



**Alvin
Community
College**

3110 MUSTANG ROAD ALVIN, TEXAS 77511



**General
Information
1977-78**

GENERAL INFORMATION

ALVIN, TEXAS 77511

1977-1978 GENERAL INFORMATION BULLETIN

NUMBER I

VOLUME XXVIII

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

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CALENDAR

1977

JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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1978

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JULY							AUGUST							SEPTEMBER								
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OCTOBER							NOVEMBER							DECEMBER							
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ACADEMIC CALENDAR

Fall Semester 1977

28-29 July	Orientation for New Students
18-19 August	Orientation for New Students
22-23 August	Faculty Workshop
24-25 August	REGISTRATION
29 August	Classes Begin
5 September	Labor Day Holiday
6 September	Last Day to Add Classes
14 September	12th Class Day
18 November	Last Day to Drop Classes
24-25 November	Thanksgiving Holidays
1 December	Last Day to Apply For Fall Graduation
9 December	End of Classes
12-13-14-15 December	FINAL EXAMS

Spring Semester 1978

9-10 January	Faculty Workshop
11-12 January	REGISTRATION
16 January	Classes Begin
23 January	Last Day to Add Classes
31 January	12th Class Day
17-18 February	TJCTA Convention
27-31 March	Spring Holidays
3 April	Last Day to Apply for Spring Graduation
14 April	Last Day to Drop Classes
5 May	Classes End
8-9-10-11 May	FINAL EXAMS
17 May	COMMENCEMENT

Summer Term 1978

First Session

30 May	REGISTRATION
31 May	Classes Begin
5 June	4th Class Day
30 June	Last Day to Apply For August Graduation
4 July	Independence Day Holiday
5 July	End of Classes
6-7 July	FINAL EXAMS

Summer Term 1978

Second Session

10 July	REGISTRATION
11 July	Classes Begin
14 July	4th Class Day
27-28 July	Orientation for New Students
15 August	End of Classes
16-17 August	FINAL EXAMS

GENERAL INFORMATION

PURPOSE

Alvin Community College is a publicly supported, two-year comprehensive Community College which offers educational opportunities beyond the high school level. In addition to providing instructional programs designed to prepare students to enter the upper division of senior colleges and universities or to make immediate entry into a career field, the College seeks to prepare the individual for democratic and creative living in the home and in the community.

PROGRAMS OF INSTRUCTION

The College is committed to the development of superior programs of education in several major areas:

1. **University Parallel Education**—Two years of university parallel work is offered which is acceptable for transfer to the upper division of four-year colleges and universities.

2. **Occupational/Technical Education**—These programs are designed to meet the increasing demand for technicians, and semiprofessional workers for employment in industry, business, the professions, and government.

3. **Continuing Education Programs**—The primary thrust of this area is the offering of non-credit adult education courses. These courses, workshops, and seminars are offered for persons, regardless of their previous education, who are not concerned with earning academic credit but who wish to enrich their cultural lives or to improve their personal efficiency.

HISTORY

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

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

Community College moved to its present campus for the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the College district was enlarged to nearly twice its geographical size in 1974.

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

Historically, the enrollment of Alvin Community College has grown from 134 students (1949) to 1709 (1965) to a record high of 2532 (1977). During this period of growth, the leadership of Alvin Community College has been under four presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), Dr. T. V. Jenkins (1971 to 1976), and Dr. A. Rodney Albright (1976 to present).

FACILITIES

Upon completion of a major expansion program in August 1977, all Alvin Community College activities, with the exception of certain continuing education courses and special programs, will be conducted at the main campus, which consists of nine buildings situated on 162 acres in Alvin, Texas. Among these facilities are: the Learning Resources Center, including the Learning Laboratory and 35,000 volume Library; the Computer Center; the Media Center; the Fine Arts Center, including 375 seat theatre and excellent facilities for instruction in music and art; the Health Technologies Center for programs in Nursing, Medical Laboratory Technology, Respiratory Therapy, and related areas; the Child Care Center; the Business and Industrial Center, providing facilities for the latest instructional techniques in Court Reporting, Secretarial Science, Law Enforcement and Correctional Science, Air Conditioning, Welding, and Electronics; the Physical Fitness Center, consisting of four handball courts, exercise facilities and dressing rooms, a sauna, eight lighted tennis courts, and a gymnasium; the Science Hall, with six laboratories devoted to the physical sciences; the Humanities Building, complete with language and bio-feedback laboratories; the Student Center, containing a cafeteria, bookstore, gamerooms and lounges; and a greenhouse for the study of Horticulture and Agriculture. There is parking space on campus for approximately one thousand vehicles.

The Library is concerned with the acquisition of print media as well as the cataloging and circulation of both print and non-print media. The library presently has a collection of 27,000 books, 250 periodicals, microfilm, video tape cassettes, audio tape cassettes, disk records, filmloops, 35mm slides and multi-media packages.

The Media Center is responsible for non-print media acquisition and production and for providing the equipment necessary to utilize this media. The Media Center is also a resource for curriculum design in the area of non-print media.

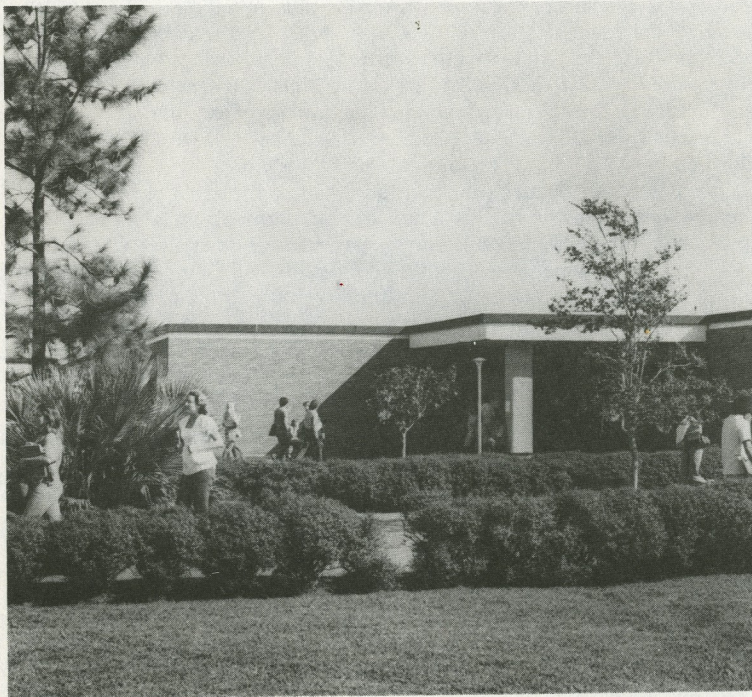
The Learning Laboratory provides individual and small group tutorial services in the areas of math, English, and reading. Self-instructional, programmed-learning packets are also available for students who need varying degrees of remediation in these areas. The Learning Laboratory is the primary resource for curriculum development within the LRC, particularly in the area of self-paced instruction.

Approximately seven miles south of the main campus is the Chocolate Bayou Special Training Center: a fully equipped building including classrooms, and staff offices.

RECOGNITION

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

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



ACADEMIC POLICIES AND REGULATIONS

ADMINISTRATIVE INTERPRETATION AND CHANGE

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

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

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

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

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

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

Full-time Student: A student is considered a full-time student if he/she is carrying 12 or more credits of course work.

Part-time Student: A student is considered a part-time student if he/she is carrying less than 12 credits of course work.

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

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

ATTENDANCE

Regular attendance in classes is expected. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

Anytime a student has accumulated the equivalent of two weeks of absences from any class within a semester the instructor may recommend to the Dean of Instruction that the student be administratively dropped.

NORMAL ACADEMIC LOAD

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

If the student has received academic warning or academic probation, he/she may be required to take less than the normal semester course load.

AUDIT

A student wishing to take a credit course for no credit must register for the course and pay the regular fee. A student may change from audit status to credit or from a credit status to audit only during the first two weeks of the regular session. The student may, in succeeding terms, take any course for credit which he/she has previously audited. Audit courses will be reflected on the student's permanent record as "Audit." He/she may not petition for credit for the course he/she audited.

ADDING AND DROPPING COURSES

Official course adds and drops are initiated in the counseling center. (Students must adhere to dates published in College calendar.) Students are required to formally withdraw from courses before leaving the College.

DEAN'S LIST

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

MERIT LIST

Students who enroll for 7-11 credits during a semester and earn a G. P. A. (Grade Point Average) of 3.5 without any "F" or "U" grades will be placed on the Merit List.

ACADEMIC WARNING

Any student who fails to attain a minimum grade point average of 2.0 or higher for any one semester, or who receives an "F" or "U" grade in any course, will receive an academic warning.

ACADEMIC PROBATION

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

A student on academic probation is required to consult with a counselor prior to registration in any subsequent semester to establish conditions for continued matriculation with the college. Students on academic probation or suspension can be helped through counseling. For this reason, one of the conditions of admission or continued matriculation will be counseling. A reduced load may also be imposed if deemed necessary to improve chances for success.

A student transferring to Alvin Community College on academic probation or suspension from another college must gain approval from the Dean of Instruction, Student and Community Services or his designee for admission to the college. Such approval will be conditional. Students attempting to avoid such approval or conditions will have committed an offense and will be subject to disciplinary action.

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

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to college philosophy. However, students who do not make satisfactory progress in certain curriculums may be subject to removal from that curriculum through a hearing of the matriculation committee.

ACADEMIC SUSPENSION

The student on academic probation who fails to attain a grade point average of 1.5 for the next semester he/she is in attendance will be subject to academic suspension. Academic suspension normally will be for one semester. The student must apply for readmission under all circumstances of academic suspension.

ACADEMIC DISMISSAL

A student who does not maintain at least a 2.0 average for the semester following reinstatement to the College after having been on academic suspension will be academically dismissed from that curriculum. Academic dismissal normally is permanent unless, with good cause, the student reapplies and is recommended under special consideration, for readmission by the Registration Committee of the College.

Part-time students will be dismissed only after they have accumulated twenty-four semester hours credit.

CREDIT BY EXAMINATION

Alvin Community College awards credit in some subjects to academically qualified students based on scores made on advanced placement or advanced standing examinations.

Advanced Placement. Credit, and a grade of passing will be awarded on scores made on the CEEB (College Entrance Examination Board) CLEP (College Level Examination Program) subject examinations in certain subjects. These tests may be taken at Alvin Community College or at any of the national test centers.

Advanced Standing. Credit and a letter grade of A, B, or C will be awarded to students who successfully complete locally constructed and administered examinations over certain subjects offered at Alvin Community College. These tests are offered to students currently enrolled or accepted for enrollment at Alvin Community College.

Waiver. A qualified student may bypass certain freshman level courses if he/she demonstrates sufficient competence in the subject to reasonably assure success in the next level. No credit will be awarded for the course being waived.

Fees. The fee for taking the CLEP test in a subject is approximately \$15.00, payable to CEEB. A fee of \$4.00 per semester hour is charged for advanced standing tests, payable at the time of testing to Alvin Community College.

A student must be accepted for admission by Alvin Community College before advanced credit will be approved. Credit will be awarded and placed on the student's academic record only after an equal number of semester hours are successfully completed on the ACC campus.

Advance placement or standing ordinarily will not be awarded for a course in which the student has been enrolled or for which a previous advanced placement test has been taken. Final decision on whether a test will or will not be given shall be made by the Instructor. Advanced standing hours are considered as residence hours.

Students interested in advanced placement, advanced standing, or waiver should contact the counseling center for further information.

PHYSICAL EDUCATION REQUIREMENT

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

Students with justifiable extenuating circumstances should petition the Dean of Instruction for a course waiver.

GRADING SYSTEM*

- A = Excellent — Four grade points per credit
B = Good — Three grade points per credit
C = Average — Two grade points per credit
D = Poor — One grade point per credit
F = Failure — Zero grade points
S = Satisfactory — No grade point credit
R = Re-enroll — No credit until the course objectives are completed.
To permit re-enrollment for the completion of the course objectives.
U = Unsatisfactory — No grade point credit
WP = Withdrawal Passing
WF = Withdrawal Failing
I = Incomplete — No credit. An incomplete grade ("I") is given when a course is nearly completed and when, in the opinion of the instructor, it may be completed with minimal additional work on the part of the student and the instructor. Prior to the grade being given, a contract must be entered into by the student and the instructor outlining the work to be completed and a completion date no more than one full term semester following the issuance of the Incomplete grade. If the contract is not completed by the specified date, the earned grade (A, B, C, D or F) will be reported. A copy of the contract will be filed with the appropriate director.
X = Audit — No credit. Permission of the instructor and the Dean of Instruction is required to audit a class.

*As a general guide, a grade of "A" will be assigned for grades (or equivalents) of 90-100; "B" for 80-89; "C" for 70-79; and "D" for 60-69.

STUDENT RECORDS POLICY

The Registrar's Office is responsible for maintaining permanent academic records. Students must file changes in address, telephone numbers, residency classification and other applicable personal information.

Student records are regarded as confidential. Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and consent, or where required by law, or upon subpoena or court order.

