 & 2420. [CIP410301]

PTAC 2446
Process Troubleshooting
(4 credits)

This course introduces students to different types of troubleshooting techniques and describes how these methods are used to solve problems in various process operations. Teams of students are given field problems which they approach from both a technical and practical viewpoint. The text includes specific problems which are presented in a comprehensive and easy to understand style. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420 [CIP410301]

SCIT 1414
Applied General Chemistry
(4 credits)

Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry—the many families that are found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours, 2 lab hours per week) [CIP400501]

TECM 1303
Technical Calculations
(3 credits)

Specific mathematical calculations required by business and industry; Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). Solve business/industry problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement (standard and/or metric). (3 lecture and 1 lab hour per week) [CIP27.0301]

Psychology

Traci Elliott, Department Chairperson
Tonya Reid Creel, Nancey Lobb, Jean Raniseski

PSYC 1300
Learning Strategies
(3 credits)

This course provides an introduction to basic learning theories and strategies. Emphasis will be placed on identifying individual learning styles and developing the necessary skills for college success. (3 lecture hours per week). [CB42.2701.5125]

PSYC 2301
General Psychology
(3 credits)

This course gives students a broad overview of the field and introduces them to fundamental theories of behavior. Emphasis will be placed on experimental research; cognitive, social and emotional development; neuroscience; sensation and perception; motivation; and identity. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.0101.5125]

PSYC 2306
Human Sexuality
(3 credits)

This course involves the study of psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 42.0101.5325]

PSYC 2307
Adolescent Psychology
(3 credits)

This course explores physical, cognitive, social, and emotional factors that impact adolescent development. Emphasis will be placed on the transition between adolescence and early adulthood. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2703.5125]

PSYC 2308
Child Growth and Development
(3 credits)

This course explores physical, cognitive, social, and emotional development from conception through middle childhood. Emphasis will be placed on factors which influence children's growth and development. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2703.5125]

PSYC 2314
Life-Span Growth & Development
(3 credits)

This course provides an overview of physical, cognitive, social, and emotional development from conception through death. Emphasis will be placed on factors that impact each stage of life. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2703.5125]

PSYC 2315
Psychology of Adjustment
(3 credits)

This course is a study of the processes involved in adaptation of individuals to their personal and social environments. Emphasis will be placed on the principles of behavior which underlie positive and healthy adjustment to everyday life. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.0101.5625]

PSYC 2316
Psychology of Personality
(3 credits)

This course investigates complex determinants of personality. Emphasis will be placed on the main theories and assessments of personality. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.0101.5725]

PSYC 2317
Statistical Methods in Psychology
(3 credits)

This course introduces students to measurements and formulas psychologists use to explain human behavior. Emphasis will be placed on measures of central tendency and variability, statistical inference, correlation, and regression. (3 lecture hours per week) Prerequisites: PSYC 2301 and MATH 0311 or MATH 0312. [CB42.0101.5225]

PSYC 2319
Social Psychology
(3 credits)

This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2707.5125]

PSYC 2389
Academic Cooperative
(3 credits)

This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in psychology. It may involve seminars, and individual projects with specific goals and objectives in the study of human behavior and/or social institutions. (2 lecture & 3 co-op hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0101.5125]

Reading _____

Developmental Reading classes are now listed under Academic Foundations.

Respiratory Care _____
Marby McKinney , Norma Lahart,
Luigi Terminella, MD, Medical Director

RSPT 1166
Practicum - Respiratory Care Therapist
(1 credit)

This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (8 lab per week) [CIP 51.0908]

RSPT 1191
Special Topics in Respiratory Care
(Professional Issues)
(1 credit)

This course introduces the students to current issues facing the Profession of Respiratory Care. In addition, the activities of the three major professional sponsors - the AARC, the NBRC and the Co ARC are discussed. Students will select current issues from the professional literature and develop presentations covering the topics of accreditation, credentialing, management, education, and clinical practice. (4 lab hours per week). [CIP 51.0908]

RSPT 1207
Cardiopulmonary Anatomy and Physiology
(2 credits)

This course is designed to introduce the student to the physiology of the cardiovascular, renal, and pulmonary systems. The student also be comes acquainted with the terminology used in respiratory physiology. (2 lecture and 1 lab hour per week) Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP51.0908]

RSPT 1225
Respiratory Care Sciences
(2 credits)

Physics, mathematics, and chemistry as related to respiratory care. (2 lecture and 1 lab hours per week) Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP51.0908]

RSPT 1262
Respiratory Care Clinical II
(2 credits)

