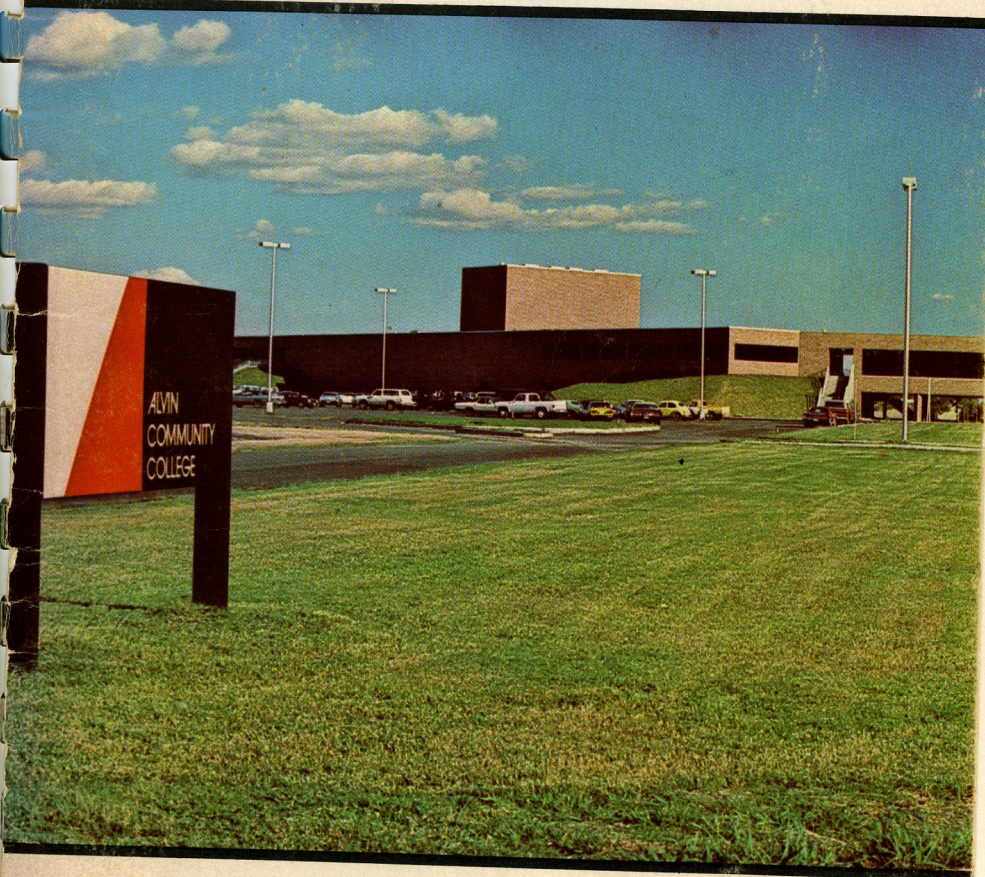




Alvin Community College

MARIE FERGUSON

3110 MUSTANG ROAD ALVIN, TEXAS 77511



**General
Information
1978-79**

GENERAL INFORMATION

ALVIN, TEXAS 77511

1978-1979 GENERAL INFORMATION BULLETIN

NUMBER I

VOLUME XXIX

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

1978

JANUARY							JULY								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
	1	2	3	4	5	6	7		2	3	4	5	6	7	8
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FEBRUARY							AUGUST						
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1979

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APRIL							OCTOBER						
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MAY							NOVEMBER						
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JUNE							DECEMBER						
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26	27	28	29	30	31		26	27	28	29	30	31	

ACADEMIC CALENDAR

Fall Semester 1978

- 27-28 July
 - 17-18 August
 - 21-22 August
 - 23-24 August
 - 28 August
 - 4 September
 - 5 September
 - 13 September
 - 20 November
 - 23-24 November
 - 1 December
 - 12 December
 - 13-14-15 December
- Orientation for New Students
 - Orientation for New Students
 - Faculty Workshop
 - REGISTRATION
 - Classes Begin
 - Labor Day Holiday
 - Last Day to Add Classes
 - 12th Class Day
 - Last Day to Drop Classes
 - Thanksgiving Holidays
 - Last Day to Apply for Fall Graduation
 - End of Classes
 - FINAL EXAMINATIONS

Spring Semester 1979

- 8-9 January
 - 10-11 January
 - 15 January
 - 22 January
 - 30 January
 - 15-16 February
 - 2 March
 - 2 March
 - 19-23 March
 - 13-16 April
 - 16 April
 - 8 May
 - 9-10-11 May
 - 17 May
- Faculty Workshop
 - REGISTRATION
 - Classes Begin
 - Last Day to Add Classes
 - 12th Class Day
 - TJCTA Convention
 - Last Day to Apply for Spring Graduation
 - Last Day to Order and Measure Graduation Regalia
 - Spring Holidays
 - Easter Holidays
 - Last Day to Drop Classes
 - Classes End
 - FINAL EXAMINATIONS
 - COMMENCEMENT

Summer Term 1979

First Session

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

Summer Term 1979

Second Session

- 9 July
 - 10 July
 - 13 July
 - 26-27 July
 - 14 August
 - 15-16 August
- REGISTRATION
 - Classes Begin
 - 4th Class Day
 - Orientation for New Students
 - End of Classes
 - FINAL EXAMINATIONS

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 2665 (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 Allbright (1976 to present).

FACILITIES

Upon completion of a major expansion program in early 1978, 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, gymnasium, soccer/football field, and baseball field with stands and concession/press box; 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, College Store, gameroom and lounge; 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 35,000 books, 200 periodicals, microfilm, video tape cassettes, audio tape cassettes, disc 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.

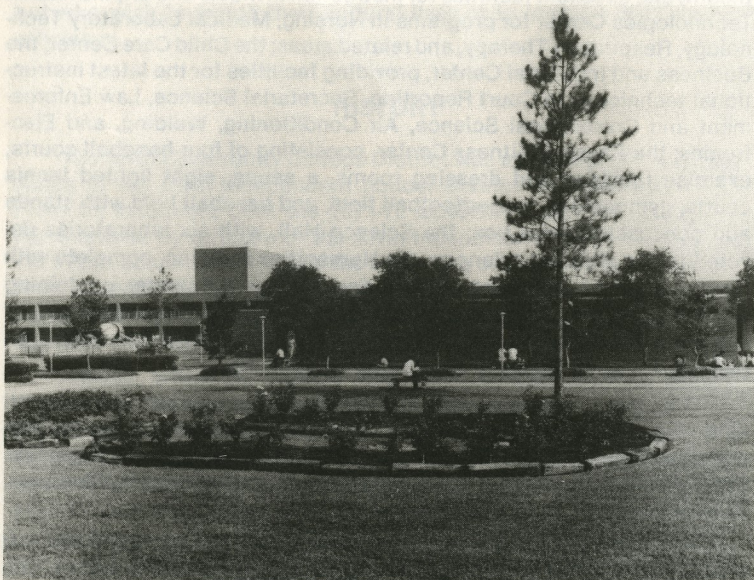
The Learning Laboratory provides individual and small group tutorial services in the areas of math, English, and reading. Self-instructional, programmed-learning packets are also available for students who need varying degrees of remediation in these areas. The Learning Laboratory is the primary resource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

In 1978 the College began operation of an FM educational radio station, KACC. The station operates on 91.3 MHz with a daily schedule of local news, public affairs, educational and light entertainment programs. The College employs a full-time Station Manager who coordinates the activities of the staff of students and community volunteers.