Normally, all grades published are considered final. Any question of error must be brought to the attention of the instructor within 30 days after grades are issued.

GRADUATION REQUIREMENTS

ASSOCIATE DEGREE REQUIREMENTS (A.A., A.S., A.A.S.)

To be eligible for graduation with an Associate Degree from the College, a student must:

1. Have fulfilled all the course requirements of his/her particular curriculum as outlined in the College Bulletin.
2. Have been recommended for graduation by the appropriate Director in his/her curriculum.
3. Have completed the required hours as specified in each program, of which 24 credits must be acquired at Alvin Community College.
4. Have earned a grade point average of at least 2.0 on work attempted which is applicable toward graduation in his particular curriculum.
5. Have filed an application for graduation in the Office of the Registrar. Late applications for graduation will result in the candidates delayed graduation until the following semester.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.
8. Under extraordinary circumstances, any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction.

DIPLOMA REQUIREMENTS

To be awarded a diploma from the College, a student must:

1. Have completed 62 semester hours in a program planned to meet the desires and needs of the individual student (24 of the hours must be acquired at Alvin Community College).
2. Have completed at least 16 semester hours of general education courses (course work in humanities and social science courses).
3. Have earned a grade point average of at least 2.0 in all course work which is applied to the Diploma program.
4. Have been recommended for graduation by the Dean of Instruction.
5. Have filed an application for graduation in the Office of the Registrar. Late applications for graduation will result in the candidates' delayed graduation until the following semester.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.
8. Under extraordinary circumstances, any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction.

CERTIFICATE REQUIREMENTS

To be awarded a certificate from the College, a student must:

1. Have fulfilled all the requirements of his/her particular program area as outlined in the College Bulletin.
2. Have been recommended for graduation by the appropriate Director in his/her program area.
3. If the certificate is one semester or longer in length, the student must complete the equivalent of at least one general education course per semester.
4. If he pursues a degree program but is unable to complete the degree requirements, he may, upon recommendation of the appropriate Director and the Dean of Instruction and Student Services, be issued a certificate provided the portion of study successfully completed is equivalent to an approved program offered at the College.
5. Have filed an application for graduation in the Office of the Registrar. Late applications for graduation will result in the candidates delayed graduation until the following semester.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.
8. Under extraordinary circumstances any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction.

SECOND DEGREE OR CERTIFICATE

In awarding students an additional degree, diploma, or certificate, Alvin Community College will grant credit for all previously completed applicable courses which are requirements of the additional degree, diploma, or certificate. The student must pay the regular fee for the second degree, diploma, or certificate.

HONORS PROGRAM

Alvin Community College's Honors Program is concerned with academic enrichment. It is restricted to full-time (12 hours or more) first semester freshman plus the continuing group of scholars currently enrolled in the Program. Students will be offered participation in the Program by the College based on their prior academic attainment plus their individual and composite scores on the ACT test. Participants in the Program will receive tuition, fees, and books not to exceed \$150.00 per semester.

COLLEGE BULLETIN: Graduation Requirements

Ordinarily a student will graduate under the requirements of the Bulletin existent when he/she enters the College. However, when he/she is continuously enrolled, he/she may choose the option of graduating under the Bulletin existent when he/she graduates or any other Bulletin existent

selected in its entirety.

GRADUATION HONORS

Honors recognition will be given to those degree candidates whose grade point average for all work at Alvin Community College is 3.2 or higher. In computing grade point average for graduation honors, all hours completed (grade awarded) will be used. Courses which have been repeated will be counted each time taken. The GPA for graduation (2.0) will include only the hours needed for graduation and the best grade for repeated courses. Grades of WP, WF, I, or R do not count as hours completed.

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

- 3.2 Grade Point Average — Cum Laude (with honors)
- 3.5 Grade Point Average — Magna Cum Laude (with high honors)
- 3.8 Grade Point Average — Summa Cum Laude (with highest honors)

CORE CURRICULA

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

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

GENERAL PROVISIONS

1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at an accredited* Texas Public Junior College, such credits having application toward a degree in an academic field covered by the core curricula at a Texas Public Senior College or University.
2. Each Texas public senior college or university shall accept credits earned by any student transferring from an accredited Texas public junior college, provided such credits are within the core curricula of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as these are stated in the catalog of the senior institutions and as they apply to the student's declared major.
3. Inasmuch as the core curricula do necessarily depend upon the student's major, he/she shall be required to declare his/her major field no later than the end of his/her first year of attendance at the junior college and upon request for admission by transfer to a senior institution.

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

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

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

DEFINITIONS OF ACADEMIC TERMS

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

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

Admission: Acceptance of a student for enrollment.

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

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

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

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

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

Expulsion: Dismissal from the College normally without recourse for reenrollment.

Faculty: The instructional staff of the College.

Grade Point Average: The ratio of grade points earned to credit hours completed.

Matriculation: Enrollment in the College.

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

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

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

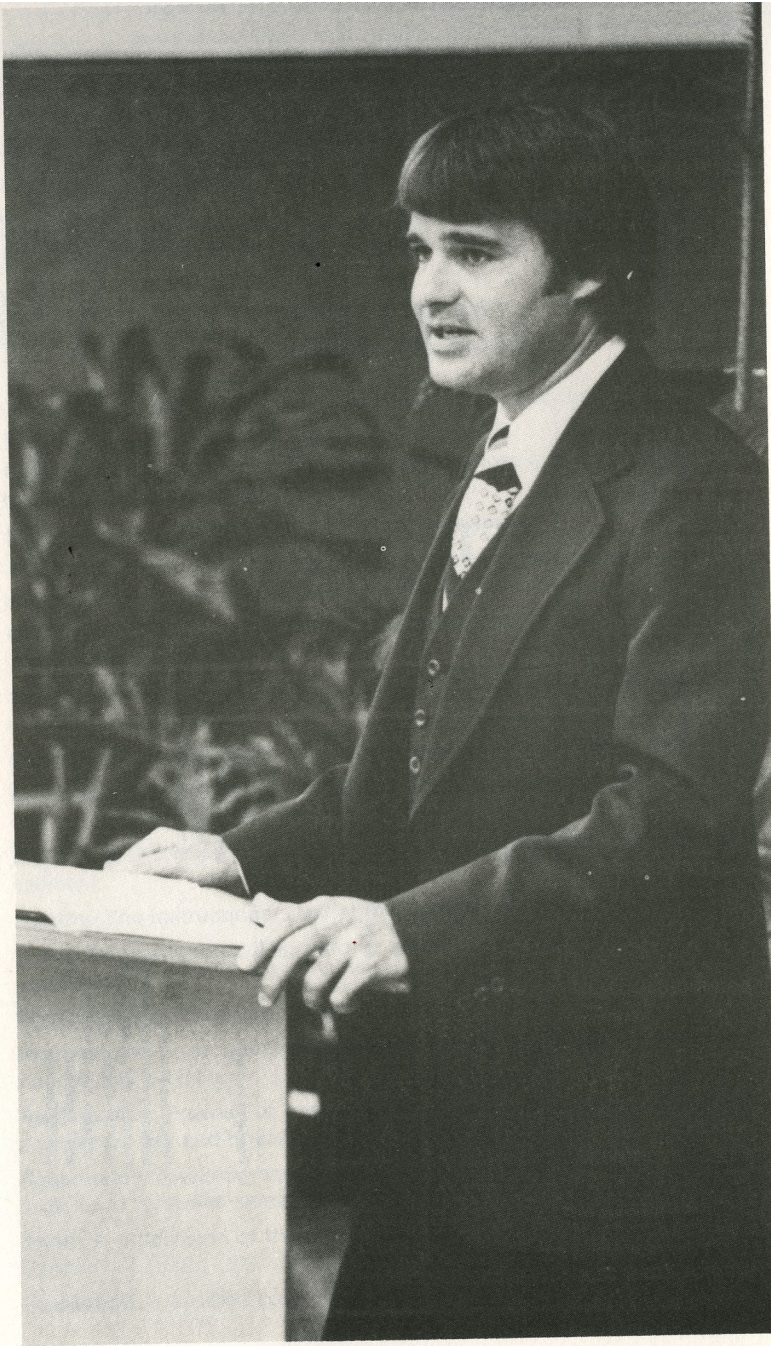
Term: A subdivision of the academic year; i.e., Fall, Spring and Summer Terms.

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

CORE CURRICULA (State Coordinating Board)

CORE CURRICULA

Subject	Major Field I Bachelor of Arts Degree in Arts and Sciences Bachelor of Science in Mathematics & Natural Sciences	Major Field II Bachelors Degree in Business Admin- istration (incl. Accounting)	Major Field III Bachelor Degree in Engineering
a. English Language Proficiency (i.e., freshman English)	6 hours	6 hours	9 hours
b. Literature	6 hours	6 hours	
c. Government (to meet state statute requirement)	6 hours	6 hours	6 hours
d. History (to meet state statute requirement)	6 hours	6 hours	6 hours
e. Natural Science A	6-8 hours	6-8 hours	8 hours
f. Natural Science B	6-8 hours	Physical Science	Chemistry* Physics*
g. Mathematics (Collegiate level)	6 hours	6 hours (Finite Math and Analysis plus sequential course appropriate to a business degree)	9 hours (analytical geom- etry and calculus)
h. Foreign Language	for the BA degree: 12-14 hours in a single language for the BS degree: 6-8 hours in a single language		
i. Humanities Electives: excluding courses in literature beyond b. above, also no more than 12-14 hours foreign language may be used in h. and i. combined	6 hours	9 hours	3 hours (to satisfy ECPD requirements)
j. Special Courses	-----	Economics: 6 hours Accounting: 6 hours	Engineering Mathematics 3 hours* Engineering Graphics: 2 hours



STUDENT SERVICES, POLICIES and REGULATIONS

ADMISSION STANDARDS

A student, whose native language is English, may be admitted to Alvin Community College on any one of the following conditions:

1. Graduation from an accredited high school.
2. Transfer in good standing from another college or university.
3. Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas.
4. Individual approval.
 - a. Individuals above the age of 17 may apply to the Registrar for approval.
 - b. A student who is within two units of graduating from an accredited high school may, upon recommendation of the high school principal and individual approval of the Registrar be permitted to matriculate at Alvin Community College when enrolled concurrently in a senior high school for sufficient courses to graduate at the close of the current session. Priority for permission will be given to the academically superior student. Students admitted by individual approval are subject to the same policies and regulations as all other students.

Those students whose native language is other than English must establish their ability to profit from instruction in English. Therefore, they will be required to score at least 450 on the TOEFL.

ADMISSION REQUIREMENTS

The following items should be submitted to the Admissions Office of the College as far in advance of the registration date as possible.

1. A completed application for admission. Forms are available from the Registrar.
2. Test results as outlined in another section of this bulletin.
3. A completed Health and Immunization form available from the Office of Admissions.
4. Transcripts of high school and college credits. (A separate transcript is required from each college attended. A student enrolled in a high school or college at the time he/she applies for admission may be tentatively admitted. A copy of the final transcript must be sent to the registrar after courses are completed.) Transcripts become the property of ACC and are not returned to the Student.

The Registrar will advise applicants of the approval or disapproval of their application for admission.

SUMMER STUDENTS

A student from another college enrolling only for summer sessions may enter Alvin Community College upon completion of an application for

admission and a statement certifying that he is a bona fide student in good standing at another college. However, if the student plans to enter Alvin Community College during the fall semester, he must present a transcript of all previous college work and fulfill all other admission requirements.

TEMPORARY WAIVER OF ENTRANCE REQUIREMENTS

A student who fails to meet the admission requirements at the time of his registration may enroll on a provisional basis with the approval of the Registrar.

ADMISSION PROCEDURES

New Students

The Registrar notifies the student of the approval of his/her application for admission. If the student appears in person he/she is sent to the counseling center for planning his/her program of studies and the courses for his/her initial semester are selected. If notification of admission is given by mail, the student is asked to contact the counseling center for a pre-registration interview. . . students with ACT scores of below 14 will be directed to the Learning Laboratory for study skills, English, and math assessment prior to registration. He/she will subsequently be assigned an advisor who will assist in his/her curriculum development during his/her tenure at Alvin Community College.

Returning Students

Any student returning to Alvin Community College after not having been enrolled for one long semester or more must re-apply for admission. Upon completion of the re-entry process, the returning student must meet with an advisor.

All Students

Each student enrolling for more than seven (7) semester hours must see his/her faculty advisor prior to registration. (Detailed instructions for registration will be available at the time of registration.)

ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are his/her educational and occupational experiences, and other reasonable standards to insure that the student possesses the potential to meet program requirements.

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

It is policy not to admit a student to a curriculum unless he/she meets all of the listed requirements for the curriculum. The admissions office will officially admit the student upon the approval of the appropriate Director responsible for the curriculum. If the student has not completed all of the admission requirements for the curriculum, the student will be required to complete these requirements in the developmental program.

RESIDENCE STATUS

The legal residence of each application for admission to Alvin Community College will be determined in the Office of Admissions.