This course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. It includes attending physician rounds, presentation of patient assessments and respiratory care plan. (16 lab hours per week). Requires departmental approval. [CIP51.0908]

RSPT 1266
Respiratory Care Practicum I
(2 credit)

This course gives students the opportunity to perform and to demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (16 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 1310
Respiratory Care Procedures I
(3 credits)

An in-depth study of basic respiratory concepts, theories and techniques needed in the education of the polysomnography student. Application of these procedures are instructed and performed in the lab and in the clinical area under supervision. (2 lecture and 2 lab hours per week) [51.0908]

RSPT 1331
Respiratory Care Fundamentals II
(3 credits)

Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices and suctioning. (2 lecture and 3 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 1429
Respiratory Care Fundamentals I
(3 credits)

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, medical gas therapy, oxygen analyzers, and humidify/aerosol therapy. Application of these procedures are performed in the lab under supervision. (3 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2131
Clinical Simulations for Respiratory Care
(1 credit)

The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking computerized simulations, and basic concepts of computer usage. (3 lab hours per week) Prerequisites: All previous respiratory care courses or permission of the Chairperson. [CIP51.0908]

RSPT 2166
Respiratory Care Practicum V
(1 credit)

This course is designed for the student to rotate through specialty areas including the pulmonary function lab, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. (8 lab hours per week). Requires departmental approval. [CIP51.0908]

RSPT 2217
Respiratory Care Pharmacology
(2 credits)

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the autonomic nervous system. (2 lecture and 1 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2266
Respiratory Care Practicum III
(2 credits)

In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2267

**Respiratory Care Practicum IV
(2 credits)**

This in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (18 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2305

**Pulmonary Diagnostics
(3 credits)**

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. (2 lecture and 3 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2310

**Cardiopulmonary Diseases I
(3 credits)**

A discussion of pathogenesis, pathology, radiological diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2314

**Mechanical Ventilation II
(3 credits)**

This course is a continuation of mechanical ventilation designed to provide the student with the opportunity to set up, operate, and troubleshoot various volume ventilators on the market today. Emphasis will be placed on building skills needed to work with volume and pressure ventilators. (2 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2355

**Critical Care Monitoring
(3 credits)**

This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring, chest drainage, and counterpulsation. (2 lecture and 4 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2414

**Mechanical Ventilation I
(4 credits)**

Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. (3 lecture and 4 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2453

**Neonatal/Pediatric Cardiopulmonary Care
(4 credits)**

This course explores the care of the pediatric patient with cardiopulmonary disease. cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic techniques used in treating these diseases are covered. Also included in this course is a PALS certification course and a NRP certification course. (3 lecture & 2 lab hours per week) Requires departmental approval. [CIP51.0908]

**ROTC Air Force _____
(Reserve Officer Training Corps)**

Admissions & Academic Advising Office

AFSC 1201, 1202

**Foundations of the USAF I, II
(2 Credits) (1-1)**

Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

AFSC 2201, 2202

**Evolution of Air Power I, II
(2 credits) (1-1)**

Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

Sociology _____

*Traci Elliott, Department Chairperson
Gerald Crane, Jean Raniseski*

SOCI 1301

**Introductory Sociology
(3 credits)**

This course presents a scientific examination of human social life, the unique social order of groups, and the products of living in society. Emphasis will be placed on social interaction patterns, group processes, and established institutions. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.1101.51 25]

SOCI 1306

**Social Problems
(3 credits)**

This course includes scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole, and those that represent violations of the norms in society. Emphasis will be placed on population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, disorganization of

family, education, and religion. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.1101.5225]

SOCI 2301

**Marriage and the Family
(3 credits)**

This course is a sociological examination of marriage and family life. Emphasis will be placed on issues associated with courtship, mate selection, marriage adjustment, and parenting in modern American society. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.1101.5425]

SOCI 2306

**Human Sexuality
(3 credits)**

This course involves the study of psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.0101.5325]

SOCI 2319

**Minority Studies
(3 credits)**

This course provides an introduction to multi-cultural and multi-ethnic diversity within the United States. Emphasis will be placed on the patterns of discrimination, prejudice, educational and healthcare disparities, and crime. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.1101.53 25]

SOCI 2326

**Social Psychology
(3 credits)**

This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2707.5125]

SOCI 2336

**Criminology
(3 credits)**

This course includes current theories and empirical research pertaining to crime and criminal behavior. Emphasis will be placed on its causes, methods of prevention, systems of punishment, and rehabilitation. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0401.5125]