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/her designated curriculum.

Sophomore: A student is considered a sophomore after he/she has completed 32 or more credits of course work in his/her designated curriculum. Transferred credits are included 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 Director of Student Services 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, Student and Community Services.

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.

DROPS AND WITHDRAWALS

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

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

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

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," "U," or "W" grades will be placed on the Merit List.

ACADEMIC PROBATION

Any student who fails to maintain at least a 2.0 cumulative grade point average will be placed on academic probation until 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 curricula may be subject to removal from those curricula.

COMPLIANCE STATEMENTS

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and Title IX of the Education Amendments of 1972 (P.L. 92-318), Alvin Community College does not discriminate against, or exclude from par-

Participation in any of its programs or activities either in the student body or the staff, any person on the grounds of sex, race, color, religion, or national origin.

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

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

During 1977-78, special emphasis will be placed on correcting conditions which may inadvertently discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Information concerning any such conditions or inquiries concerning any practices as they relate to Section 504 should be directed to the Associate Dean of Student & Community Services.

CREDIT BY EXAMINATION

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

Recognized tests include:

College Level Examination Program General

College Level Examination Program Subject

American College Testing Proficiency Examination Program

College Entrance Examination Board Advanced Placement Program

gram

National League for Nursing Achievement

Certified Public Secretary

Locally constructed departmental tests

Credit and a letter grade of A, B, or C will be awarded to students who successfully complete locally constructed examinations. Credit and no-

tation of credit earned will be awarded for a score of 50%ile or higher on the nationally administered tests listed above.

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

NOTE: Credit by examination will not normally be awarded for a course in which a student has been enrolled or for which a previous examination has been attempted. A student must be accepted for admission by Alvin Community College before credit will be approved. Credit

will be awarded and placed on the student's academic record only after an equal number of semester hours are successfully completed on the Alvin Community College campus in each discipline involved.

Additional information on these programs can be found in the counseling center.

CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCE

College credit may be awarded for schooling received from non-accredited but recognized agencies such as the armed forces schools. Guidelines established by the American Council on Education will be used to determine the validity of the schooling and the credit to be awarded.

· WAIVER

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

PHYSICAL EDUCATION REQUIREMENT

Alvin Community College supports the significance and importance of physical 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 — The Grade of "R" for re-enroll means no credit until course objectives are completed. Its use will be limited to developmental courses only to permit re-enrollment for the completion of course objectives. It will be further limited to use only one time for any given student unless there is a recommendation made by the instructor, reviewed by the appropriate Director and Department Chairman, and, if necessary, the Associate Dean of Instruction.
- 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 AND PROCEDURES

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

Release of General Information

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

Review of Record

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

Challenge to Accuracy of Record Keeping

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

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.

GRIEVANCE PROCEDURE

Any student wishing to present a grievance for possible action should first tender the matter before his/her instructor. Thereafter, as deemed necessary, the grievance should be presented to the program director, department chairperson, area director, associate dean, dean of instruction, and the president. If the student should feel that the matter is still unresolved, he/she may then request a hearing before the board of trustees.

DISCLAIMER STATEMENT

At the time of class schedule publication, it is the intention of the College to teach courses in accordance with time, room, and instructor as listed. However, the College reserves the right to make schedule adjustments, delete, or discontinue any class when enrollment or other circumstances do not justify continuance in accordance with the schedule.

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. *Graduation ADVISOR*
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, Student and Community Services.

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, Student and Community Services. *BA*

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, Student and Community Services.

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, Student and Community 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, Student and Community Services.

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.

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. A Bulletin must be 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, 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.

CORE CURRICULA (State Coordinating Board)

CORE CURRICULA

	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
Subject			
a. English Language Proficiency (i.e., freshman English)	6 hours	6 hours	9 hours
b. Literature	6 hours	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	6-8 hours	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
Tape 7			

*The content of these courses and the mathematics prerequisites of these courses must be the same as these same courses in the curricula of ECPD accredited senior colleges.

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

Matriculation: Enrollment in the College.

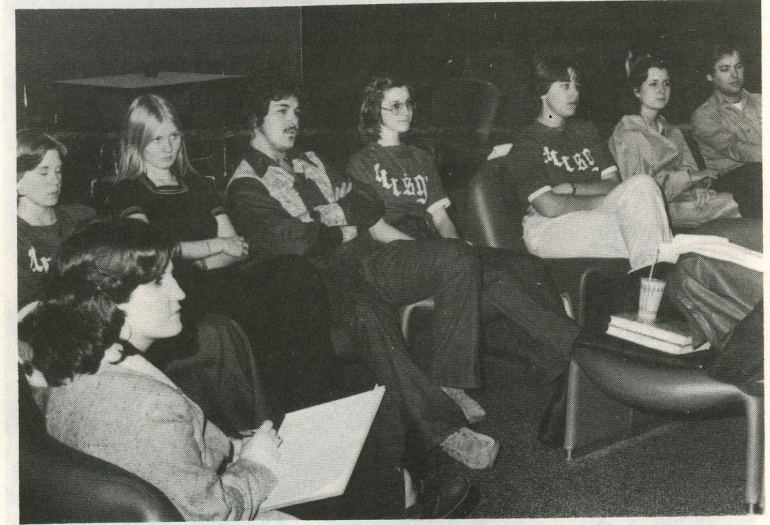
Prerequisite: An academic requirement which must be met before a certain course may be taken.

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.





STUDENT SERVICES, POLICIES and REGULATIONS

Faded, illegible text from the reverse side of the page is visible through the paper. The text appears to be a list of regulations or policies, possibly related to student services, but the words are too light to read accurately.

ADMISSION REQUIREMENTS

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

1. Transfer in good standing from another college or university.
2. Graduation from an accredited high school.
3. Successful completion of the General Educational Development (GED) test.
4. Individual approval.
 - a. A person who is age 17 or above may apply to the 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 enroll at ACC when enrolled concurrently in a senior high school for sufficient courses to graduate at the close of the current session.

ADMISSION PROCEDURES

The following items should be submitted to the Admissions Office at least three months prior to the student's planned registration date. All former students must have their records updated in the Records Office.