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

1. In-District — Students who are residents of the Alvin Community College District. (Resident at least 12 months).
2. Out of District — Students whose homes are not in the Alvin Community College District but who are residents of Texas.
3. Out of State or Out of Country — An out-of-state or out-of-country student is a person living away from his family and whose family resides in another state or another country or who has not resided in Texas for the twelve months immediately preceding the day of registration.

Individual determination can be affected by death or divorce of parents; custody of minor by court order; marriage of student; active military duty of student or student's parents; full-time employment of the student's spouse or parents in a senior state-supported college or university of Texas; or temporary assignments of student's parents out of Texas that do not affect actual legal residence.

Full details of the aforementioned can be obtained from the Office of Admissions.

4. Alien — An alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a declaration of intention to become a citizen has the same privilege of qualifying for residence status fee for purposes under this act as has a citizen of the United States. A resident alien residing in a junior college district located immediately adjacent to Texas boundary lines shall be charged the resident tuition by that junior college.

RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

The responsibility of registering under the proper residence classification is that of the student, and if there is any question of his/her right to classification as a resident of Texas, it is his/her obligation, prior to or at the time of his/her registration, to raise the question with the Office of Admissions and have such officially determined.

Once a student has been frozen as long as he/she remains in attendance at this college or until a petition for change of status has been approved.

Every student who is classified as a resident student but who becomes a non-resident at any time by virtue of a change of a legal residence by his own action or by the person controlling his/her domicile is required to notify the Office of Admissions at once.

FINANCIAL INFORMATION

All tuition and fees must be paid in full at the time of registration or as posted in the case of advance registration. A student may not attend class until all payments have been made. Students who have received a scholarship are required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration. Students needing financial assistance should make application to the Student Financial Aid Office at least 30 days prior to registration.

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

TUITION AND MATRICULATION FEES

	Fall or Spring Terms			
	In-District	Out-Of-District	Out-Of-State	Alien
Tuition (Semester Hour)	\$ 4.00	\$ 4.00	\$17.00	\$14.00
Minimum	25.00	25.00	25.00*	200.00
Matriculation Fees	\$1 per sem. hour for 6 hrs. and above; (\$10 max)	\$3. per sem. hour for 6 hrs. and above; (\$25 max.)	None	None

NOTE: Tuition for all Vocational Nursing Students is \$150.00 for 12 months.

*Out-of-State Students have \$200 maximum tuition

	Summer Term			
Tuition* (Semester Hour)	\$10.00	\$10.00	\$17.00	\$ 14.00
Minimum	\$25.00	\$25.00	\$25.00	\$100.00
Matriculation Fees	None	None	None	None

A schedule of rates for students based on semester hour is listed as follows:

*per six weeks session

Schedule also applies to continuous registration.

**ALVIN COMMUNITY COLLEGE
1977-1978**

TUITION AND MATRICULATION FEE SCHEDULE

SEM HOURS	In-District			Out-of-District			ALIEN
	TUITION	MAT. FEES	TOTAL	TUITION	MAT. FEES	TOTAL	
3	\$25.00	\$.00	\$25.00	\$25.00	\$.00	\$ 25.00	\$200.00
4	25.00	.00	25.00	25.00	.00	25.00	200.00
5	25.00	.00	25.00	25.00	.00	25.00	200.00
6	25.00	6.00	31.00	25.00	18.00	43.00	200.00
7	28.00	7.00	35.00	28.00	21.00	49.00	200.00
8	32.00	8.00	40.00	32.00	24.00	56.00	200.00
9	36.00	9.00	45.00	36.00	25.00	61.00	200.00
10	40.00	10.00	50.00	40.00	25.00	65.00	200.00
11	44.00	10.00	54.00	44.00	25.00	69.00	200.00
12	48.00	10.00	58.00	48.00	25.00	73.00	200.00
13	52.00	10.00	62.00	52.00	25.00	77.00	200.00
14	56.00	10.00	66.00	56.00	25.00	81.00	200.00
15	60.00	10.00	70.00	60.00	25.00	85.00	210.00
16	64.00	10.00	74.00	64.00	25.00	89.00	224.00
17	68.00	10.00	78.00	68.00	25.00	93.00	238.00
18	72.00	10.00	82.00	72.00	25.00	97.00	252.00
19	76.00	10.00	86.00	76.00	25.00	101.00	266.00
20	80.00	10.00	90.00	80.00	25.00	105.00	280.00

Student Service Fee — per semester	\$10.00
Summer term	None
Applied Music Fees	\$25.00
Private Lessons — Per semester hour	10.00
Class Piano — Per course	10.00
Class Voice — Per course	10.00
Class Change Fee	
(For approved class changes made for the convenience of the student) Per each add or drop maximum:	\$ 2.00
	\$ 5.00
Credit by Examination	\$ 4.00
Per semester hour:	
Graduation Fee	\$ 7.00
Cap and Gown	6.00
Diploma	
Lab Fees	\$ 8.00
(Art, Biology, Business Machines, Chemistry, Computer Science, Crafts, Drafting, Electronics, Foreign Language, Medical Laboratory Technology, Nursing, Physics, Shorthand, Typing)	
Air Conditioning & Refrigeration and Welding	\$15.00
Physical Education Fee (per semester)	\$ 5.00
Towel & Locker Use Fee	\$13.00
Bowling Fee	\$13.00
Golf Fee	\$ 3.00
Returned Check Fee	\$ 5.00
Late Registration Fee	\$11.00
TNSA Membership Fee	\$30.00
State Board Examination Fee (ADN)	\$ 8.55
Malpractice Insurance Fee	\$ 1.00
Transcript fee	\$ 1.00
Copies on microfilm, each	
Copies not in microfilm:	
Initial copy free	\$.50
Orders of three or more simultaneously, each	\$ 1.00
One copy, each	\$ 5.00
Building use fee for other than In-District students	

Any student who officially drops a course or withdraws from school during the first two weeks of the fall or spring semesters will be refunded 70 percent of tuition and fees. After the second week no refund will be made. Refunds will be made at the request of the student withdrawing from college. The refund check will be mailed to the address designated by the student.

No refunds will be made after the third day of summer school.

ENTRANCE TESTING

The American College Test (ACT) ordinarily will be required of all students registered in a curriculum program at Alvin Community College. This test is not used as a selective device for college admission, but will be used for counseling, research, and follow-up programs. (A CEEB SAT score may be substituted for the ACT with permission of the Associate Dean of Admissions.) All new students registered in a curriculum program except those students with an ACT score of 14 or above will be required to take the Nelson-Denny Reading Test, the English placement examination, and the mathematics placement examination.

COUNSELING

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

The counseling center functions to assist students in making intelligent decisions regarding their vocational, educational, and personal-social plans. As a part of this assistance, students have available appropriate tests, inventories, and occupational and educational information.

The counseling service provides individual attention and supplementation to the instructional program of the College.

Each regular student will be assigned to a counselor or a faculty advisor.

LEARNING LABORATORY

Various types of instructional media exist in the learning laboratory to meet individual or curricular needs. Audio-tutorial programs, peer group sessions, tutoring, films, programmed textbooks, filmstrips, filmloops, slides, models, microfilms, and printed materials are employed in a multitude of learning paths from which students may choose. The learning laboratory exists as an adjunct to all other departments by providing a supplement through self-directed study and the use of individualized instructional resources. All of these services are provided at no extra cost to the students.

An orientation program has been established to acquaint new students with the purposes and programs of the College. The orientation programs begin weeks before registration when the student is asked to meet with a counselor at the College for an interview to discuss the student's educational interests, to determine what additional tests he/she may need, and to plan the student's application for admission to a specific curriculum at the College. The student will also meet with a faculty advisor in his/her major curriculum and/or a counselor to plan his/her program and course of studies. An orientation period is scheduled for all new students prior to registration for group orientation to the College and a discussion of student services and activities.

VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been duly approved by the Veterans Administration for the training of veterans under the Veterans Readjustment Benefits Act. Application forms to attend under the program may be secured at V. A. Headquarters. Prospective students should contact the Veterans Coordinator in the Records Office who provides assistance with veterans affairs.

TEXAS REHABILITATION COMMISSION

The Texas Rehabilitation Commission offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Texas Rehabilitation Commission. Application for this assistance should be made to the nearest Texas Rehabilitation Commission Office before each registration period of the school year. For further information please contact the Associate Dean of Student's Office who can direct students to the local Texas Rehabilitation Commission office in Alvin.

FINANCIAL AID

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

Financial aid is awarded in the form of scholarships, grants, loans, and jobs. Details about different programs can be found in the following paragraphs. All applications should be made through the **Office of Student Financial Aid and Placement, Alvin Community College, Alvin, Texas 77511.**

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

The application form used at Alvin Community College can only be obtained at the Office of Student Financial Aid. This application and the transcript of the student's past school work are needed before this office can determine his/her eligibility in different programs.

A student should apply to the Office of Student Financial Aid sixty (60) days before the funds are to be used. However, some types of aid do not require this much time. **It is necessary for a student to apply in person.**

Financial Aid Programs Available

Basic Educational Opportunity Grants

A new federal program initiated in August of 1973 offers those who are at least half-time students an opportunity to receive federal grants. The Basic Educational Opportunity Grant (BEOG) is limited to students who have not attended a post high school educational institution before April 1, 1973. The need of a student is determined by the use of a confidential income statement of the student's family. Every student who feels he/she might possibly qualify for this program should submit an application. Applications for this particular program can usually be obtained through high school counselors' offices as well as Alvin Community College.

SHORT-TERM LOANS

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

HINSON-HAZLEWOOD COLLEGE STUDENT LOAN PROGRAM

Residents of Texas who qualify may borrow from this state program at an approximate interest rate of 7%. However, depending on the student's family income, he/she may qualify for federal interest subsidy whereby the Federal Government will pay the interest on the student's loan while he/she is enrolled. Repayments must begin within nine (9) months after separation from the college or when one's class load falls below one-half of full-time.

NURSING SCHOLARSHIPS

Scholarships are available for students in the Nursing Program (enrolled in nursing classes) who qualify on the basis of financial need.

NURSING LOANS

Loans are available for students in the Nursing Program (enrolled in nursing classes) who qualify on the basis of financial need. Up to 85% of the loan may be canceled if the borrower is employed as a registered nurse under specified circumstances.

LAW ENFORCEMENT EDUCATION PROGRAM (LEEP)

Grants are available to pay tuition, fees, and books for full-time employees of public-funded law enforcement agencies and who are enrolled in the Law Enforcement or Correctional Science curriculum at Alvin Community College. It is necessary for a student to remain employed in public-funded law enforcement for two (2) years after the close of the semester in which he/she receives the grant, otherwise, the grant becomes a loan.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

Supplemental Educational Opportunity Grants are awarded to students of greatest financial need. The minimum grant is \$200 per academic year. These grants can be no more than one-half the total assistance given a student. Any student filing for other student financial aid will be considered for one of these grants.

TEXAS PUBLIC EDUCATION GRANTS

A grant fund has been made available by state law to be administered by this institution for grants to needy students. Although funds are somewhat limited in this program, all applicants for other student financial aid will be considered for one of these grants.

HAZLEWOOD ACT

Students who were veterans prior to 1955 or those who have exhausted all of their G. I. benefits may qualify for tuition and fee expenses required at registration.

ATHLETIC GRANTS-IN-AID

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

MUSIC GRANTS-IN-AID

For information on the music grants-in-aid contact the Head of the Music Department.

COLLEGE WORK-STUDY PROGRAM

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

Additional information will be available to all interested students and prospective students as new types of student aid develop at Alvin Community College.

PLACEMENT SERVICE

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

Students who seek part-time work are encouraged to do so with a view to their future career plans. The experience gained will assist them in finding permanent and satisfying positions.

ATHLETICS

The College schedules intercollegiate competition in basketball, baseball, volleyball, tennis and golf. For non-varsity students, an extensive schedule of intramural sports and the physical education program afford all students many opportunities for participation.

CAFETERIA

Hot and cold food and beverages may be obtained from the cafeteria which is located in the Student Center.

PARKING

Automobiles must be registered before they may be parked on campus. Parking permits are distributed during registration and afterward by the Security Office. Certain areas are reserved. Traffic regulations will be distributed by the Security Office.

CO-CURRICULAR ACTIVITIES

Activities outside the classroom provide some of the most valuable educational experiences a student will have while attending college. For this reason, Alvin Community College encourages its students to participate in these activities. An activity period, the time of which will be announced from the Office of Student Activities, is provided for student use.

STUDENT HANDBOOK

A student handbook is available to provide additional information of interest to students. The handbook describes student activities and organizations and will also list the college rules and regulations.

BOOKSTORE

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

CURRICULUM OFFERINGS

ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

GENERAL LIBERAL ARTS PROGRAM

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in General Liberal Arts curriculum. Students who complete this curriculum normally transfer to a four-year college where they may major in one of the following subject-areas:

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

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself/herself with the requirements of the major department in the college or university to which he/she expects to transfer in planning his/her program and selecting his/her electives.

GENERAL LIBERAL ARTS

Associate In Arts Degree Program

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Total Minimum Credit Requirement
for a General Liberal Arts Degree 66

* Co-op courses may be selected as satisfaction of elective credit.