SOCI 2340

**Drug Use & Abuse
(3 credits)**

This course involves the study of the use and abuse of drugs in today's society. It will include physiological, sociological, and psychological factors. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB51.1504.52 16]

SOCI 2389**Academic Cooperative****(3 credits)**

This course is part of an instructional program designed to integrate on-campus study with practical, hands-on experience in sociology. It may involve seminars and independent projects with specific goals and objectives for the study of human behavior and institutions. (2 lecture & 3 co-op hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0101.5125]

Spanish

Saul Olivares

NOTE: Students cannot enroll in any Language Program (Second Language or Heritage Language) if they have not taken the Foreign Language Placement Exam required in each track. Failure to comply with this requirement may result in being dropped from the class. Based on performance on the placement exam, students may be placed in SPAN 1412, 2311, 2312, 2313, or 2315, and may earn up to 11 credit hours.

SPAN 1300**Beginning Spanish Conversation I*****(3 credits)**

This course provides basic practice in comprehension and production of spoken Spanish. (3 lecture hours per week). [CB16.0905.5413]

SPAN 1411**Beginning Spanish I*****(4 credits)**

This course provides basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Prerequisite: Placement Exam within a semester prior to enrollment. (3 lecture and 2 lab hours per week). [CB16.0905.5113]

SPAN 1412**Beginning Spanish II*****(4 credits)**

This course provides continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at a high beginner to low intermediate level. Prerequisite: Successful completion of SPAN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). [CB16.0905.5113]

SPAN 2311**Intermediate Spanish I*****(3 credits)**

This course consolidates skills acquired at the introductory (beginning) level. It provides further

development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 hour per week). [CB16.0905.5213]

SPAN 2312**Intermediate Spanish II*****(3 credits)**

This course continues the consolidation of skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hours per week). [CB16.0905.5213]

SPAN 2313**Spanish for Native/Heritage Speakers I*****(3 credits)**

This course builds upon existing oral proficiencies of heritage speakers of Spanish. It enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Departmental approval or by Placement Exam immediately prior to enrollment. (3 lecture hours and 1 lab hour per week) [CB16.0905.5213]

SPAN 2315**Spanish for Native/Heritage Speakers II*****(3 credits)**

This course builds upon existing oral proficiencies of heritage speakers of Spanish. It enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Departmental approval or by placement Exam immediately prior to enrollment. (3 lecture hours and 1 lab hour per week). [CB16.0905.5213]

SPAN 2289, 2389**Academic Cooperative****(2, 3 credits)**

This instructional program is designed to integrate on-campus study with practical hands-on experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. (2 or 3 lecture hours and 12 or 20 practicum hours per week). Prerequisite: Departmental approval. [CB 24.0103.5212]

SpeechSara Mangat, Department Chairperson
Earnest Burnett, Bill Waggoner**SPCH 1315****Public Speaking****(3 credits)**

This course concentrates on the methods of organization and the techniques of delivery of the platform speech, with emphasis on explanation and persuasion. The course includes a study of group methods of problem solving and parliamentary procedures. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB23.1304.5312]

SPCH 1318**Interpersonal Communication****(3 credits)**

This course presents theory, examples, and participation in exercises in order to improve effective one-to-one and small group communication. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB23.1304.5412]

SPCH 1321**Business Speaking****(3 credits)**

Theory and practice of communication as applied to business and professional situations. The course will analyze trends in business communication and provide practical application of selected methods. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB23.1304.5212]

SPCH 2335**Argumentation and Debate.****(3 credits)**

Theory and practice in argumentation and debate including analysis, reasoning, organization, strategy, and refutation. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310 [CB23.1304.5912]

SPCH 2341**Oral Interpretation****(3 credits)**

This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB23.1304.5712]

Sports and Human Performance

*Bonny Johnson, Department Chairperson
Bryan Alexander, Jason Schreiber*

ACTIVITY COURSES

Students are strongly advised to research the transferability of repeated course before enrollment. Any course in the ranges 1100-1150 and 2100-2150 are under **[CB36.0108.5123]**

PHED 1100, 1110

Individual and Dual Sports - Tennis (1 credit)

This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week).

PHED 1102, 1112

Individual and Dual Sports - Karate (1 credit)

This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week).

PHED 1103, 1113

Individual and Dual Sports-Racquetball (1 credit)

This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week).

PHED 1106, 1116

Individual and Dual Sports - Jogging (1 credit)

This course provides instruction and participation in jogging in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week).

PHED 1108, 1118

Individual and Dual Sports - Adaptive Physical Activity (1 credit)

This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. This course may be repeated once for credit. (3 lab hours per week).