1. A completed Admissions Information Form and a Health and Immunization Statement. (They are included in the back of this bulletin and are available in the Admissions Office.)
2. If the student is *working for a certificate or a degree*, find the proper mode of admission below for additional requirements.
 - a. Former students — No additional requirements.
 - b. Transfer Student — Official transcripts from all previous colleges.
 - c. High School Graduate — No additional requirements.
 - d. Student with GED — Copy of General Educational Development test score or GED certificate.
 - e. Student without High School Equivalency — May be admitted on individual approval by the Registrar provided sufficient evidence is presented indicating that student can benefit from college work.
3. If the student is *not working for a certificate or a degree*, the Registrar's Office must give approval of "special student status". Additional requirements below:
 - a. Former, Transfer, High School Graduate or GED Student — No additional requirements.
 - b. Student without high school equivalency or college work — Must receive acceptance by individual approval from the Registrar.

(1) High School Student — Needs an approval letter about concurrent enrollment from student's high school principal.

(2) Transient Student — Sign a statement that individual is in good standing at the last college attended.

4. All new students who are working for a degree or certificate should take the American College Test (ACT) and have the results sent to the Admissions Office. Students who have not taken the ACT should contact the Counseling Office for dates and testing information.

ACT results are used for placement in English and math courses, counseling, research, and follow-up programs. It is not a selective device for college admission.

The Scholastic Aptitude Test (SAT) is acceptable.

A local placement exam may be substituted. Contact the Counseling Center about dates for this exam. Transfer students who have official transcripts showing English and math courses previously taken are exempted.

Students with "special student status" approval (see 3 above) are also exempted from tests.

5. The Admissions Office will notify students of their admission status.

PROVISIONAL ACCEPTANCE

A student who does not submit all required items by registration may be provisionally accepted by the Registrar. All required documents should be submitted as soon as possible.

INTERNATIONAL 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. Additional requirements and procedures for Admission must be obtained from the Counseling Center.

SUMMER STUDENTS

A student from another college enrolling only for summer sessions may enter Alvin Community College upon completion of a student information form and a statement certifying that he/she is a bona fide student in good standing at the former college.

ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College. Among

the items generally considered 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 Registrar's Office.

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 Registrar's Office.

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 lo-

cated 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 Registrar's Office.

Once a student has been found to be a non-resident, his/her status is 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 Registrar's Office.

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.

SPECIAL FEES

Student Service Fee — per semester	\$10.00
Summer term	None
Applied Music Fees	
Private Lessons — Per semester hour	\$25.00
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	
Per semester hour:	\$ 4.00
*Graduation Fee	
Cap and Gown	\$ 7.00
Diploma	6.00
Lab Fees	
(Art, Biology, Business Machines, Chemistry, Computer Science, Crafts, Drafting, Electronics, Foreign Language, Medical Laboratory Technology, Nursing, Physics, Shorthand, Typing)	\$ 8.00
Air Conditioning & Refrigeration and Welding	\$15.00
Physical Education Fee (per semester)	
Towel & Locker Use Fee	\$ 5.00
Bowling Fee	\$13.00
Golf Fee	\$13.00
Returned Check Fee	\$ 3.00
Late Registration Fee	\$ 5.00
TNSA Membership Fee	\$11.00

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

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

NOTE: Placing a stop payment on your check does not cancel your registration or withdraw you from school.

SEM HRS	TUITION & MATRICULATION			STUDENT SERVICE	BUILDING USE FEE*	RI	TOTAL CHARGES		
	RI	RO	NR				RO	NR	IS
1-3	\$25.00	\$ 25.00	\$ 51.00	\$10.00	\$ 7.50	\$ 35.00	\$ 42.50	\$ 68.50	\$217.50
4	25.00	25.00	68.00	10.00	15.00	35.00	50.00	93.00	225.00
5	25.00	25.00	85.00	10.00	15.00	35.00	50.00	110.00	225.00
6	31.00	43.00	102.00	10.00	15.00	41.00	68.00	127.00	225.00
7	35.00	49.00	119.00	10.00	15.00	45.00	74.00	14.00	225.00
8	40.00	56.00	136.00	10.00	15.00	50.00	81.00	161.00	225.00
9	45.00	61.00	153.00	10.00	20.00	55.00	91.00	183.00	230.00
10	50.00	65.00	170.00	10.00	20.00	60.00	95.00	200.00	230.00
11	54.00	69.00	187.00	10.00	20.00	64.00	99.00	217.00	230.00
12	58.00	73.00	200.00	10.00	20.00	68.00	103.00	230.00	230.00
13	62.00	77.00	200.00	10.00	20.00	72.00	107.00	230.00	230.00
14	66.00	81.00	200.00	10.00	20.00	76.00	111.00	230.00	230.00
15	70.00	85.00	200.00	10.00	20.00	80.00	115.00	230.00	240.00
16	74.00	89.00	200.00	10.00	20.00	84.00	119.00	230.00	254.00
17	78.00	93.00	200.00	10.00	20.00	88.00	123.00	230.00	268.00
18	82.00	97.00	200.00	10.00	20.00	92.00	127.00	230.00	282.00
19	86.00	101.00	200.00	10.00	20.00	96.00	131.00	230.00	296.00
20	90.00	105.00	200.00	10.00	20.00	100.00	135.00	230.00	310.00

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

* Does not apply to Resident/In-District students

State Board Examination Fee (ADN)	\$30.00
Malpractice Insurance Fee	\$ 8.55
Transcript fee	\$ 1.00

*Note: Procedures for ordering regalia for Graduation. Graduation Fees must be paid to Business Office. Upon presentation of Business Office receipt, College Store personnel will assist with orders and measurements for cap and gown.

REFUND POLICIES

Refund Policy: The refund policy for Alvin Community College is based on the fact that student tuition and fees provide only a fraction of the cost of providing educational opportunities. When a student enrolls in a class, he reserves a place which cannot be made available to another student, unless he officially drops the class during the first week of the semester. Also, a student's original enrollment represents a sizable cost to the District, whether or not he continues in that class. Therefore, a refund will be made only under the following conditions:

- * No 100% refund is granted unless college error is involved.
- * A 70% refund of tuition and fees may be obtained through the 10th day of classes of a long semester, the first three class days of a six-week summer session.
- * Requests for a refund must be submitted before the end of a semester or summer session for which the refund is requested.

A student who feels that his refund request is due to an extenuating circumstance beyond the limits of the refund policy, may submit a letter of explanation to the Refund Petitions Committee in the Office of the Dean of Student Services. Refund checks normally require a minimum of one month to process.

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.

CHILD CARE LABORATORY SCHOOL

A campus Day Care Center is available to the children of students, staff, and faculty. The Center, a laboratory school operated by the Child Care and Development Department, is open from 7:50 a.m. until 5:10 p.m. Monday through Friday and from 6:20 p.m. until 9:30 p.m. Monday through Thursday. The Center is licensed for children 18 months-6 years of age. Registration information and fee schedules may be obtained by contacting the Laboratory School Office.