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

ART MAJOR

Associate In Arts Degree Program

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in the Art curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself/herself with the requirements of the major department in the college or university to which he/she expects to transfer in planning his/her program and selecting his/her electives.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Comp. & Rhetoric I	3	0	3
HIST 111	West. Civil. to 1660	3	0	3
or 141	U.S. to 1877			
ARTS 111	Design I	0	6	3
ARTS 121	Drawing I	0	6	3
ARTS 120	Art Appreciation	3	0	3
PHED	Physical Education	0	3	1
		9	15	16
Second Semester				
ENGL 122	Comp. and Rhetoric II	3	0	3
HIST 112	West. Civil. Since 1660	3	0	3
or 142	U.S. Since 1877			
ARTS 112	Design II	0	6	3
ARTS 122	Drawing II	0	6	3
ARTS 240	Watercolor Painting	0	6	3
PHED	Physical Education	0	3	1
		6	21	16
Third Semester				
ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
GOVT 211	Amer. Nat. & State Govt. I	3	0	3
ARTS 211	Drawing III	0	6	3
ARTS 251	Commercial Art I	0	6	3
or 231	Painting I			
BIOL 111	General Biology I	3	2	4
		9	14	16

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222				
GOVT 212	Amer. Nat. & State Govt.	3	0	3
ARTS 252	Commercial Art II	0	6	3
or				
ARTS 232	Painting II	0	6	3
ARTS 221	Design III	0	6	3
BIOL 112	General Biology II	3	2	4
		9	14	16

Total Minimum Credits Required
for Arts Degree 64

*Co-op courses may be selected as satisfactory credit.

DRAMA

Associate in Arts Degree Program

Degree: Associate in Arts (A.A.)

Length: Four Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in the Drama Curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself/herself with the requirements of the major department in the college or university to which he/she expects to transfer in planning his/her program and selecting his/her electives.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 111	Western Civilization to 1660,			
or 141	The U.S. to 1877	3	0	3
DRAM 120	The Creative Experience	3	0	3
DRAM 130	Introduction to Theatre Arts	3	0	3
DRAM 111	Rehearsal and Performance	0	2	1
PHED 125	Fundamentals of Movement	0	3	1
SPCH 110 or Elective*		3	0	3
		15	5	17

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
HIST 112	Western Civilization since 1660, or 142 The U.S. since 1877	3	0	3
DRAM 140	Introduction to Acting	2	2	3
DRAM 150	Stage Makeup	2	2	3
DRAM 112	Rehearsal and Performance	0	2	1
PHED 126	Fundamentals of Movement	0	3	1
	*Elective	3	0	3
		—	—	—
		13	9	17

Third Semester

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
GOVT 211	American National and State Governments I	3	0	3
DRAM 230	Introduction to Technical Theatre	2	2	3
DRAM 240	Advanced Acting	2	2	3
DRAM 211	Rehearsal and Performance	0	2	1
	Elective	3	0	3
		—	—	—
		13	6	16

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222				
GOVT 212	American National and State Governments II	3	0	3
DRAM 250	Theatre Speech	3	0	3
DRAM 212	Rehearsal and Performance	0	2	1
	*Elective	6	0	6
		—	—	—
		15	2	16

Total Minimum Credit Requirement
for Drama Major Degree 66

*Co-op courses may be selected as satisfaction of elective credit.

MUSIC MAJOR

Associate In Arts Degree Program

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in the Music curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself/herself with the requirements of the major department in the college or university to which he/she expects to transfer in planning his/her program and selecting his/her electives.

**Music Major
(Instrumental Concentration)
Associate in Art Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
	Applied Music: Principal Instrument	1	5	2
MUSC 131*	Class Piano	0	2	1
MUSC 185	Concert Band	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	15	16
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
	Applied Music: Principal Instrument	1	5	2
MUSC 132*	Class Piano	0	2	1
MUSC 186	Concert Band	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	15	16

Third Semester				
ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training & Sight Singing	1	2	2
MUSC 111	Survey of Music Literature	3	0	3
	Applied Music: Principal Instrument	1	5	2
MUSC 233*	Class Piano	0	2	1
MUSC 287	Concert Band	0	3	1
		—	—	—
		14	12	18

Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222				
GOVT 212	American National and State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training & Sight Singing	1	2	2
MUSC 112	Survey of Music Literature	3	0	3
	Applied Music: Principal Instrument	1	5	2
MUSC 234*	Class Piano	0	2	1
MUSC 288	Concert Band	0	3	1
		—	—	—
		14	12	18

*Musc 115, 116, 215, 216

Total Minimum Credits Required for a Music Major Degree 68

*Coop courses may be selected as satisfaction of elective credit.

**Music Major
(Voice Concentration)
Associate in Art Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits	First Semester				
					ENGL 121	HIST 141	MUSC 141	MUSC 121	MUSC 127
ENGL 121	Composition and Rhetoric I	3	0	3					
HIST 141	The U.S. to 1877	3	0	3					
MUSC 141	Music Theory	3	0	3					
MUSC 121	Ear Training and Sight-Singing	1	2	2					
MUSC 127	Applied Music-Voice	1	5	2					
MUSC 131*	Class Piano	0	2	1					
MUSC 151	Concert Choir	0	3	1					
PHED	Physical Education	0	3	1					
		—	—	—					
		11	15	16					

Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
MUSC 128	Applied Music-Voice	1	5	2
MUSC 132*	Class Piano	0	2	1
MUSC 152	Concert Choir	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	15	16

Third Semester				
ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training & Sight Singing	1	2	2
MUSC 111	Survey of Music Literature	3	0	3
MUSC 227	Applied Music-Voice	1	5	2
MUSC 233*	Class Piano	0	2	1
MUSC 253	Concert Choir	0	3	1
		—	—	—
		14	12	18

Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222				
GOVT 212	American National and State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training & Sight Singing	1	2	2
MUSC 112	Survey of Music Literature	3	0	3
MUSC 228	Applied Music-Voice	1	5	2
MUSC 234*	Class Piano	0	2	1
MUSC 254	Concert Choir	0	3	1
		—	—	—
		14	12	18

*Music 115, 116, 215, 216

Total Minimum Credits Required for a Music Major Degree 68

Degree: Associate in Science

Length: Four-semesters (Two-Year Program)

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

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

Program Requirements: Although the major emphasis in this curriculum is in mathematics, the biological sciences, and the physical sciences, the curriculum also includes courses in the humanities and social sciences. Numerous electives are provided so that the student can select the appropriate courses for his/her pre-professional or scientific program as required in the first two years of the four-year college or university. Each student is urged to acquaint himself/herself with the requirements of the major department of the college or university to which transfer is contemplated and also to consult with the Counseling Center of Alvin Community College in planning his/her program and selecting his/her electives. In order to prepare for upper division (junior class) standing at the four-year college or university, the student usually must complete a program that is comparable in length and rigor to the first two years of the program at the four-year college or university.

AGRICULTURE

Associate in Science Degree First Year

First Semester	Lecture Hours	Lab Hours	Course Credits
ENGL 121 Composition and Rhetoric I	3	0	3
BIOL 110 Environmental Conservation	3	0	3
BIOL 111 General Biology I	3	2	4
HIST 141 The United States to 1877	3	0	3
AGRI 110 Animal Husbandry	3	0	3
PHED 111 Physical Education	0	3	1
	—	—	—
	15	5	17

ENGL 122 Composition and Rhetoric II	3	0	3
BIOL 112 General Biology II	3	2	4
HIST 142 The United States since 1877	3	0	3
AGRI 120 Fundamentals of Crop Production	3	0	3
AGRI 130 Agriculture Equipment Technology	2	2	3
PHED 112 Physical Education	0	3	1
	—	—	—
	14	7	17

Second Year

Third Semester

ENGL 211 Survey of Literature I or ENGL 221	3	0	3
BUAD 130 Business Mathematics	3	0	3
AGRI 210 Farm Management	3	0	3
CHEM 111 Introductory Chemistry I	3	2	4
GOVT 211 American National and State Governments I	3	0	3
	—	—	—
	15	2	16

Fourth Semester

ENGL 212 Survey of Literature II or ENGL 222	3	0	3
AGRI 220 Soils and Fertilizers	2	2	3
CHEM 112 Introductory Chemistry II	3	2	4
GOVT 212 American National and State Governments II	3	0	3
CO-OP 211 Cooperative Education or BIOL 210 Entomology	0	15	3
	3	3	4
	—	—	—
	11-14	7-19	16-17

Total Minimum Credits Required for
An Agriculture Major Degree 66-67

Associate In Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 111	Biology I (Zoology)	3	2	4
CHEM 121	General Chemistry & Analysis	3	4	4
ENGL 121	Composition & Rhetoric I	3	0	3
MATH 121 or 132	College Algebra — Plane Trigonometry	3	0	3
HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	9	18

Second Semester

BIOL 112	Biology II (Botany)	3	2	4
CHEM 122	General Chemistry & Analysis	3	4	4
ENGL 122	Composition & Rhetoric II	3	0	3
MATH 132 or 150	Plane Trigonometry — Analytic Geometry	3	0	3
HIST 142	The U.S. since 1877	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	9	18

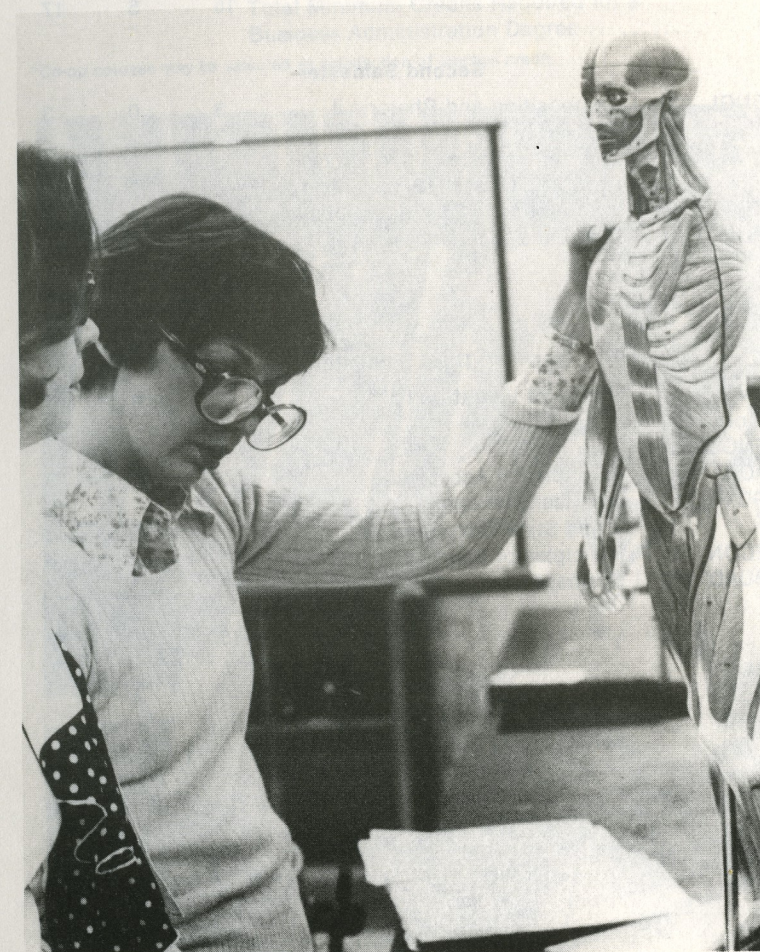
Third Semester

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

Fourth Semester

BIOL 210	Entomology	3	3	4
or				
BIOL 122	Human Anatomy & Physiology	3	2	4
CHEM 212	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature II	3	0	3
or				
ENGL 222 GOVT 212	American National and State Government II	3	0	3
		—	—	—
		12	9	14

Total Minimum Credits Required
for Biological Science Degree 63-64



BUSINESS ADMINISTRATION

Associate in Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 180	Finite Mathematics	3	0	3
HIST 141	The United States to 1877	3	0	3
	Phys 111, Chem 111, or Biol 111	3	2	4
	Elective*	3	0	3
PHED	Physical Education	0	3	1
		15	5	17

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
MATH 190	Analysis	3	0	3
HIST 142	The United States since 1877	3	0	3
	Phys 112, Chem 112, or Biol 112	3	2	4
CSCI 110	Introduction to Computer Science	3	2	4
PHED	Physical Education	0	3	1
		15	7	18

Third Semester

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
ACCT 221	Principles of Accounting I	3	1	3
GOVT 211	American National and State Governments I	3	0	3
ECON 111	Principles of Economics I	3	0	3
BUAD 120	Business Law	3	0	3
		15	1	15

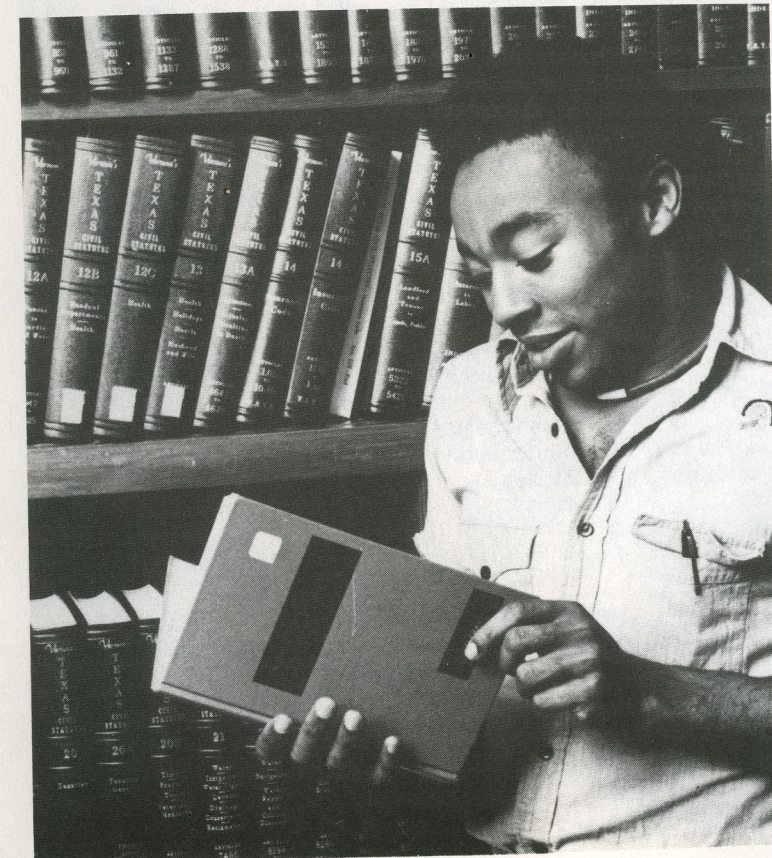
Fourth Semester

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

*Recommended electives to be taken from the following: Sociology 111, Psychology 110 or Speech 110

Total Minimum Credits Required for a
Business Administration Degree 65

*Co-op courses may be selected as satisfaction of elective credit.