PHED 1109, 1119

Individual and Dual Sports - Defensive Measures for Women (1 credit)

This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 lab hours per week).

PHED 1120, 1121

Volleyball (1 credit)

This course consists of instruction and participation in both beginning and advanced volleyball. (3 lab hours per week).

PHED 1122, 1123, 2122, 2123

Physical Fitness and Weight Training (1 credit)

This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 lab hours per week)

PHED 1124, 1130

Fundamentals of Movement - Aerobic Dance (1 credit)

This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 lab hours per week).

PHED 1132, 1133

Bowling (1 credit)

This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 lab hours per week).

PHED 1134, 1136

Aerobic Exercise (1 credit)

This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 lab hours per week).

PHED 1135, 1137

Hi-Lo/Step/Cardio Dance (1 credit)

This course consists of a planned program that utilizes Hi-Lo Aerobics, Step Aerobics and Cardio-Dance in an effort to provide improvement in overall aerobic fitness through increased cardio respiratory activity and large muscle exercise. (3 lab hours per week).

PHED 1138, 1148, 2138, 2148

Fitness Walking (1 credit)

This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 lab hours per week)

PHED 1139, 1149

Golf (1 credit)

This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 lab hours per week)

PHED 1140, 2140

Pilates (1 credit)

This course consists of a planned program that uses the Pilates method in an effort to improve the individual's core strength. This unique method of body conditioning will strengthen and tone muscles, improve posture and provide better flexibility and balance. (3 lab hours per week).

PHED 1145

Horsemanship (1 credit)

This course is for students who are interested in learning more about the art of riding, handling, training and caring for horses. (3 lab hours per week)

PHED 1146, 2146

Cardio Kickboxing - Individual and Dual Sports (1 credit)

This course provides instruction and participation in kickboxing in order to develop the student's fitness skills, knowledge and appreciation (3 lab hours per week).

PHED 1147, 1157

Basketball (1 credit)

This course consists of instruction and participation in both beginning and advanced basketball. (3 lab hours per week).

PHED 1150, 2150

Individual and Dual Sports - Fitness & Wellness (1 credit)

This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 lab hours per week).

PHED 2108, PHED 2109

Stretch, Tone and Sculpt (1 credit)

This course consists of a planned program of toning and conditioning exercises that incorporate resistance in an effort to improve muscular strength, endurance and flexibility. (3 lab hours per week).

PHED 2110, 2111

Boot Camp (1 credit)

Boot camp fitness workouts include, but are not limited to, cardiovascular conditioning, speed, endurance, partner resistance, and different types of strength training. This course also includes fitness group challenges, kickboxing, medicine ball drills, obstacle course, and other core strength training. All activities are structured so that you can choose the appropriate intensity for your fitness level. (3 lab hours per week).

PHED 2113, 2115

Dance (1 credit)

Ballroom - This course includes the basic steps for popular European, Latin, and American ballroom dances. The history of ballroom dance and the

relationships between dance styles and other cultures are also studied. (3 lab hours per week).

Hip Hop - This course provides instruction and participation in hip hop, and also includes a brief study of the history and philosophy of dance. (3 lab hours per week).

Jazz - This course provides instruction and participation in jazz and also includes a brief study of the history and philosophy of dance. (3 lab hours per week).

Latin Club Dance - This course provides instruction and participation in learning Salsa patterns, Bachata Merengue, Cha Cha, Rumba, and Mambo as well as exploring the music and rhythm of each dance. (3 lab hours per week).

ADVANCED SPORTS

[Each course may be repeated once each, for a maximum total of 4 credits for each sport.]

PHED 2100, 2101, 2117, 2118

Advanced Baseball

(1 credit each)

These courses are for advanced baseball players. (3 lab hours per week).

PHED 2102, 2103, 2119, 2120

Advanced Fast-Pitch Softball

(1 credit each)

These courses are for advanced fast-pitch softball players. (3 lab hours per week).

THEORY COURSES

PHED 1301

Introduction to Physical Fitness & Sport

(3 credits)

Designed for professional orientation in sports and human performances, health, and recreation, and includes a brief history and study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week). [CB31.0501.5223]

PHED 1304

Personal Community Health I

(3 credits)

This course investigates the principles of practices in relation to personal and community health. (3 lecture hours per week). [CB51.1504.5116]

PHED 1306

First Aid

(3 credits)

Theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB51.1504.5316]

PHED 1308

Sports Officiating I

(3 credits)

This course provides instruction in rules, interpretation, and mechanics of officiating selected sports. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB31.0101.5123]

PHED 1321

Coaching/Sports/Athletics I

(3 credits)