ORIENTATION

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 Admissions 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 voca-

tional 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 Financial Aid Form 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 reevaluated. 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. Satisfactory academic progress as determined by the Student Financial Aid Office must be made by the student in order to remain eligible for financial assistance.

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 important for a student to apply in person.**

Financial Aid Programs Available

Basic Educational Opportunity Grants

This grant makes funds available to eligible students who are undergraduates and enrolled on at least a half-time basis. The need is determined by the use of a confidential income statement of the student's family. Every student should submit an application for this program. The

he/she submits it to the school. Applications for this particular program can be obtained through high school counselors' offices or at Alvin Community College.

SHORT-TERM LOANS

Alvin Community College has limited funds to provide immediate assistance for tuition, fees, and sometimes 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.

FEDERAL INSURED STUDENT LOAN

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

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.

STATE STUDENT INCENTIVE GRANT

All full time eligible students will be considered for this grant program which is based on financial need.

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

Veterans, who were honorably discharged from the service, were legal residents of Texas at the time of induction into the service, have no further entitlement to VA educational benefits, and have resided in Texas for at least 12 months before the date of college registration, are qualified for exemption of tuition and fee charges required at registration. A copy of a veteran's DD 214 must be presented to the Veterans' Coordinator for exemption.

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 and be in need of the job earnings to pay for his/her college expenses.

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 has been set aside each day during which students may participate in co-curricular activities. A schedule of events is available in the Student Activities office.

STUDENT HANDBOOK

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

COLLEGE STORE

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

Book buy back will be conducted by the College Store on the following dates:

Fall Semester — December 11-15, 1978

Spring Semester — May 7-11, 1979

Summer Session II — August 13-17, 1979

Book buy back is conducted the week of final examinations. Buy back price is one-half the original purchase price.





CURRICULUM OFFERINGS

ACADEMIC PROGRAMS
 With Community College offer a variety of academic programs. These
 including degrees, diploma, and certificate programs awarded to those studen
 dents who successfully complete approved programs.
 Associate in Arts Degree
 GENERAL LIBERAL ARTS PROGRAM
 Degree: Associate in Arts (A.A.) (48 semester units)
 Length: Four Semesters (Two-Year Program) to complete
 Degree: 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
 Education
 English
 Foreign Language
 Government
 History
 Journalism
 Law
 Psychology
 Sociology
 Speech
 Program Requirements: This curriculum will include the general student
 tion courses and introductory specialty courses usually required in the
 first two years of equivalent baccalaureate programs. Each student is en
 couraged to acquaint himself/herself with the requirements of the major
 department in the college of university to which he/she expects to trans
 fer in planning his/her program and selecting his/her courses.
 GENERAL LIBERAL ARTS
 Associate in Arts Degree Program
 General Liberal Arts Curriculum
 Course Title
 Course Hours
 First Semester
 ENG 121
 HIST 141
 MATH 111
 Elective
 Foreign Language
 Physical Education
 Second Semester
 ENG 122
 HIST 142
 MATH 112
 Elective
 Foreign Language
 Physical Education

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
GOVT 211	Physics 111, or Chem 111, or Biol 111 American National and State Governments I	3	3	4
	*Electives	3	0	3
		6	0	6
		—	—	—
		15	3	16

Fourth Semester

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

Total Minimum Credit Requirement
for a General Liberal Arts Degree. 64 / 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.

Engl 121, 122, 211, 212 12 hrs
 Hist 141 + 142 6 "
 Math 111 + 112 6 "
 Govt 211 + 212 6 "
 Sci Biol 101 + 102 8 "
 Electives 26 "
 Phed 2

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			
	*Elective	3	0	3
		9	12	15

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
	*Elective	3	0	3
		9	12	15

Total Minimum Credits Required.
for Arts Degree..... 62

*Elective should be chosen to coincide with senior requirements.

*Crammes
Drama*

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 235	Intermediate Technical Theatre	3	0	3
DRAM 250	Theatre Speech	3	0	3
DRAM 212	Rehearsal and Performance	0	2	1
	Elective	3	0	3
		15	2	16

Total Minimum Credit Requirement
for Drama Major Degree 66

**Physical Education Major
Associate in Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121 ✓	Composition & Rhetoric I	3	0	3
HIST 141 ✓	The U.S. to 1877	3	0	3
MATH 111 ✓	Selected Topics I	3	0	3
PHED 110	Foundations of Phy. Ed.	3	0	3
	Elective	3	0	3
PHED ✓	Physical Activity	0	3	1
		15	3	16

Second Semester

ENGL 122 ✓	Composition & Rhetoric II	3	0	3
HIST 142 ✓	The U.S. since 1877	3	0	3
MATH 112 ✓	Selected Topics II	3	0	3
PHED 120 ✓	Personal Health	3	0	3
PSYC 120 ✓	General Psychology	3	0	3
PHED ✓	Physical Activity	0	3	1
		15	3	16

Third Semester

ENGL 211 ✓	Survey of Literature I	3	0	3
BIOL 121 ✓	Human Anatomy & Psychology	3	2	4
GOVT 211 ✓	American Government I	3	0	3
PHED 210 ✓	First Aid	3	0	3
	Elective	3	0	3
PHED ✓	Physical Activity	0	3	1
		15	3	17

Fourth Semester

ENGL 212 ✓	Survey of Literature II	3	0	3
BIOL 122 ✓	Human Anatomy & Psychology	3	2	4
GOVT 212 ✓	American Government II	3	0	3
PHED 220 ✓	Officiating	3	0	3
PHED ✓	Physical Activity	0	3	1
	Elective <i>Spch 110</i>	3	0	3
		15	5	17

BIOL 122 - sub ?
PE 130 coach Athletics ?

TOTAL 66

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	4	2
MUSC 131*	Class Piano	0	2	1
MUSC 185	Concert Band	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	14	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	4	2
MUSC 132*	Class Piano	0	2	1
MUSC 186	Concert Band	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	14	16

Third Semester

ENGL 211 or ENGL 221	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training & Sight Singing	1	2	2
MUSC 111	Survey of Music Literature	3	0	3
	Applied Music: Principal Instrument	1	4	2
MUSC 131*	Class Piano	0	2	1
MUSC 287	Concert Band	0	3	1
		—	—	—
		14	11	18

Fourth Semester

ENGL 212 or ENGL 222	Survey of Literature II	3	0	3
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	4	2
MUSC 132*	Class Piano	0	2	1
MUSC 288	Concert Band	0	3	1
		—	—	—
		14	11	18

*MUSC 117X, 117Y, 217X, 217Y

Total Minimum Credits Required for
a Music Major Degree 68

Music Major (Voice 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

✓MUSC 125X	Applied Music-Voice	1	4	2
✓MUSC 131*	Class Piano	0	2	1
✓MUSC 151	Concert Choir	0	3	1
✓PHED	Physical Education	0	3	1
		—	—	—
		11	14	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 125Y	Applied Music-Voice	1	4	2
✓MUSC 132*	Class Piano	0	2	1
✓MUSC 152	Concert Choir	0	3	1
✓PHED	Physical Education	0	3	1
		—	—	—
		11	14	16