MATHEMATICS

Associate In Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra —	3	0	3
MATH 132	Plane Trigonometry	3	0	3
HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
		—	—	—
		15	5-7	17
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 150	Analytic Geometry	3	0	3
HIST 142	The U.S. since 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
	*Elective	3	0	3
		—	—	—
		15	5-7	17
Third Semester				
ENGL 211 or ENGL 221	Survey of Literature I	3	0	3
	Natural Science with Laboratory	3	2-4	4
GOVT 211	American National and State Governments I	3	0	3
MATH 211 or 213	**Differential and Integral Calculus	3-5	0	3-5
	*Elective	3	0	3
		—	—	—
		15-17	2-4	16-18

ENGL 212 or ENGL 222	Survey of Literature II	3	0	3
	Natural Science with Laboratory	3	2-4	4
GOVT 212	American National and State Governments II	3	0	3
	Electives	6	0	6
MATH 212 or 214	Differential and Integral Calculus	3-5	0	3-5
		—	—	—
		18-20	2-4	19-21

*Co-op courses may be selected as satisfaction of elective credit.
 ** MATH 213, 214 and 215 are fully equivalent to MATH 211 and 212.

Total Minimum Credits Required for a
 Mathematics Degree 66



PHYSICAL SCIENCE

Associate In Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 121	General Chemistry and Analysis	3	4	4
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. To 1877	3	0	3
MATH 121 or 132	College Algebra Plane Trigonometry	3-6 0	0 3	3-6 1
PHED	Physical Education	—	—	—
		12-15	7	14-17

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

Third Semester				
CHEM 211 or PHYS 141, 146	Organic Chemistry I Mechanics and Heat Mec. and Heat Lab	3-3 3	3-4 0	4 3
ENGL 211	Survey of Lit. I	3	0	3
GOVT 211	American Nat'l. and State Gov'ts. I	3	0	3
BIOL 111	General Biology I	3	2	4
*MATH 213	Differential Calculus	3	0	3
		—	—	—
		15	5-6	17

CHEM 212 or PHYS 242, 247	Organic Chemistry II Electricity and Magnetism and Lab	3-3	3-4	4
ENGL 212	Survey of Lit. II	3	0	3
GOVT 212	American Nat'l and State Gov'ts. II	3	0	3
BIOL 112	General Biology II	3	2	4
*MATH 214	Integral Calculus	3	0	3
	**Elective	3	0	3
		—	—	—
		18	5-6	20

*MATH 211 and 212 may be substituted for MATH 213 and 214.

** It is recommended that electives be selected from either Chemistry, Physics, Mathematics, or Biology. Physics majors should take MATH 211 or MATH 213 the second semester.

Total Minimum Credits Required for a
Physical Science Degree 68

ASSOCIATE IN APPLIED SCIENCE DEGREES

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

Length: Four-Semester (Two-year) Program.

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

Accounting	Law Enforcement and
Air Conditioning and	Police Administration
Refrigeration	Legal Assistant
Child Care	Medical Laboratory Technology
Computer Science	Mid-Management
Correctional Science	Nursing Home Administration
Court Reporting	Nursing Technology
Drafting Technology	Ornamental Horticulture
Electronics Instrumentation	Secretarial Science
Electronic Technology	Welding

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

Degree: Associate in Applied Science.

Length: Four-Semester (two years) curriculum.

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

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

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

ACCOUNTING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 221	Principles of Accounting I	3	1	3
BUAD 130	General Business Mathematics	3	0	3
SECT 121	Typewriting I	2	3	3
ENGL 111	Communication Skills	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		14	8	16
Second Semester				
ACCT 222	Principles of Accounting II	3	1	3
CSCI 110	Intro. to Computer Science	3	3	4
MMGT 121	Principles of Management	3	0	3
ENGL 112	Communication Skills	3	0	3
GOVT 211	American National & State Government	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	7	17

Third Semester

ACCT 231	Intermediate Accounting I	3	0	3
ACCT 230	Tax and Payroll Accounting	3	0	3
ECON 111	Principles of Economics I	3	0	3
PSYC 110	Human Relations	3	0	3
ACCT 211*	Accounting Internship	0	20	3
or				
Elective		—	—	—
		12	20	15

Fourth Semester

ACCT 232	Intermediate Accounting II	3	0	3
ACCT 240**	Cost Accounting	3	0	3
ECON 112	Principles of Economics II	3	0	3
BUAD 120	Business Law	3	0	3
ACCT 212*	Accounting Internship	0	20	3
or				
Elective***		—	—	—
		12	20	15

Total Minimum Credits Required for
Accounting Major Degree 63

*In lieu of serving the internship, the student may substitute two electives such as Introduction to Business, Office Machines, Principles of Marketing, Principles of Real Estate, Personnel Management, etc.

**Acct 250 — Auditing — may be substituted instead.

***Coop courses may be selected as satisfaction of elective credit.

AIR CONDITIONING AND REFRIGERATION

Degree: Associate in Applied Science.

Length: Four-Semester (two-year) Program.

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

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

AIR CONDITIONING AND REFRIGERATION

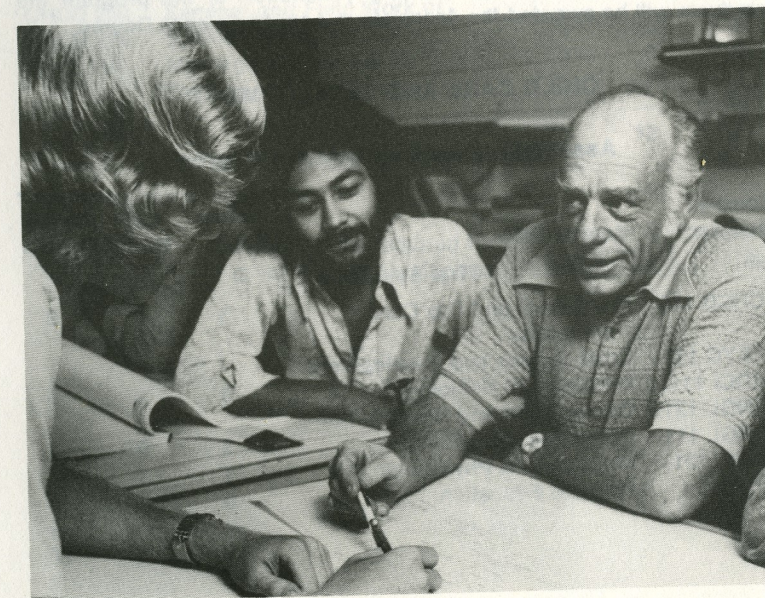
Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning & Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
PHED	Physical Education	0	3	1
		15	9	18
Second Semester				
ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		12	10	15
First Summer Session				
ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2
Third Semester				
ACRH 242	Refrigeration Systems Servicing II	2	6	4
ACRH 250	Heating and Ventilation	2	6	4
ENGL 112	Communication Skills II	3	0	3
PSYC 110	Human Relations	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		13	12	17

Fourth Semester

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

Total Credits required for the Air Conditioning & Refrigeration Degree 66



BANKING

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

CHILD CARE and DEVELOPMENT

Degree: Associate in Applied Science.

Length: Two year program.

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

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Child Care and Development program requires the following:

1. A personal interview with the Child Care and Development Department.
2. Satisfactory results on required test.

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

CHILD CARE AND DEVELOPMENT

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHCD 110	Pre-School and Day Care Programs	3	0	3
PSYC 130	Child Growth and Development			
SOCI 111	Principles of Sociology	3	0	3
* ENGL 121	Composition and Rhetoric I or			
ENGL 111	Communication Skills	3	0	3
BIOL 121	Anatomy and Physiology	3	2	4
PHED	Physical Education	0	2	1
		—	—	—
		15	4	17

Second Semester

CHCD 140	Child Care Recreation	1	2	2
CHCD 150	Introductory Creative Activities	1	2	2
CHCD 160	Literature for Young Children	1	2	2
CHCD 170	Music for Young Children	1	2	2
* ENGL 122	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
BIOL 122	Anatomy and Physiology	3	2	4
PHED	Physical Education	0	2	1
		—	—	—
		10	12	16

Third Semester

CHCD 200	Exceptional Children or			
CHCD 130	Child Care Services	3	0	3
CHCD 210	Creative Activities II	1	2	2
CHCD 220	Child Nutrition and Health Care	3	0	3
CHCD 240	Child Care and Development I	3	2	4
SOCI 122	Social Problems	3	0	3
		—	—	—
		13	4	15

Fourth Semester

CHCD 230	Advanced Child Growth and Development	3	0	3
CHCD 250	Child Care and Development II	3	4	4
* CHCD 260	Seminar and Field Work or			
CHCD 270	Special Project	3	8	4
SOCI 110	Marriage and the Family	3	0	3
	*Elective	3	0	3
		—	—	—
		15	12	17

*See advisor prior to registration.

Total Credits required for a
Child Care & Development Major Degree 65

COMPUTER SCIENCE TECHNOLOGY*
COMPUTER PROGRAMMING

Degree: Associate in Applied Science Degree.

Length: Four-Semesters or two years.

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

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

*Pending TEA Approval

COMPUTER SCIENCE (COMPUTER PROGRAMMING)

Associate In Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 110	Introduction to Computer Science	3	3	4
CSCI 115	Computer Operations	3	2	3
ACCT 221	Accounting Theory I	3	1	3
*MATH 180	Finite Mathematics or			
MATH 121	College Algebra	3	0	3
*PHED	Physical Education	0	3	1
Elective		3	0	3
		15	9	17
Second Semester				
CSCI 130	Computer Programming (Intro. COBOL)	3	2	3
CSCI 270	Structured Programming	3	2	3
ACCT 222	Accounting Theory II	3	1	3

*MATH 190	Analysis or	3	0	3
MATH 132	Plane Trigonometry	3	0	3
Elective		15	5	15

Third Semester

**CSCI 120	RPG Programming or CSCI Elective	3	2	3
CSCI 230	Computer Programming (Advanced COBOL)	3	2	3
CSCI 240	Systems Analysis	3	0	3
*ENGL 121	Composition and Rhetoric I or			
ENGL 111	Communication Skills	3	0	3
Elective		3	0	3
		15	6	15

Fourth Semester

CSCI 210	Computer Programming (FORTRAN)	3	2	3
CSCI 225	Special Topics	3	2	3
CSCI 250	Computer Programming (Assembly)	3	2	3
*ENGL 122	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
*PHED		0	3	1
Elective		3	0	3
		15	9	16

Total Credits Required for a
Computer Science Major Degree 63

*See advisor prior to registration. Business Programming needs MATH 180-190, Scientific Programming needs MATH 121-132.
**CSCI electives must be either CSCI 220 or CSCI 260.

Math & English courses must be a complete sequence. i.e. MATH 180-190, or MATH 121-132; ENGL 121-122, or ENGL 111-112.



CORRECTIONAL SCIENCE

Degree: Associate in Applied Science.

Length: Two-Year Program

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

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

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

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

CORRECTIONAL SCIENCE

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRSC 110	Introduction to Corrections	3	0	3
CRSC 120	Penology	3	0	3
ENGL 121*	Composition and Rhetoric I or			
ENGL 111	Communication Skills	3	0	3
SOCI 111	Principles of Sociology	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Second Semester

ENGL 122*	Composition and Rhetoric II or	3	0	3
ENGL 112	Communication Skills			
HIST 142	The United States since 1877	3	0	3
CRSC 130	American Legal System	3	0	3
CRSC 140	Crime and Delinquency	3	0	3
PSYC 120	General Psychology or			
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Third Semester

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

Fourth Semester

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

Total Minimum Credits for the
Correctional Science Degree 62

*See advisor prior to registration.