This course explores the history, theories, philosophies, rules, and terminology of competitive sports. (3 lecture hours per week). [CB31.0505.5123]

PHED 1322

Coaching/Sports/Athletics II

(3 credits)

This course explores the history, theories, philosophies, rules, and terminology of competitive sports. (3 lecture hours per week). [CB31.0505.5123]

PHED 1338

Concepts of Physical Fitness

(3 credits)

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. (3 lecture & 3 lab hours per week) Prerequisite: DIRW/DIRR 0309 or READ 0309 [CB 31.0101.5123]

PHED 1346

Drug Use and Abuse

(3 credits)

A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. (3 lecture hours per week). [CB51.1504.5216]

Welding

WLDG 1323

Welding Safety Tools and Equipment
(3 credits)

An introduction to welding careers, equipment and safety practices, including OSHA standards for industry. (3 lecture hours per week). Co-requisites: WLDG 1407, 1413, 1521. [CIP.48.0508]

WLDG 1407

Introduction to Welding Using Multiple Processes
(4 credits)

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAC), and gas tungsten arc welding (GTAW). (1 lecture and 9 lab hours per week). Co-requisites: WLDG 1323, 1413, 1521. [CIP.48.0508]

WLDG 1413

Introduction to Blueprint Reading for Welders
(4 credits)

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. (4 lecture hours per week). Co-requisites: WLDG 1323, 1407, 1521. [CIP.48.0508]

WLDG 1521

Welding Fundamentals
(5 credits)

An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy. (3 lecture and 5 lab hours per week). Co-requisites: WLDG 1323, 1407, 1413. [CIP.48.0508]

Texas Department of Criminal Justice (TDCJ)

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Studies and Associate of Applied Science degrees, technical Certificate of Completion Programs are offered.

Associate of Applied Science Degree Programs

- Computer Technology
- Culinary Arts
- Human Services
- Industrial Design
- Management

Certificate Programs* (Courses offered only at the Texas Department of Criminal Justice)

- Automotive Technology
- Computer Technology
- Culinary Arts
- Human Services
- Industrial Design
- Management

These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

Automotive Technology

David Garza

All AUMT courses are under [CIP 47.0604]

AUMT 1310

Automotive Brake Systems
(3 credits)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. (1 lecture and 4 lab hours per week)

AUMT 1405

Introduction to Automotive Technology
(4 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance (2 lecture and 5 lab hours per week)

AUMT 1407

Automotive Electrical Systems
(4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis

on electrical principles schematic diagrams, and service manuals. (2 lecture and 5 lab hours per week)

AUMT 1419

Automotive Engine Repair
(4 credits)

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. (2 lecture and 5 lab hours per week)

AUMT 1445

Automotive Climate Control Systems
(4 credits)

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. (2 lecture and 7 lab hours per week)

AUMT 2328

Automotive Service
(3 credits)

Mastery of automotive service including competencies covered in related courses. (1 lecture and 7 lab hours per week)

AUMT 2417

Automotive Engine Performance Analysis I
(4 credits)

Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. (2 lecture and 6 lab hours per week)

Computer Technology

Michael Smith

Refer to page 135 for the following course descriptions:

- COSC 1301 Introduction to Computing
- COSC 1437 Programming Fundamentals II - C++
- COSC 2420 Advanced Computer Programming -C++
- IMED 2415 Web Design
- ITMT 1302 Windows Seven Configuration
- ITNW 1325 Fundamentals of Networking
- ITNW 1358 Network+
- ITSC 1305 Introduction to PC Operating Systems
- ITSC 1325 Personal Computer Hardware
- ITSC 1301 Introduction to Computers
- ITSE 1407 Introduction to C++ Programming
- ITSE 1422 Introduction to C Programming
- ITSE 2409 Database Programming
- ITSE 1331 Introduction to Visual BASIC Programming
- ITSE 2349 Advanced Visual BASIC Programming

Culinary Arts

Rosemary Bowen

Refer to page 142 for the following course descriptions:

CHEF 1291 Current Events in Culinary Arts
CHEF 1401 Basic Food Preparation
CHEF 1302 Principles of Health Cuisine
CHEF 1305 Sanitation and Safety
CHEF 1365 Practicum
CHEF 1400 Professional Cooking and Meal Service
CHEF 1440 Meat Preparation and Cooking
CHEF 1464 Practicum
CHEF 2302 Saucier
IFWA 1310 Nutrition and Menu Planning
IFWA 1305 Food Service Equipment & Planning
IFWA 1527 Food Preparation II
IFWA 2446 Quantity Procedures
PSTR 1301 Fundamentals of Baking