Third Semester

✓ENGL 211 or ENGL 221 ✓GOVT 211	Survey of Literature I American National and State Governments I	3	0	3
		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 225X	Applied Music-Voice	1	4	2
✓MUSC 131*	Class Piano	0	2	1
✓MUSC 253	Concert Choir	0	3	1
		—	—	—
		14	11	18

Fourth Semester

✓ENGL 212 or ENGL 222 ✓GOVT 212	Survey of Literature II American National and State Governments II	3	0	3
		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 225Y	Applied Music-Voice	1	4	2

✓MUSC 254	Concert Choir	0	3	1
		—	—	—
		14	11	18

*Music 117X, 117Y, 217X, 217Y

Total Minimum Credits Required for
a Music Major Degree 68

ASSOCIATE IN SCIENCE DEGREES

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	3	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	6	17

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
BIOL 112	General Biology II	3	3	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	8	17

Second Year

Third Semester

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
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	3	0	3
or				
ENGL 222				
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	0	15	3
or				
BIOL 210	Entomology	3	3	4
		11-14	7-19	16-17

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

BIOLOGICAL SCIENCE

Associate In Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
✓BIOL 111	Biology I (Zoology)	3	3	4
✓CHEM 121	General Chemistry & Analysis	3	4	4
ENGL 121	Composition & Rhetoric I	3	0	3
MATH 121	College Algebra — Plane	3	0	3
or 132	Trigonometry	3	0	3
HIST 141	The U.S. to 1877	0	3	1
PHED	Physical Education	—	—	—
		15	10	18

Second Semester

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

Third Semester

BIOL 110	Environmental Conservation	3	0	3
or				
BIOL 121	Human Anatomy & Physiology	3	2	4
✓CHEM 211	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
✓GOVT 211	American National and State Government I	3	0	3
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		15	7	18

Handwritten notes:
 Engl 121, 122, 211, 212
 Math 180, 190
 Hist 141, 142
 Sci 8 hrs
 Phed 2 hrs
 CSCI 110 - 4
 Busk 120
 Acct 221/222
 Electives 6 hrs

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	0	3	1
PHED	Physical Education	3	2-4	4
	Natural Science with Laboratory	—	—	—
		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	0	3	1
PHED	Physical Education	3	2-4	4
	Natural Science with Laboratory	3	0	3
	*Elective	3	0	3
		15	5-7	17

Third Semester

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
	Natural Science with Laboratory	3	2-4	4
GOVT 211	American National and State Governments I	3	0	3
MATH 211	**Differential and Integral	3-5	0	3-5
or 213	Calculus	3	0	3
	*Elective	—	—	—
		15-17	2-4	16-18

132
211
150
215
214

121 ✓
132 ✓
150 ✓
211 ✓ 213
212 / 214 ✓

Fourth Semester

ENGL 212 ✓ or ENGL 222	Survey of Literature II	3	0	3
GOVT 212 ✓	Natural Science with Laboratory American National and State Governments II	3	2-4	4
	Electives	3	0	3
MATH 212 or 214 ✓	Differential and Integral Calculus	6	0	6
		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	3-6
PHED	Physical Education	0	3	1
		—	—	—
		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	0	3
	**Elective	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	7	17

Third Semester

CHEM 211 or PHYS 141, 146	Organic Chemistry I Mechanics and Heat Mec. and Heat Lab	3-3	3-4	4
ENGL 211	Survey of Lit. I	3	0	3
GOVT 211	American Nat'l. and State Gov'ts. I	3	0	3
BIOL 111	General Biology I	3	3	4
*MATH 213	Differential Calculus	3	0	3
		—	—	—
		15	6-7	17

Fourth Semester

CHEM 212	Organic Chemistry II			
or				
PHYS 242, 247	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	3	4
*MATH 214	Integral Calculus	3	0	3
**Elective		3	0	3
		—	—	—
		18	6-7	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.

ACCOUNTING

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
✓SOCT 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 120	General Psychology	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
SOCI III	Principles of Sociology	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		—	—	—
		13	12	17

Fourth Semester

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

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
✓SOC1 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
✓SOC1 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.

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 114	Computer Programming (BASIC) or			
CSCI 115	Computer Operations	3	2	3
✓ACCT 221	Principles of Accounting I	3	1	3
✓MATH 180	Finite Mathematics or			
✓MATH 121	College Algebra	3	0	3
✓PHED	Elective	0	3	1
		3	0	3
		—	—	—
		15	9	17

Second Semester

✓CSCI 130 Computer Programming (Intro. COBOL)	3	2	3
✓CSCI 170 ²⁷⁰ Structured Programming	3	2	3
✓ACCT 222 Principles of Accounting II	3	1	3
✓MATH 190 Analysis ^{or}			
MATH 132 Plane Trigonometry Elective	3	0	3
	3	0	3
	—	—	—
	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	2	3
*ENGL 121 Composition and Rhetoric I ^{or}			
✓ENGL 111 Communication Skills I Elective	3	0	3
	3	0	3
	—	—	—
	15	6	15

Fourth Semester

✓CSCI 210 Computer Programming (Advanced FORTRAN)	3	2	3
✓CSCI 215 Digital Computer Fundamentals ^{or}			
115 ✓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 II	3	0	3
✓PHED Elective	0	3	1
	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	3	0	3
HIST 142	The United States since 1877	3	0	3
CRSC 130	American Legal System	3	0	3
✓CRSC 140	Crime and Delinquency	3	0	3
PSYC 120	General Psychology or	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.

COURT REPORTING

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)	Law and Legal Terminology	4	1	3
✓ENGL 111	Communication Skills I	3	0	3
✓CTRP (141)	Grammar and Punctuation I	2	0	2
✓PHED	Physical Education	0	2	1
		17	10	18

Second Semester

✓SECT 220	Typing III	2	3	3
✓CTRP 112	Machine Shorthand I (60-80-100)	6	4	6
✓CTRP 130	Transcription I	0	5	2
✓CTRP 122	Medical Terminology	4	1	3
✓ENGL 112	Communication Skills II	3	0	3
✓CTRP 142	Grammar and Punctuation II	2	0	2
✓PHED	Physical Education	0	2	1
		17	15	20

COMPLETES REQUIREMENTS FOR THE STENOGRAPHY CERTIFICATE

Summer Semester

✓CTRP 120	Machine Shorthand II (120-140)	6	4	6
✓CTRP 140	Transcription II	0	5	2
✓GOVT 211	American National & State Government	3	0	3
		9	9	11

Third Semester

✓SOCI 111	Principles of Sociology	3	0	3
✓CTRP 211	Machine Shorthand III (160-180)	6	4	6
✓CTRP 210	Transcription III	0	5	2
✓CTRP 221	Courtroom Procedures I	3	2	3
✓CTRP 225	Technical Dictation	3	2	3
		15	13	17

Fourth Semester

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

COMPLETES 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.