COURT REPORTING

Degree: Associate in Applied Science.

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

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

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

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

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 122	Typing II	2	3	3
CTRP 111	Machine Shorthand Theory	6	4	6
CTRP 121	Legal Terminology and Dictation	4	1	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		15	11	16
Second Semester				
SECT 220	Typing III	2	3	3
CTRP 112	Machine Shorthand I (60-80-100)	6	4	6
CTRP 122	Medical Terminology and Dictation	4	1	3
ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		15	11	16

ADDITIONAL REQUIREMENTS FOR THE LEGAL STENOGRAPHY CERTIFICATE

Summer Semester

CTRP 120	Machine Shorthand II (120-140)	6	4	6
GOVT 211	American National & State Government	3	0	3
		9	4	9

Third Semester

PSYC 110	Human Relations	3	0	3
CTRP 211	Machine Shorthand III (160-180)	6	4	6
CTRP 210	Transcription	0	5	3
CTRP 220	Courtroom Procedures	3	2	3
CTRP 230	Tape**	0	5	3
		12	16	18

Fourth Semester

CTRP 212	Machine Shorthand IV (200-225)	6	4	6
CTRP 240	Stenorette	3	2	3
CTRP 210	Transcription	0	5	3
CTRP 220	Courtroom Procedures	3	2	3
CTRP 230	Tape	0	5	3
		12	18	18

ADDITIONAL REQUIREMENTS FOR AAS DEGREE IN COURT REPORTING

*If typing requirements have been fulfilled, the student is encouraged to attend the tape library.
 **The student is encouraged to utilize the tape library for home practice.

DRAFTING TECHNOLOGY*

Degree: Associate in Applied Science.

Length: Four-Semester (Two-Year) program.

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

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

*Pending TEA Approval

DRAFTING TECHNOLOGY

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 111	Technical Drafting	2	6	4
DRFT 105	Blueprint Reading I			
or				
DRFT 106	Blueprint Reading II	2	1	2
DRFT 241	Architectural Drafting I	2	6	4
ENGL 111	Communication Skills I	3	0	3
MATH 151	Technical Math I	3	0	3
		—	—	—
		12	13	16
Second Semester				
DRFT 130	General Drafting	2	6	4
DRFT 120	Descriptive Geometry	2	4	3
DRFT 251	Machine Drafting I	2	6	4
ENGL 112	Communication Skills II	3	0	3
MATH 152	Technical Math II	3	0	3
		—	—	—
		12	16	17

DRFT 221	Structural Drafting I	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
*DRFT	Elective	2	6	4
Govt 211	American National and State Govt. I	3	0	3
**	Related Elective			3
PHED	Physical Education	0	3	1
		—	—	—
				19

Fourth Semester

DRFT 260	Surveying	2	3	3
PSYC 110	Human Relations	3	0	3
*DRFT	Elective	2	6	4
	Free Elective			3
DRFT 270	Construction Drafting	2	6	4
PHED	Physical Education	0	3	1
		—	—	—
				18

Total Credits Required for a Drafting

Technology Major Degree 70

* Approval of Department Head.

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

Selection for Drafting electives:

- DRFT 110 — Fundamentals of Drafting
- DRFT 170 — Industrial Design
- DRFT 281 — Special Problems I
- DRFT 282 — Special Problems II
- DRFT 212 — Pipe Drafting II
- DRFT 222 — Structural Drafting II
- DRFT 231 — Electrical Drafting I
- DRFT 232 — Electrical Drafting II
- DRFT 242 — Architectural Drafting II
- DRFT 252 — Machine Drafting II
- DRFT 265 — Map Drafting
- DRFT 275 — Industrial Model Construction

ELECTRONIC INSTRUMENTATION

Degree: Associate in Applied Science

Length: Two-year program.

Purpose: The Associate in Applied Science Degree curricula including Electronic Instrumentation Technology are designed to prepare the student for full-time employment upon graduation from the Program. The instrumentation technician is prepared to perform installation, maintenance and repair of complex industrial instrumentation and control systems. However, he/she may assume other responsibilities in support of research, development and evaluation of instrumentation and control systems.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Electronic Instrumentation Program requires a proficiency in algebra. Students who require increased knowledge in algebra will be required to complete the Developmental Mathematics I course prior to enrolling in D.C. Theory and Circuit Analysis.

Program Requirements: Approximately one-half of the curriculum will consist of courses in electronics and electronic instrumentation, with the remaining courses in related areas and general education. Instruction will include both theoretical concepts and practical applications needed for future success in electronic instrumentation work or related activities. Students are urged to consult with their faculty advisor and the counseling center in planning their program. Upon satisfactory completion of the program the graduate will be awarded the Associate in Applied Science Degree.

*Pending TEA Approval

ELECTRONIC INSTRUMENTATION TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits	First Semester				
ELEC 110	Introduction to Electronic Technology	3	0	3					
ELEC 115	Introduction to Electronic Technology Lab	0	3	1					
ELEC 120	D.C. Theory and Circuit Analysis	3	0	3					
ELEC 125	D.C. Theory and Circuit Analysis Lab	0	3	1					
MATH 151	Technical Math I	3	0	3					
PHYS 133	Technical Physics I	3	3	4					
ENGL 111	Communication Skills I	3	0	3					
PHED	Physical Education	0	3	1					
		—	—	—					
		15	12	19					

ELEC 130	A.C. Theory and Circuit Analysis	3	0	3
ELEC 135	A.C. Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Lab	0	3	1
MATH 152	Technical Math II	3	0	3
PHYS 134	Technical Physics II	3	3	4
ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	12	19

Third Semester

ELEC 230	Electronic Instrumentation and Measurement Tech.	3	0	3
ELEC 235	Elect. Instrumentation and Measurement Tech. Lab	0	3	1
*ELEC 281	Principles of Industrial Measurement	3	3	4
*ELEC 282	Principles of Automatic Control	3	3	4
CSCI 110	Introduction to Computer Science	3	3	4
		—	—	—
		12	12	16

Fourth Semester

ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Lab	0	3	1
*ELEC 283	Advanced Automatic Control	3	3	4
ELEC 290	Computer and Computer Controlled Systems	3	0	3
ELEC 295	Computers and Computer Controlled Systems Lab	0	3	1
DRFT 111	Technical Drafting	2	6	4
**PSYC 110	Human Relations or Approved Elective	3	0	3
		—	—	—
		14	15	19

Total Credit Requirements for
Electronic Instrumentation Technology Degree . . . 72

*These courses will be taken at Brazosport College.

**See advisor prior to registration.

ELECTRONIC TECHNOLOGY

Degree: Associate in Applied Science

Length: Four-Semesters (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum including Electronics Technology is designed to prepare the student for full-time employment immediately upon graduation from the Program. The electronics technician is prepared for employment as an engineering assistant in production, maintenance, and research and development in the electronics field.

Program Requirements: In addition to the general admission requirements established for Alvin Community College, entry into the Associate in Applied Science curriculum in Electronic Technology requires a proficiency in algebra. Students who require increased proficiency in algebra will be required to complete the development mathematics I course prior to enrolling in the ELEC 120 and ELEC 125.

ELECTRONIC TECHNOLOGY

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ELEC 120	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and Circuit Analysis Lab	0	3	1
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		15	12	19
Second Semester				
ELEC 130	AC Theory and Circuit Analysis	3	0	3
ELEC 135	AC Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
MATH 152	Technical Math II	3	0	3
PHYS 134	Technical Physics II	3	3	4
ENGL 112	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		15	12	19

Third Semester

ELEC 210	Electronics II	3	0	3
ELEC 215	Electronics II Laboratory	0	3	1
ELEC 230	Electronics Instrumentation and Measurement Techniques	3	0	3
ELEC 235	Electronics Instrumentation and Measurement Techniques Lab	0	3	1
CSCI 110	Introduction to Computer Science	3	2	4
**HIST 141	US History to 1877	3	0	3
MATH 250	Advanced Technical Math	3	0	3
		15	8	18

Fourth Semester

ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Laboratory	0	3	1
ELEC	Electronic Elective	0	0	3
DRFT 110	Fundamentals of Drafting	2	4	3
**HIST 142	US History Since 1877	3	0	3
PSYC 110	Human Relations or Approved Elective	3	0	3
		11	9	17

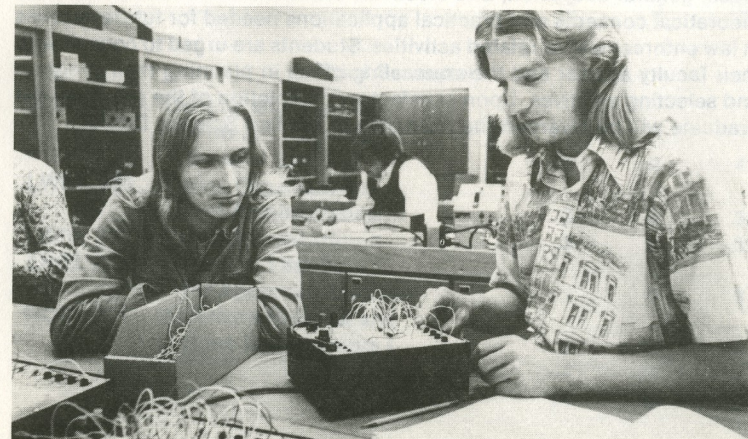
Total Credit Requirements for
Electronic Technology Major Degree 73

*See Advisor prior to registration.

**Or Government 211, 212

*Fashion Merchandising

Please see Mid-Management;
Fashion Merchandising Specialization;
Fashion Merchandising Certificate



LAW ENFORCEMENT AND POLICE ADMINISTRATION

Degree: Associate in Applied Science

Length: Four-Semesters (Two-Year) Program.

Purpose: The curriculum in Law Enforcement and Police Administration has been designed to prepare 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, the 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: In addition to the general requirements for admission to the college, entry into the Police Science Program requires the following:

1. A personal interview with the Law Enforcement Department.
2. Satisfactory results on required tests.
3. Special Requirements: for employment with law enforcement agencies, the following qualifications are prerequisites: (a) Excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a law enforcement officer; (b) Normal hearing, color vision, and eye functions with visual acuity not less than 20/40 in either eye without correction; (c) Weight in proportion to height (Very few law enforcement agencies will accept male applicants who are less than 5'8" in height); and (d) Excellent moral character—no convictions in any crime involving moral turpitude or any felony and no excessive number of traffic citations. (Background investigation will be conducted by the employing agency to confirm the foregoing).

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

Law Enforcement and Police Administration

Associate In Applied Science Degree

Law Enforcement

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
LWNF 110	Introduction to Law Enforcement	3	0	3
LWNF 120	Criminal Investigation	3	0	3
LWNF 130	Legal Aspects of Law Enforcement	3	0	3
*ENGL 121	Composition and Rhetoric I or			
ENGL 111	Communication Skills I	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Second Semester

*ENGL 122	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
HIST 142	The United States since 1877	3	0	3
LWNF 140	Criminal Procedure and Evidence	3	0	3
LWNF 150	Police Role in Crime and Delinquency	3	0	3
*SOCL 111	Principles of Sociology or			
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Third Semester

BIOL 111	General Biology I or (Foreign Language or General Elective)	3	2	4
LWNF 220	Police Organization and Administration	3	0	3
LWNF 230	Patrol Administration	3	0	3
ENGL 211	Survey of Literature I (or Approved Elective)	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		15	2	16

Fourth Semester				
LWNF 240	Police — Community Relations	3	0	3
LWNF 250	Traffic Law and Investigation	3	0	3
LWNF 270	Juvenile Delinquency	3	0	3
GOVT 212	American National and State Governments II	3	0	3
BIOL 112	General Biology II or (Foreign Language or General Elective)	3	0	4
		15	2	16

*Co-op courses may be selected as satisfaction of elective courses.

Total Credit Requirements for Law Enforcement & Police Adm. Major Degree	64
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*See advisor prior to registration.

LEGAL ASSISTANT

DEGREE: Associate in Applied Science

LENGTH: Four-Semester (two-year) Curriculum

PURPOSE: The Associate in Applied Science Degree for Legal Assistants is designed to provide para-professional education that could qualify a person as an assistant or aide to an attorney. Duties that may be performed by legal assistants include: searching and checking public records; preparing probate inventories; assisting with inheritance and Federal and estate tax returns; contacting clients for information; and indexing documents and preparing digests.

The need for persons to assist the legal profession has expanded greatly as our population increases and with growing demands for legal services. The qualified legal assistant will at all times work under the direct supervision of a lawyer.

PROGRAM REQUIREMENTS: Attorneys generally set high standards of character and education for legal assistants. Legal assistants must be responsible and mature individuals thoroughly conversant in legal terminology and procedures.

The curriculum is organized to provide some degree of preparation after the first and second semester of study to enable an internship in the remaining two semesters if the student so desires. The curriculum consists of seven legal assistant courses, as well as closely related courses and foundation courses. While some flexibility may be allowed, the stated curriculum is recommended.