Industrial Design

Larry Huffman

Refer to page 152 for the following course descriptions:

ARCE 1452 Structural Drafting
DFTG 1405 Technical Drafting
DFTG 1409 Basic Computer-Aided Drafting
DFTG 1433 Mechanical Drafting
DFTG 2406 Machine Design
DFTG 2419 Intermediate Computer-Aided Drafting
DFTG 2423 Pipe Drafting
DFTG 2440 Solid Modeling/Design
DFTG 2445 Advanced Pipe Drafting
ENTC 1423 Strength of Materials
POFI 1204 Computer Fundamentals
TECM 1317 Technical Trigonometry

Human Services

Jerry Carrier

Refer to page 150 for the following course descriptions:

DAAC 1304 Pharmacology of Addiction
DAAC 1305 Co-Occurring
DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions
DAAC 1311 Counseling Theories
DAAC 1317 Basic Counseling Skills
DAAC 1391 Special Topics in Alcohol and Drug Abuse Counseling
DAAC 2306 Substance Abuse Prevention
DAAC 2307 Addicted Family Intervention
DAAC 2341 Counseling Alcohol and Other Drug Addictions
DAAC 2343 Current Issues
DAAC 2354 Dynamics of Group Counseling
GERS 1301 Introduction to Gerontology
SCWK 1313 Introduction to Social Work

Management

Susan Weatherford

Refer to page 153 for the following course descriptions:

BMGT 1327 Principles of Management
BMGT 1345 Communication Skills for Managers
BMGT 2303 Problem Solving and Decision Making
BUSG 2309 Small Business Management
HRPO 1311 Human Relations
HRPO 1391 Special Topics in Human Resources
HRPO 2301 Human Resources Management
MRKG 1301 Services Marketing/Management
MRKG 1311 Principles of Marketing
MRKG 2349 Advertising & Sales Promotions of Selling

CONTINUING EDUCATION WORKFORCE DEVELOPMENT

Purpose

The Continuing Education Workforce Development Department, located in Building H provides job training and educational opportunities in several categories: Workforce Training Programs, GED, Corporate Customized Training, Safety Education, Senior Adults, Special Interest and Youth Enrichment courses.

General Information

The Alvin Community College Board of Regents establishes tuition and fees for noncredit classes. For more information concerning the Continuing Education Workforce Development course offerings please call 281-756-3787 or visit us online at www.alvincollege.edu/cwd.

Day and evening classes are offered. Check the current schedule for specific times and locations. Those who have program and course ideas should contact the office of the Dean of Continuing Education Workforce Development at 281-756-3789.

Adult Basic Education

GED (General Educational Development). This GED Comprehensive Preparation class readies the student to take and pass the GED test. Instruction focuses on the four (4) content areas of the GED test: reading/writing, mathematics, science, and social studies. Textbook and official GED calculator required (Texas Instruments TI-30XS Multi-view).

GED classes are available to 17 year olds, as well as, 16 year olds who are court ordered. Before being allowed to attend class, underage students and a parent or legal guardian must meet with the program coordinator and agree to certain classroom rules before being allowed to register. Call 281-756-3995 to set up an appointment.

WORKFORCE CERTIFICATE PROGRAMS

Career Training
Computer Training
Professional Development
Helicopter Pilot Training
Human Resources

Corporate Training

The Continuing Education Workforce Development Department of Alvin Community College responds to the specific needs of local business and industry in the area of Workforce Development. The Corporate Training staff will respond efficiently and customize the training to meet your companies' needs through a strong network of consultants and trainers. Call 281-756-3787 for more information. CEWD provides a full range of Training services including, but not limited to:

- Training needs analysis
- Competency modeling
- Skills assessment
- Soft Skills training
- Technical skills training
- Business Computer Skills

Health Care Training

Providing top-quality training for individuals wanting to enter the medical field or those needing continuing education units for maintaining their professional licenses. Call 281-756-3787. Specific areas regularly offered are listed below.

Activity Director
Aesthetic Laser Technician
Clinical Medical Assistant (CMA)
Certified Nursing Assistant (CNA)
CPR
Dental Assistant
Home Healthcare Aide
Massage Therapy
Medical Office Professional
Medication Administration
Medication Administration for Nurse Aide & Annual Update
Non-Certified Radiological Technician
Phlebotomy
Professional Medical Coding
Veterinary Assistant

INDUSTRIAL TRAINING

CNC/Machinist - Students gain hands-on experience from milling and turning to CNC skills training that is necessary to enter the workforce. Try a Free CNC Maching Workshop offered monthly. Call 281-756-3670.