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 118			
	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 T.P.H.Y.	2	4	3
✓DRFT 251	✓Machine Drafting I	2	6	4
✓ENGL 112	✓Communication Skills II	3	0	3
✓MATH 152	✓Technical Math II	3	0	3
		12	16	17

Third Semester

✓ DRFT 221	✓ Structural Drafting I	2	6	4
✓ DRFT 211	✓ Pipe Drafting I	2	6	4
* DRFT	Elective			
✓ Govt 211	✓ American National and State Govt. I	3	0	3
** math	Related Elective 136	0	3	1
✓ PHED	✓ Physical Education	—	—	—
				19

Fourth Semester

✓ DRFT 260	Surveying 242	2	3	3
✓ SOCI 111	Principles of Sociology 954	3	0	3
* DRFT 291	Elective 242	2	6	4
3121	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.

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

Second Semester

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
**SOC 111	Principles of Sociology 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
ELEC 150 MATH 150	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
ELEC 160 MATH 160	Technical Math II	3	0	3
ELEC 165 PHYS 165	Technical Physics II	3	3	4
PHYS 134 ENGL 134	Communication Skills	3	0	3
✓PHED	Physical Education	0	3	1
ENGL 112				3
		15	12	19
				20

Third Semester

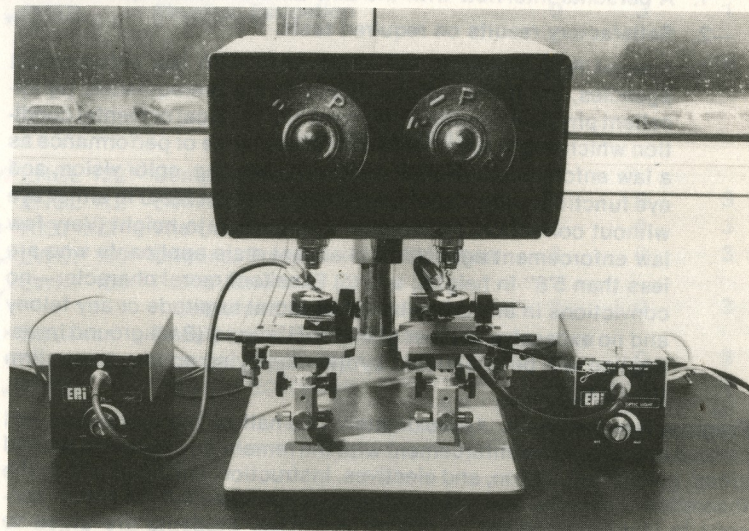
✓ELEC 210	Electronics II	3	0	3
✓ELEC 215	Electronics II Laboratory	0	3	1
✓ELEC 230	Electronics Instrumentation and Measurement Techniques	3	0	3
✓ELEC 235	Electronics Instrumentation and Measurement Techniques Lab	0	3	1
✓CSCI 110	Introduction to Computer Science	3	2	4
**HIST 141	US History to 1877	3	0	3
MATH 260	Advanced Technical Math	3	0	3
121				
		15	8	18

Fourth Semester

✓ELEC 220	Electronics III	3	0	3
✓ELEC 225	Electronics III Laboratory	0	3	1
✓ELEC	Electronic Elective 290-295	0	0	3
✓DRFT 110	Fundamentals of Drafting	2	4	3
**HIST 142	US History Since 1877	3	0	3
***SOC 111	Principles of Sociology or approved elective	3	0	3
MATH 132				
		11	9	17

Total Credit Requirements for
Electronic Technology Major Degree 73

**Or Government 211, 212
***See advisor prior to registration



*See letter from Bill
Hubbs*

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	3	0	3
ENGL 111	Communication Skills I	3	0	3
✓HIST 141	The United States to 1877	0	3	1
✓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	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
✓SOCI 111	Principles of Sociology or	3	0	3
✓PSYC 120	General Psychology	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	3	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	3	16

210 Element of Pol Sup.

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	3	4
		<hr/>	<hr/>	<hr/>
		15	3	16

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

Total Credit Requirements for Law Enforcement & Police Adm. Major Degree 64

*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
		<hr/>	<hr/>	<hr/>
		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
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		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. 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. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
 - b. A student must be eligible to enter MATH 130 or 110 (as indicated by ACT scores and/or Alvin Community College testing) prior to admission to the Medical Laboratory Technology program.
3. A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.
Methods for awarding credit for previous education or training:
 - a. Transfer of credit from an accredited college or university:
Credit will be given for 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.
18. The individual will be awarded an Associate Degree in Applied Science and may apply for any of the competency examinations.

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 120	General Psychology	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 110*	Developmental Mathematics			
or				
MATH 121*	College Algebra	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

*Pending TEA approval —Spring 1978.

**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 120	General Psychology

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 120	General Psychology	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 120	General Psychology	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
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
Total		12	23	16

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

Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
PROD 230	Industrial Management	3	0	3
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology	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
REAL 140	Real Estate Mathematics	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		12	23	16

Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
ENGL 112	Communication Skills II	3	0	3
REAL 220	Real Estate Practice	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		12	23	16

Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
REAL 240	Real Estate Finance	3	0	3
PSYC 120	General Psychology	3	0	3
SOCI 111	Principles of Sociology	3	0	3
or				
ECON 111	Principles of Economics I	—	—	—
		—	—	—
		12	20	15

Fourth Semester				
MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
REAL 250	Real Estate Brokerage	3	0	3
REAL 260	Real Estate Appraisal	3	0	3
GOVT 211	American National and State Government	3	0	3
or				
ECON 112	Principles of Economics II	—	—	—
		—	—	—
		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	0	3	1
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		12	23	16

Third Semester

MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
RETL 230	Principles of Marketing	3	0	3
RETL 240	Advertising	3	0	3
PSYC 120	General Psychology	3	0	3
		<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>
		12	20	15

Total for 2-year curriculum 62

ASSOCIATE DEGREE IN NURSING

Degree: Associate in Applied Science

Length: Two Year Program

Purpose: The aim of the Associate Degree Nursing Program (ADN) is to prepare the graduate to give direct patient care as a member of the health team, in hospitals and other 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 a minimum of two academic years and all program requirements, 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. If the ACT is between 10 and 15, an applicant will be considered if his/her grade point average is 2.5 in nine or more semester hours in courses taken at Alvin Community College that are approved for the ADN curriculum. These nine hours must include one natural science course that applies to the ADN curriculum. 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 developmental studies in that segment. This includes reading, English and math. Assessment will be determined in the Learning Laboratory with appropriate registration when indicated.
5. A transfer student must qualify in accordance with the current Department of Nursing procedures. Transfer credits will not be included in determining grade point average for admission purposes.
6. Required non-nursing support classes begin in June of each year; therefore, it is advisable for a qualified student to complete application by April 1, as enrollment in the ADN program is limited.
7. A complete physical examination which includes chest x-ray, serology, and immunizations for poliomyelitis, and tetanus must be submitted before an applicant can be admitted.
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 having previous nursing experience may complete two of the five nursing courses, excluding Nursing 121, 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 he/she has attempted.
10. A number of semester hours, equal to those taken by advanced placement, must be completed on Alvin Community College campus in order for credit to be awarded and placed on the student's academic record.
11. Prior to entering the nursing program, students may take several or all of the general liberal arts courses required in the Associate Degree Nursing program. However, these courses should be taken concurrently with the nursing courses if the student desires to complete the program within two years.