INTERNSHIP OPTION: The student in the Legal Assistant Program may choose to serve an internship (20 hours per week) during the third and fourth semesters of the program for pay and for college credit in order to gain working experience.

LEGAL ASSISTANT Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 111	Communication Skills I	3	0	3
BUAD 120	Business Law	3	0	3
SECT 121	Typing I	2	3	3
LEGA 110	Texas Legal Systems	3	0	3
LEGA 111	Legal Technology I	3	0	3
PHED	Physical Education	0	3	1
		14	6	16

Second Semester				
ENGL 112	Communication Skills II	3	0	3
BUAD 130	Business Math	3	0	3
REAL 130	Principles of Real Estate	3	0	3
LEGA 112	Legal Technology II	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Third Semester				
ACCT 221	Principles of Accounting I	3	1	3
LEGA 212	Internship or Elective*	0	20	3
LEGA 210	Principles of Family Law	3	0	3
LEGA 220	Wills, Trusts, and Probate Administration	3	0	3
GOVT 211	American National and State Government I	3	0	3
		12	21	15

Fourth Semester				
ACCT 222	Principles of Accounting II	3	1	3
LEGA 230	Insurance Law and Claims Investigation	3	0	3
ACCT 230	Tax and Payroll Accounting	3	0	3
LEGA 240	Law Office Management	3	0	3
LEGA 222	Internship or Elective*	0	20	3
		12	21	15

Total Credit Requirements for Legal Assistant, Major Degree 62

*Elective: Recommended electives include:

- CSCI 110 Introduction to Computer Science
- REAL 230 Real Estate Law
- ECON 111, 112 Principles of Economics I & II

MEDICAL LABORATORY TECHNICIAN

Degree: Associate in Applied Science in Medical Laboratory Technology.

Length: Five Semesters (Two Year Program)

Purpose: The curriculum in Medical Laboratory Technology is designed to prepare individuals for careers associated with allied health fields by providing an approved, formalized educational program directed toward an Associate Degree in Applied Science. After satisfactorily completing the requirement of the first year (3 semesters), a certificate will be awarded, and the individual may apply to the American Society of Clinical Pathologists for the Board of Registry examination for Certified Laboratory Assistant (CLA). Upon completion of the two year program in Medical Laboratory Technology, the individual will be awarded an Associate Degree in Applied Science and may apply to the American Society of Clinical Pathologists for the Board of Registry examination for Medical Laboratory Technician (MLT).

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

1. All students will be required to write the American College Test.
2. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
3. A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.
Methods for awarding credit for previous education or training:
 - a. Transfer of credit from an accredited college or university:
Credit will be given for courses equivalent to those included in the Medical Laboratory Technology Program at Alvin Community College as determined by examination of the syllabus of the transfer course. A grade of "C" or better must have been earned in transfer courses.
 - b. Credit by examination:
Credit will be given for previous education or experience if competence is demonstrated through an approved examination and performance evaluation. CLEP tests and local examinations may be used. No more than 50% of the course work necessary for a degree may be attained in this manner.
4. A complete physical examination which includes chest x-ray, urinalysis, and serology is to be submitted with the application for admission.
5. An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.
6. A MLT student will abide by the curriculum requirements of the MLT department at the time they are accepted into the MLT program. Curriculum requirements of the MLT program take precedence over the Bulletin under which the student entered Alvin Community College.

7. After a student has enrolled, the required MLT courses must be completed in proper sequence.
8. Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.
9. Any required course completed more than five years previous to the time the student is accepted may not satisfy degree requirements.
10. A MLT student is required to satisfactorily complete both theory and clinical experience of the MLT course. In the event either theory or clinical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.
11. No grade below a "C" will be acceptable in MLT or biology courses.
12. A MLT student must maintain a grade point average of at least 2.00 in order to progress in the MLT program.
13. A student may be terminated from the program if clinical performance is unsatisfactory.
14. A student not successfully completing a MLT course for the second time will be subject to redirection.
15. If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
16. A student is required to earn at least 24 resident semester hours at Alvin Community College.
17. Hospitalization insurance, malpractice insurance, laboratory uniforms, and transportation to and from the various health facilities are the responsibilities of the student.

MEDICAL LABORATORY TECHNOLOGY

(Medical Laboratory Technician)

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 121	Anatomy and Physiology I	3	2	4
CHEM 110	Chemistry for Allied Health Sciences	3	2	4
ENGL 111*	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
HMLT 111	Clinical Chemistry I	2	4	3
HMLT 113	Hematology I	2	12	5
		—	—	—
		13	23	20

Second Semester

BIOL 122	Anatomy and Physiology II	3	2	4
MATH 130	Mathematics for Allied Health Sciences	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	3	1
SOCI 111	Principles of Sociology	3	0	3
HMLT 115	Phlebotomy-Serology- Immunology	1	4	2
HMLT 116	Urinology and Clinical Microscopy	1	4	2
		—	—	—
		14	13	18

Summer Semester (12 weeks)

HMLT 117	Clinical Microbiology I	2	4	3
HMLT 119	Clinical Seminar	3	4	3
HMLT 120	Concepts of Medical Laboratory Sciences	1	0	1
		—	—	—
		6	8	7

Third Semester

MATH 131	Mathematics for Allied Health Sciences	3	0	3
ENGL 112*	Communication Skills	3	0	3
PHYS 133	Technical Physics I	3	2	4
NURS 210	Medical Terminology	3	0	3
HMLT 112	Clinical Chemistry II	2	4	3
HMLT 114	Hematology II	2	4	3
		—	—	—
		16	10	19

Fourth Semester

HMLT 211	Clinical Instrumentation	2	10	4
HMLT 212	Immuno-hematology	1	4	2
HMLT 118	Clinical Microbiology II	2	10	4
		—	—	—
		5	24	10

Total Credit Requirements for
Medical Laboratory Technician
Major Degree 74

*If student intends to pursue 4-year baccalaureate degree, substitute ENGL 121, 122.

MID-MANAGEMENT

Degree: Associate in Applied Science.

Length: Four Semester (Two-year) Program

Purpose: The Mid-Management Program has been designed to prepare individuals for career occupations in the fields of Banking, Production, Real Estate, and Retailing. The program is applicable to both the preparatory student and the individual currently working.

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

**MID-MANAGEMENT CORE CURRICULUM
AND ELECTIVES***

CORE CURRICULUM

Course Number	Course Title
MMGT 111-112	Introduction to Mid-Management - Internship
MMGT 121-122	Principles of Management - Internship
MMGT 211-212	Personnel Management - Internship
MMGT 221-222	Problems in Management - Internship
ENGL 111-112	Communication Skills I and II
BUAD 130	Business Mathematics
PSYC 110	Human Relations
GOVT 211	American National and State Government I and
SOCI 111	Principles of Sociology I or
ECON 111-112	Principles of Economics I and II
PHED	Physical Education

Electives

ACCT 221	Principles of Accounting I
ACCT 222	Principles of Accounting II
BUAD 110	Introduction to Business
BUAD 120	Business Law
CSCI 110	Computer Science
MATH 180	Finite Math
MATH 190	Analysis

REAL 230	Real Estate Law
SECT 121	Typing I
SECT 150	Business Machines

*See your advisor for application to your specialization.

MID MANAGEMENT BANK SPECIALIZATION

Associate in Applied Science

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

ADDITIONAL REQUIREMENTS FOR AIB BASIC CERTIFICATE

Second Semester

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

Third Semester

MMGT 111	Introduction to Mid Management	3	0	3
MMGT 112	**Internship	0	20	3
CSCI 110	Introduction to Computer Science	3	3	4
PSYC 110	Human Relations	3	0	3
SOCI 111	Principles of Sociology	3	0	3
Total		12	23	16

ADDITIONAL REQUIREMENTS FOR AIB STANDARD CERTIFICATE

Bank Specialization

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

Total Credit Requirements for
Bank Specialization Major Degree 63

*These courses correspond to AIB courses: Bank Letters and Reports and Effective English.
**In lieu of internship, the student may elect to substitute electives approved by the department of any banking functions courses. Suggestions include:

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

FASHION MERCHANDISING

DEGREE: Associate in Applied Science

LENGTH: Four-Semester (two-year) Curriculum

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

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

FASHION MERCHANDISING

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid Management	3	0	3
+FASH 112	Internship	0	20	3
ENGL 111	Communication Skills I	3	0	3
FASH 130	Introduction to Fashion Merchandising	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
	Total	12	22	16

Second Semester				
MMGT 121	Principles of Management	3	0	3
+FASH 112	Internship	0	20	3
ENGL 112	Communication Skills II	3	0	3
BUAD 130	General Business Mathematics	3	0	3
FASH 140	Fashion Buying and Merchandising	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
	Total	12	22	16

Third Semester				
MMGT 211	Personnel Management	3	0	3
FASH 212	Internship	0	20	3
Fash 210	Fashion Sales Promotion	3	0	3
GOVT 211	American National and State Government			
or				
ECON 111	Principles of Economics I	3	0	3
PSYC 110	Human Relations	3	0	3
		—	—	—
	Total	12	20	15

Fourth Semester				
MMGT 211	Problems in Management	3	0	3
FASH 222	Internship	0	20	3
FASH 220	Textiles	3	0	3
FASH 230	Fashion Fundamentals	3	0	3
	*Elective	3	0	3
		—	—	—
	Total	12	20	15

*Suggested electives include RETL 130, SECT 130, BUAD 120.
 +These courses replace MMGT internship classes.
 ++This course replaced SOSC 112, Contemporary American Civilization.

MID-MANAGEMENT PRODUCTION SPECIALIZATION

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	20	3
	*Elective	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOSC 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		12	23	16

Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
ENGL 112	Communication Skills II	3	0	3
BUAD 130	*Business Math	3	0	3
GOVT 211	American National and State Government I	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		12	23	16

Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
PROD 230	Industrial Management	3	0	3
ECON 111	Principles of Economics I	3	0	3
PSYC 110	Human Relations	3	0	3
		—	—	—
		12	20	15

Fourth Semester				
MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
PROD 240	Production Planning and Control	3	0	3
ECON 112	Principles of Economics II	3	0	3
	Elective	3	0	3
		—	—	—
		12	20	15

Total for two-year curriculum 62

*Math 180 (Finite Math) and Math 190 (Analysis) are recommended.

REAL ESTATE SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	20	3
REAL 130	Principles of Real Estate	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
or				
ECON 111	Principles of Economics I			
PHED	Physical Education	0	3	1
		12	23	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
ENGL 112	Communication Skills II	3	0	3
GOVT 211	American National and State Government	3	0	3
or				
ECON 112	Principles of Economics II			
PHED	Physical Education	0	3	1
		12	23	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
REAL 220	Real Estate Practice	3	0	3
REAL 240	Real Estate Finance	3	0	3
PSYC 110	Human Relations	3	0	3
		12	20	15
Fourth Semester				
MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
REAL 250	Real Estate Brokerage	3	0	3
REAL 260	Real Estate Appraisal	3	0	3
	Elective	3	0	3
		12	20	15
Total for 2-year curriculum 62				

RETAIL SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	20	3
RETL 130	Principles of Retailing	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
or				
ECON 111	Principles of Economics I			
PHED	Physical Education	0	3	1
		12	23	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
ENGL 112	Communication Skills II	3	0	3
GOVT 211	American National and State Government	3	0	3
or				
ECON 112	Principles of Economics II			
PHED	Physical Education	0	3	1
		12	23	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 222	Internship	0	20	3
RETL 230	Principles of Marketing	3	0	3
RETL 240	Advertising	3	0	3
PSYC 110	Human Relations	3	0	3
		12	22	15
Fourth Semester				
MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
RETL 250	Selling and Salesmanship	3	0	3
RETL 260	Retail Mdse. Management	3	0	3
	*Elective	3	0	3
		12	20	15
Total for 2-year curriculum 62				

Degree: Associate in Applied Science

Length: Two-Year Program

Purpose: The aim of the Associate Degree Nursing Program (ADN) is to prepare the graduate to give direct patient care as a member of the health team, in hospitals and other health-care facilities. The program includes a background in general education and skills related to patient care. The graduate is competent to function in nursing situations utilizing the nursing process, which involves problem-solving associated with patient care.

At the completion of the twenty-four calendar month program, the graduate is qualified to write the State Board Test Pool Examination to become a Registered Nurse (RN) in Texas.