Commercial Truck Driving - This four week program consists of day and evening classes and hands-on training designed to prepare the student to take the Commercial Driver's License exam. Call 281-756-3819.

Welding - This 420 hour Job Training Certificate offers a variety of courses designed to help students start or continue a career in welding. The program adheres to the quality standards set forth by the American Welding Society and the American Society of Mechanical Engineers. Call 281-756-3671.

INFORMATION TECHNOLOGY

Growing changes in the computer and information technology field makes computer skills a must in today's job market. Call 281-756-3904 for information. IT offers the following courses:
Computer Business Fundamentals

Computer Job Skills Program
Introduction to Computers
Introduction to Photoshop
MS Access
MS Excel
MS Outlook
MS PowerPoint
MS Word
QuickBooks and much more

Online Learning

Activity Director
Command Spanish
Computer Technician
Ed2go – Career Training
Ed2go – Instructor-Led Courses
Ed2go – Corporate Training
Escoffier Culinary Program
Medical Administrative Assistant
Medical Coding & Billing
Medical Terminology
Medical Transcription
Pro-School - Mortgage and Insurance
360 Training – Career, Compliance and Licensing
Career Web School – Real Estate Licensing
For more information call 281-756-3787.

Life Long Learning – On ACC Marketplace

Senior Adult
Alvin Community College Education and Senior Services (ACCESS) for individuals 50 years of age and over, offers many courses, activities, and trips. Call 281-756-3729.

Safety Education

Concealed Handgun License
Motorcycle Safety

Special Interest

Community & personal enrichment opportunities are offered throughout the year. Suggestions for additional offerings are welcomed! Call 281-756-3787.

Some regular offerings include:
Cardio Kickboxing
Karate
L.E.A.R.N.
Lifestory Writing
Senior Adult
Yoga

Youth

A variety of educational opportunities are offered for the youth of the community. Summer classes are offered through Busy Bodies Kids College for ages 4 to 14. Call 281-756-3729. Other year round activities include Karate ages 5+. Call 281-756-3787 for more information.

NEW PROGRAMS AND COURSES ARE ADDED BASED ON DEMAND

Board of Regents, Administration & Staff

Board of Regents

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 James B. DeWitt, Vice-Chairman
 Karlis Ercums III, Secretary
 Mac Barrow
 Jody Droege
 Cheryl Knape
 Mike Pyburn
 'Bel Sanchez
 Doyle Swindell



Dr. Christal M. Albrecht,
 President, Alvin Community College

Emeriti Administrators & Instructors

A. Rodney Allbright <i>President, Emeritus</i>	Charles Ferguson <i>English Instructor, Emeritus</i>	Danny R. Potter <i>Dean of Financial & Administrative Services, Emeritus</i>
Gilbert Benton <i>English Instructor, Emeritus</i>	Dorothy Hitt <i>Office Administration Department Chair, Emeritus</i>	Julia Roberts <i>ABE/GED Department Chair, Emeritus</i>
William Bitner <i>Chemistry Department Chair, Emeritus</i>	Sandra Horine <i>Instructor and Department Chair</i>	Joan Rossano <i>Administrative Coordinator, Emeritus</i>
Frankie Blansit <i>Sports & Human Performance</i>	<i>Child Development & Early Childhood, Emeritus</i>	<i>Director of Child Lab School, Emeritus</i>
Thomas L. Bryan <i>Instructor & Coach, Emeritus</i>	William Horine <i>Biology Instructor, Emeritus</i>	Marcello Joe Rossano <i>Dean of Financial & Administrative Services, Emeritus</i>
José G. Castillo, Jr. <i>Associate Dean of Student and Instructional Services, Emeritus</i>	Patsy Klopp <i>English Instructor, Emeritus</i>	Gerald Skidmore <i>Dean of Instruction, Student & Community Services, Emeritus</i>
James Corbett <i>Mathematics Instructor, Emeritus</i>	Mary Knapp <i>Court Reporting Department Chair, Emeritus</i>	Andy Tacquard <i>Chief of Police, Emeritus</i>
Allen Bill Crider <i>Division Chair, English & Fine Arts, Emeritus</i>	James T. Lewis <i>Dean of Administrative Services, Emeritus</i>	
Cleo Congrady <i>English Instructor, Emeritus</i>	Marvin Longshore <i>Government Instructor, Emeritus</i>	
	James Meadows <i>Dean of Instruction, Student & Community Services, Emeritus</i>	

In Memoriam

The Alvin Community College memorial fountain is dedicated to all who have influenced the lives of others through service to the college.