- 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:

- 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.
- Once a student has enrolled in the ADN program, all nursing and related courses must be completed in proper sequence. PSYC 130 and BIOI 121 are prerequisites for NURS 120. BIOL 122 is a prerequisite for NURS 211.
- Any interruption in the sequence of the nursing courses will require reapplication to the program. Interim progress will be a determining factor in readmission. Students will be required to demonstrate proficiency in courses taken previously by completing refresher activities as designated by the nursing department before being allowed to progress to the next nursing course.
- 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.
- Any science or nursing course completed more than five (5) years previous to the time the student is accepted, will not satisfy requirements for a degree in nursing.
- 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 dropped from the program. If readmitted, the student will be required to repeat the course in its entirety.
- No grade below a "C" will be acceptable in nursing or science courses. A student will be permitted only two attempts in a nursing or science course.
- Students may enroll in no more than one nursing course requiring hospital practice in any one semester.
- A nursing student must maintain a grade point average of at least 2.00 in order to progress in the ADN program.
- 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.
- 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.

- 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. A student who fails or withdraws from the nursing program for the second time will not be readmitted for the third time. Transfer students who have failed or dropped out of another nursing program will be admitted on a probationary status on a one-time only basis.
- A student is required to earn at least 24 resident semester hours at Alvin Community College in order to graduate.
- 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.
- 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.
- A student must take the last required (ADN) nursing course needed to meet graduation requirements on campus at Alvin Community College.
- All courses in the nursing curriculum are pre- or co-requisites for the last nursing course.
- In order to meet the objectives of the nursing program, students will be required to spend some time in the Nursing Skills Laboratory viewing media, reading nursing journals, performing procedures, etc. Skills Laboratory assignments must be completed during designated time periods or an evaluation of unsatisfactory will be given in lab for that sequence.

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 and Analysis			

PSYC 120	General Psychology	3	0	3
PSYC 130	Child Growth & Development	3	0	3
		—	—	—
		9	2	10

*The first Summer is optional, but strongly recommended; however, students electing not to enroll during the first summer will be required to complete these courses offered at times designated by the nursing department.

Fall Semester

ENGL 111	Communication Skills	3	0	3
or				
**ENGL 121	Composition & Rhetoric I			
***PSYC 130	Child Growth & Development	3	0	3
BIOL 121	Anatomy & Physiology I	3	2	4
<u>NURS 110</u>	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.
 ***Must take in lieu of English if not taken previous summer.

SECOND YEAR

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Semester I				
NURS 130	Psychiatric Nursing (12 weeks)	4	8	5
BIOL 225	Basic Microbiology	3	3	4
		—	—	—
		7	11	9
***CHEM 110	Chemistry for Allied Health Sciences	3	2	4
***PSYC 120	General Psychology	3	0	3
		—	—	—
		6	2	7

Fall Semester

SOCI 111	Principles of Sociology	3	0	3
NURS 211	Medical-Surgical Nursing I	4	12	8
	Nursing Elective	3	0	3
		—	—	—
		10	12	14

Students may elect any one of the following 3 hour courses:

NURS 121	Principles & Practice of Pharmacology
NURS 122	Principles & Practice of Nutrition
NURS 210	Medical Terminology
NURS 221	Professional Development

Spring Semester

NURS 212	Medical-Surgical Nursing II	4	12	8
		—	—	—
		7	12	8

Total Credit Requirements for Associate Degree in Nursing..... 73

***If not taken the previous summer.

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 120	General Psychology	3	0	3
		—	—	—
		15	3	16
Second Semester				
**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 student intends to pursue four-year baccalaureate degree, substitute ENGL 122.
- ***Prerequisite may be waived for Nursing Home Administration applicant with approval of Psychology Department.

ORNAMENTAL HORTICULTURE

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	3	2	4
HORT 111	Plant Materials for Landscape Use	3	2	4
DRFT 110	Fundamentals of Drafting	2	4	3
HIST 141	The United States to 1877	3	0	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
	Total	14	11	18

Second Semester

HORT 121 ✓	Plant Propagation	3	2	4
HORT 240 ✓	Indoor Plants	3	2	4
*ENGL 112	Communication Skills II	3	0	3
HIST 142	The United States since 1877	3	0	3
BIOL 112	Biology II (Botany)	3	3	4
		—	—	—
	Total	15	7	18

Third Semester

HORT 221	Chemical Control of Weeds, Plant Diseases and Pests	3	2	4
HORT 250 ✓	Vegetable Crops	3	2	4
GOVT 211	American National & State Governments I	3	0	3
PSYC 120	General Psychology	3	0	3
CHEM 110	Introductory Chemistry for the Allied Health Sciences	3	2	4
		—	—	—
	Total	15	6	18

Fourth Semester

HORT 201	Soils and Fertilizer	3	2	4
HORT 231 ✓	Turf Management	3	2	4
GOVT 212	American National & State Governments II	3	0	3
PHED	Physical Education	0	3	1
SOCI 111	Principles of Sociology	3	0	3
	**Related Elective	3	0	3
		—	—	—
	Total	15	7	18

*ENGL 121 & ENGL 122 may be substituted if definite plans for a four-year degree are indicated.

**Recommended Related Electives — CHEM 121, MATH 152, RETL 260, BIOL 111, HORT 131 and HORT 211.



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	0	3
SECT 111 ✓	Shorthand I or II*	3	2	3
SECT 121 W	Typewriting I or II*	2	3	3
PHED W	Physical Education	0	3	1
		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 W	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
SOCI 111	Principles of Sociology	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 W	Computer Operations	3	2	3
SECT 215 212	Dictation and Transcription <i>Intern</i>	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
SOCI 111	Principles of Sociology	3	0	3
	Elective	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

Second Semester

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



AIR CONDITIONING AND REFRIGERATION

Degree: Certificate.

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

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

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

AIR CONDITIONING AND REFRIGERATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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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
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Total Credits Required for the Air Conditioning & Refrigeration Certificate 35

CHILD CARE AND DEVELOPMENT

Degree: Certificate

Length: Thirty-two semester hours.