Admission Requirements for the Associate Degree Nursing Program:

1. Applicants must fulfill all the admission requirements for enrolling in Alvin Community College.
2. All applicants will be required to write the American College Test (ACT)
3. A composite score of 16 must be achieved on the ACT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the ADN curriculum. These nine hours must include at least one natural science course taken at Alvin Community College and that applied to the ADN curriculum. Elective hours and P.E. will not be counted as a part of the nine hours.
4. To be admitted to the nursing curriculum, students with a score below 14 on any segment of the ACT will be required to complete study skills in that segment. This includes reading, English and math as assessment in the Learning Laboratory with appropriate registration when indicated.
5. A transfer student must qualify in accordance with the current Department of Nursing procedures.
6. Classes begin in June of each year and must be limited in number; therefore, it is advisable for a qualified student to complete application by April 1.
7. A complete physical examination which includes chest x-ray, serology, small pox vaccination, and immunizations for poliomyelitis, and tetanus is to be submitted with the application for admission.
8. An interview with the Director of Nursing or her representative is required. After the applicant's folder is completed, it will be submitted to the Admissions Committee for consideration and the applicant will be notified of the decision.
9. A student may complete two of the five nursing courses, excluding Nursing 212, by Advanced Standing Examination. A student may not retake an Advanced Standing Examination after failing the examination. A student is not eligible to write an Advanced Standing Examination of a course that (s) he has failed.

10. Prior to entering the nursing (ADN) program, students may take several or all of the general liberal arts courses required in the nursing (ADN) program.
11. Once a student is accepted into the ADN Program, all remaining courses must be completed at Alvin Community College unless special permission is granted for a particular course.
12. Students who have taken all of their academic courses at Alvin Community College will be given consideration for admission to the ADN Program over a transfer student.

Progression and Graduation Policies:

1. Nursing students will abide by the curriculum requirements of the nursing department at the time they are accepted into the ADN program. Curriculum requirements of the nursing (ADN) program take precedence over the catalogue under which the student entered Alvin Community College.
2. After a student has enrolled, the required nursing courses must be completed in proper sequence.
3. A student requiring hospitalization or sustaining an injury during their nursing program will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for safe performance in the clinical agency.
4. Any required course completed more than five (5) years previous to the time the student is accepted, may not satisfy degree requirements.
5. An ADN student is required to satisfactorily complete both theory and clinical experience of the nursing course. In the event either theory or clinical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.
6. No grade below a "C" will be acceptable in nursing or science courses.
7. Students may enroll in no more than one nursing course in any one semester.
8. A nursing student must maintain a grade point average of at least 2.00 in order to progress in the ADN program.
9. A student will be terminated from the program if clinical performance is unsatisfactory. This action may be taken at any time during the semester or at the end of the semester.
10. A student who has accumulated five (5) days of absences in nursing classes, either in theory or lab or a combination of both, within a semester will be dropped. Clinical absences of less than five (5) days must be made up as designated by the Nursing Department.
11. Any student who fails or drops a nursing course must make reapplication to the ADN program and must meet the admission requirements of the program at the time of reapplication. If a student fails or drops a nursing course for the second time they will **not** be readmitted into the program.

12. Any interruption in the sequence of the nursing courses will require reapplication to the program. Interim progress will be a determining factor in readmission.
13. A student is required to earn at least 24 resident semester hours at Alvin Community College.
14. Hospitalization insurance, malpractice insurance, and transportation to and from the various health facilities are the responsibilities of the student. Malpractice insurance is required for the student to be assigned to a clinical area.
15. The Texas Nursing Student Association (TNSA) is the professional organization for students. All students should become members of TNSA as it is important to the promotion of professional growth.
16. A student must take the last required (ADN) nursing course needed to meet graduation requirements on campus at Alvin Community College.
17. All courses in the nursing curriculum are pre- or co-requisites for Nursing 212.
18. In order to meet the objectives of the nursing program, students will be required to spend some time in the Learning Laboratory viewing media, reading nursing journals, performing procedures, etc. Students must receive a grade of satisfactory in the Learning Laboratory as required for each course before being allowed to go into the clinical area.

NURSING

Associate in Applied Science Degree in Nursing

FIRST YEAR

Summer Semester

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
CHEM 110	Chem for Allied Health Sciences	3	2	4
or				
*CHEM 121	General Chemistry & Analysis			
PSYC 110	Human Relations	3	0	3
or				
*PSYC 120	General Psychology			
PSYC 130	Child Growth & Development	3	0	3
		9	2	10

Fall Semester				
ENGL 111	Communication Skills	3	0	3
or				
*ENGL 121	Composition & Rhetoric I			
BIOL 121	Anatomy & Physiology I	3	2	4
NURS 110	Introduction to Nursing	4	12	8
PHED	Physical Education	0	3	1
		10	17	16

Spring Semester

ENGL 112	Communication Skills	3	0	3
or				
*ENGL 121	Composition & Rhetoric II			
BIOL 122	Anatomy and Physiology II	3	2	4
NURS 120	Maternal and Child Health Nursing	4	12	8
PHED	Physical Education	0	3	1
		10	17	16

*May substitute if student intends to pursue 4-year baccalaureate degree.

SECOND YEAR

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Semester (12 weeks)				
NURS 130	Psychiatric Nursing	4	8	5
Fall Semester				
SOCI 111	Principles of Sociology	3	0	3
NURS 211	Medical-Surgical Nursing I	4	12	8
BIOL 225	Basic Microbiology	3	3	4
		10	15	15
Spring Semester				
NURS 212	Medical-Surgical Nursing II	4	12	8
	Nursing Elective	3	0	3
		7	12	11

Total Credit Requirements for
Associate Degree in Nursing 73

HEALTH NURSING HOME ADMINISTRATION PROGRAM

Degree: Associate in Applied Science, Degree in Nursing Home Administration

Purpose:

Statement of purpose. The purpose of the Alvin Community College Department of Nursing Home Administration is to provide an approved, formalized educational program that will prepare competent men and women for careers associated with the management of nursing homes and extended health care facilities. A graduate of the program is expected to be prepared to pursue a career as:

- (1) Licensed nursing home administrator
- (2) Extended-care facility administrator
- (3) Retirement center administrator
- (4) Custodial care facility administrator
- (5) Administrator of special programs for the aging

At the completion of this program the student will be able to transfer to a four-year college or university and pursue studies toward a baccalaureate degree. The curriculum also provides a liberal arts background for general education and personal enrichment.

Admission

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

- (1) Graduation from an accredited high school.
- (2) Transfer in good standing from another college or university.
- (3) Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas.
- (4) Individual approval.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN HEALTH NURSING HOME ADMINISTRATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*ENGL 111	Communication Skills	3	0	3
SOCI 111	Principles of Sociology	3	0	3
HNHA 111	Introduction to Nursing Home Administration	3	0	3
PHED	Physical Education	0	3	1
BUAD 130	General Business Mathematics	3	0	3
PSYC 110	Human Relations	3	0	3
		15	3	16

**ENGL 112	Communication Skills	3	0	3
BUAD 120	Business Law	3	0	3
***PSYC 230	Psychology of Personal Adjustments	3	0	3
HNHA 112	Psychology of Patient Care	3	0	3
HNHA 113	Principles of Patient Care	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Third Semester

HNHA 211	Nursing Home Administration Internship I	3	20	6
ACCT 221	Principles of Accounting I	3	2	3
MMGT 121	Principles of Management	3	0	3
or				
MMGT 211	Personnel Management Elective	3	0	3
		3	0	3
		9	22	15

Fourth Semester

HNHA 212	Nursing Home Administration Internship II	3	20	6
HNHA 213	Nursing Home Administration Law	3	0	3
HNHA 214	Financial Management of the Nursing Home	3	0	3
HNHA 215	Dietetic Food Supervision Elective	3	0	3
		12	20	18

*If student intends to pursue four-year baccalaureate degree, substitute ENGL 121.

**If students intends to pursue four-year baccalaureate degree, substitute ENGL 122.

***Prerequisite may be waived for Nursing Home Administration applicant with approval of Psychology Department.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Degree: Associate in Applied Science.

Length: Four-Semester (two-year) Program.

Purpose: The curriculum is designed to benefit students seeking full-time employment, those presently employed, and those preparing for a four year degree in one of the many related Horticulture fields.

Program Requirements: The major emphasis of this curriculum is to acquaint the student with the many areas associated with Horticulture. The student is also required to take selected courses in non-related fields preparing himself for a well rounded education. The curriculum is designed to coordinate with the Horticulture programs of the four year colleges and universities in this state.

ORNAMENTAL HORTICULTURE

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
HORT 101	Principles of Horticulture	2	6	4
HORT 111	Plant Materials for Landscape Use	2	6	4
CHEM 121	General Chemistry and Analysis	3	4	4
DRFT 110	Fundamentals of Drafting	2	4	3
*ENGL 111	Communication Skills I	3	0	3
		—	—	—
		12	20	18
Second Semester				
HORT 121	Plant Propagation	2	6	4
HORT 131	Greenhouse Crop Production	2	6	4
*ENGL 112	Communication Skills II	3	0	3
BIOL 112	Biology II (Botany)	3	2	4
PHED	Physical Education	0	3	1
		—	—	—
		10	17	16
Third Semester				
HORT 201	Soils and Fertilizer	2	6	4
HORT 211	Nursery and Garden Center Management	2	6	4
MATH 151	Technical Math I	3	0	3

PSYC 110	Human Relations	3	0	3
	**Related Elective	3	0	3
		—	—	—
		13	12	17

Fourth Semester

HORT 221	Chemical Control of Weeds, Plant Diseases and Pests	2	6	4
HORT 231	Turf Management	2	6	4
DRFT 260	Surveying	2	3	3
RETL 250	Selling and Salesmanship	3	0	3
	Free Elective	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		12	18	18

*ENGL 121 & ENGL 122 may be substituted if definite plans for a four-year degree are indicated.
 **Recommended Related Electives — CHEM 122, MATH 152, RETL 260, HORT 240 (Indoor Plants), HORT 250 (Vegetable Crops).



PRODUCTION

Please see Mid-Management, Production Specialization.

REAL ESTATE

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

RETAIL

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

SECRETARIAL SCIENCE

Executive Secretary

Degree: Associate in Applied Science

Length: Four-Semesters (Two-Year) Program.

Purpose: The Associate in Applied Science degree curriculum in Secretarial Science is designed to offer a background in business courses which will prepare the student for employment in the secretarial field. It is designed for those seeking first employment, and for those seeking promotion in the secretarial field. The program has been developed in response to the needs of businesses in the fast growing Gulf Coast area for efficient executive secretaries.

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

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

SECRETARIAL SCIENCE

ASSOCIATE IN APPLIED SCIENCE

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 110	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3

ENGL 111	Communication Skills	3	2	3
SECT 111	Shorthand I or II*	2	3	3
SECT 121	Typewriting I or II*	0	3	1
PHED	Physical Education	—	—	—
		13	9	16

Second Semester

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

Third Semester

SECT 230	Records Management	2	2	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III or Business Elective	3	2	3
PSYC 110	Human Relations	3	0	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III or Business Elective	2	3	3
		—	—	—
		16	7	18

Fourth Semester

SECT 140	Secretarial Practice	3	2	3
SECT 240	Office Procedures	3	0	3
CSCI 115	Computer Operations	3	2	3
SECT 215	Dictation and Transcription	3	2	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 120	Business Law or Elective	3	0	3
		—	—	—
		18	6	18

Total Credit Requirements for
Secretarial Science Degree 68

*Placement tests will determine which course needs to be taken.

WELDING

Degree: Associate in Applied Science.

Length: Four-Semester (two-year) Program.

Purpose: The Associate in Applied Science Degree Curriculum in Welding is designed to prepare the student for full-time employment upon graduation in the career of welding. The basic objective of the program is to develop the skills in ferrous and nonferrous 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 Director of the Welding Program.

WELDING

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint reading)	2	4	3
PHED	Physical Education	0	3	1
		7	21	14

Second Semester

WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		10	15	15

Third Semester

WELD 241	Basic Layout Design and Fabrication	1	4	3
WELD 251	Pipe Welding I	2	6	4
WELD 231	Advanced MIG and TIG	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
ENGL 112	Communication Skills II	3	0	3
		10	22	18

Fourth Semester

WELD 242	Adv. Layout Design and Fabrication	1	4	3
WELD 252	Pipe Welding II	2	6	4
WELD 270	Welding Specifications and Testing	2	3	3
PSYC 110	Human Relations Elective	3	0	3
		3	0	3
		11	13	16

Total Credits Required for the
Welding Degree 64

*Co-op courses may be selected as satisfaction of elective.



CERTIFICATE PROGRAMS

The Certificate of completion in technical education is awarded to those students who fulfill the requirements in one of the following programs:

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

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

AGRICULTURE

Degree: Certificate

Length: Two-semester (one-year) program

Purpose: The program is designed to prepare the student for entry into an agriculture or related occupation. Completion of this program will also enhance the effectiveness of those presently employed in an agriculture related occupation.

Program Requirements: The one-year program in Agriculture combines formal instruction with on-the-job work experience. The certificate in Agriculture will be awarded upon satisfactory completion of the two semester program.

AGRICULTURE

Certificate Level — One Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
ENGL 111	Communication Skills I	3	0	3
BIOL 110	Environmental Conservation	3	0	3
AGRI 110	Animal Husbandry	3	0	3
CO-OP 111	Cooperative Education	0	15	3
		—	—	—
		9	15	12

ENGL 112	Communication Skills II	3	0	3
AGRI 120	Fundamentals of Crop Production	3	0	3
AGRI 130	Agriculture Equipment Technology	2	2	3
CO-OP 112	Cooperative Education	0	15	3
		—	—	—
		8	17	12

Total requirements for
Agriculture Certificate 24