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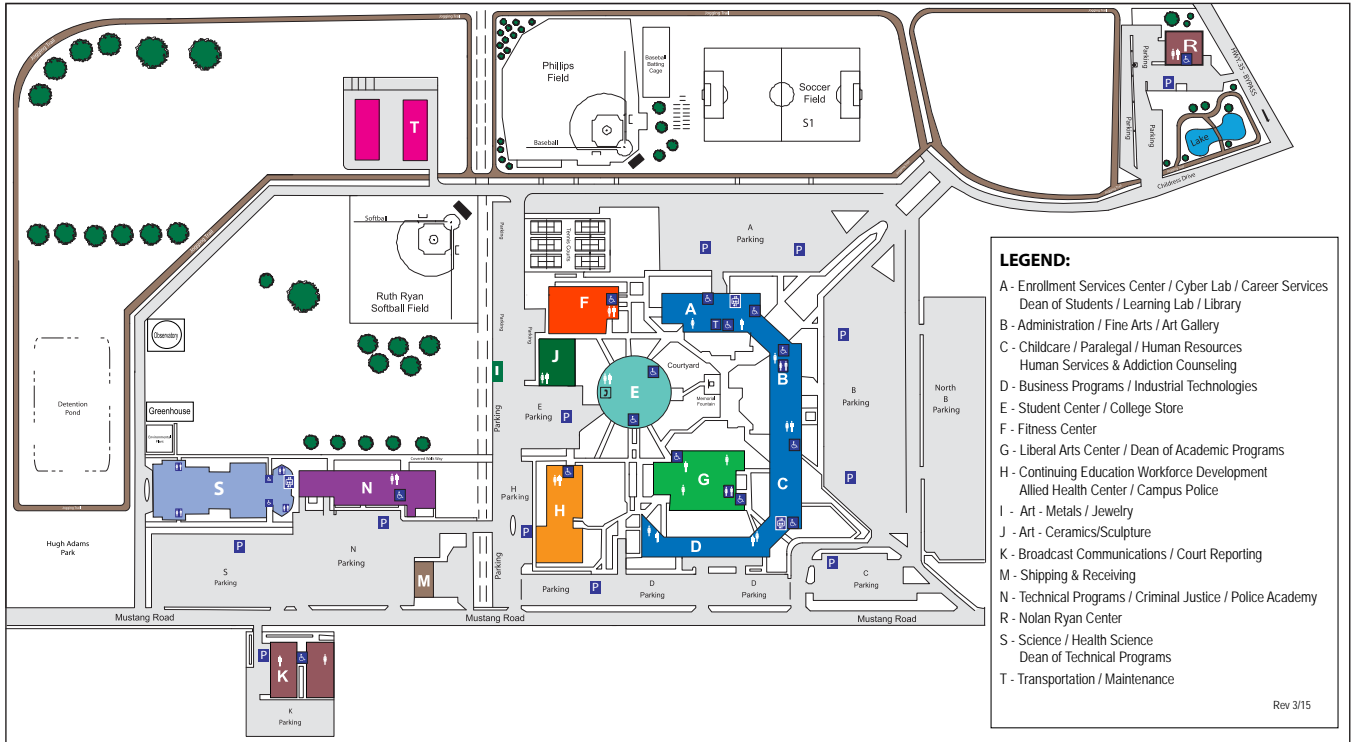
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ALVIN COMMUNITY COLLEGE

CAMPUS MAP



**How to Reach
Alvin Community College**
3110 Mustang Road • Alvin, Texas 77511

Alvin Community College is located 25 miles south of Houston and 30 miles north of Galveston on Hwy 35 ByPass in Alvin, Texas.

From Houston: Take Hwy 35 south; or take I-45 south to Webster, then FM 528 west and Hwy 35 ByPass south; or take Hwy 288 south to Manvel, then Hwy 6 east and Hwy 35 ByPass south.

From Galveston: Take Hwy 6 to Hwy 35 ByPass south.

From points south: Use Hwy 35 north.

**How to Reach
Alvin Community College
at Turner - Pearland**
4717 Bailey Rd. • Pearland, Texas 77584

From Houston:
I-45 south to Dixie Farm Rd, right on 35 north then left to Bailey Rd; or 288 south, exit at CR 58, make u-turn at Croix Rd and exit at Bailey Rd / CR101; or Take I-45 south to Hwy 35 south then right on Bailey Road.

From Galveston:
Take Hwy 6 north to Hwy 35 Bypass north then left on Bailey Rd.

From points south: Use Hwy 35 north.