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

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

Child Care and Development

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

Group I

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

Group II

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

Total Credit Requirements for
 Child Care & Development Certificate. 32



COMPUTER SCIENCE TECHNOLOGY

General Computer Data Processing

Degree: Certificate

Length: Two semesters or one year

Purpose: The General Computer Data Processing Curriculum is designed to provide students with an introduction to data processing and to allow persons already engaged in business and industry to increase their computer knowledge.

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

Computer Science Technology — General Computer Data Processing

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	11	16
Group II	15	0	15
			—
Total			31

Group I	Group II
CSCI 105 Keypunch Operations	BUAD 110 Intro to Business
CSCI 110 Intro to Computer Science	BUAD 130 General Business Mathematics
CSCI 114 Basic Programming	ACCT 110 Office Accounting
CSCI 115 Computer Operations	ACCT 221 Principles of Accounting I
CSCI 120 RPG Programming	ACCT 222 Principles of Accounting II
CSCI 130 COBOL Programming	SOCI 111 Principles of Sociology
CSCI 170 Structured Programming	MATH 121 College Algebra
CSCI 210 FORTRAN Programming	MATH 132 Plane Trigonometry
CSCI 215 Digital Computer Fundamentals	MATH 180 Finite Mathematics
CSCI 225 Special Topics	MATH 190 Analysis
CSCI 230 Advanced COBOL	ENGL 111 Communication Skills
CSCI 240 System Analysis	ENGL 112 Communication Skills
CSCI 250 Assembly Programming	ENGL 121 Composition & Rhetoric I
CSCI 260 Mini/Micro Computers	ENGL 122 Composition & Rhetoric II
	HIST 111 Western Civilization to 1660
	HIST 112 Western Civilization since 1660
	GOVT 211 American National & State Gov't.
	GOVT 212 American National & State Gov't.
	PHYSICAL EDUCATION

CORRECTIONAL SCIENCE

Certificate Program: Certificate in Correctional Science

Length: Thirty-two semester hours

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

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

A certificate student will take seven courses from Group I and Physical Education. The student will take three courses from Group II. Course selection will be determined by consultation with the Division Chairman, after he/she is familiar with the student's background, abilities and goals.

Certificate in Correctional Science

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

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

Total Credit Requirements for
Correctional Science Certificate..... 32



DRAFTING TECHNOLOGY*

Degree: Certificate

Length: Two-semester (one year) program

Purpose: The one-year program is designed to prepare the student for entry into the drafting occupation.

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

DRAFTING TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 111	Technical Drafting	2	6	4
DRFT 105	Blueprint Reading I			
or				
DRFT 106	Blueprint Reading II	2	1	2
DRFT 241	Architectural Drafting I	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills I	3	0	3
		12	13	16
Second Semester				
DRFT 130	General Drafting	2	6	4
*DRFT	Elective	2	6	4
MATH 152	Technical Math II	3	0	3
ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education or	0	3	1
	**Related Elective			3 or 4
		10	15	18 or 19
Total Credit Requirements for Drafting Technology Certificate				34 or 35

*Approval of Department Head.

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

ELECTRONIC TECHNOLOGY

Degree: Certificate

Length: Two-semester (one-year) program.

Purpose: the one year program is provided to allow the student to become familiar with basic electronics. The required electronics background for general field maintenance is stressed.

Program Requirements: The certificate in Electronics will be awarded upon satisfactorily completing the two semester program.

ELECTRONIC TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MATH 151	Technical Mathematics I	3	0	3
ELEC 120	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and Circuit Analysis Lab	0	3	1
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Lab	0	3	1
ENGL 111	Communication Skills I	3	0	3
***SOCI 111	Principles of Sociology approved elective	3	0	3
PHED	Physical Education	0	3	1
		15	9	18
Second Semester				
MATH 152	Technical Mathematics II	3	0	3
ELEC 130	AC Theory and Circuit Analysis	3	0	3
ELEC 135	AC Theory and Circuit Analysis Lab	0	3	1
ELEC 230	Electronic Tests and Measurements	3	0	3
ELEC 235	Electronic Tests and Measurements Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
PHED	Physical Education	0	3	1
		12	12	16
Total Credit Requirements for Electronic Technology Certificate				34

***See advisor prior to registration.

LAW ENFORCEMENT AND POLICE ADMINISTRATION

LAW ENFORCEMENT

Degree: Certificate

Length: Thirty semester hours

Purpose: The Certificate program is designed for mature persons working in the law enforcement field. A certificate represents the completion of 30 hours of approved course work.

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

LAW ENFORCEMENT

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

Group I

- ✓ Introduction to Law Enforcement
- ✓ Criminal Investigation
- ✓ Legal Aspects of Law Enforcement
- ✓ Criminal Procedure and Evidence
- Element of Police Supervision
- Principles of Sociology
- Social Problems
- Criminology
- ✓ Juvenile Delinquency
- ✓ Police Organization and Administration
- ✓ Patrol Administration

Group II

- Composition and Rhetoric
- General Psychology
- Human Relations
- Communication Skills
- ✓ American National and State Governments
- ✓ U. S. History

240 elect, Total Credit Requirements for Certificate in Law Enforcement 32

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*MID-MANAGEMENT

Degree: Certificate

Length: Two-semester (one-year) program

Purpose: The one-year certificate in Mid-Management is designed to prepare the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.

Program Requirements: A certificate student will take six courses from Group 1, three courses from Group 2, two courses from their area of specialization (Retail, Production, Fashion Merchandising, Banking and Real Estate) and two semesters of Physical Education or one three hour elective.

MID-MANAGEMENT

Course	Lecture Hours	Lab Hours	Course Credits
Group 1	12	40	18
Group 2	9	0	9
Specialization	6	0	6
Physical Education	0	6	2
or			
Elective	3	0	3
	—	—	—
Total	27	40 or 46	35 or 36

Group 1

- Introduction to Mid-Management
- Internship
- Personnel Management
- Principles of Management
- Internship
- Problems in Management

Group 2

- Communication Skills
- Business Mathematics
- General Psychology
- Principles of Economics
- Principles of Sociology

Specialization Area

Retail

- Principles of Retailing
- Principles of Marketing
- Advertising
- Selling and Salesmanship
- Retail Merchandise Management

Fashion Merchandising

- Introduction to Fashion Merchandising
- Fashion Buying and Merchandising
- Textiles
- Fashion Sales Promotion
- Fashion Fundamentals

Banking

- Principles of Bank Operations
- Money and Banking
- Analyzing Bank Financial Statements
- Marketing for Bankers
- Bank Investments
- Credit Administration
- Supervision and Personnel Administration
- Installment Credit
- Teller Training Seminars

Real Estate

- Principles of Real Estate
- Real Estate Mathematics
- Real Estate Practice
- Real Estate Law
- Real Estate Finance
- Real Estate Brokerage
- Real Estate Appraisal

Production

- Industrial Management
- Production Planning and Control
- Materials Management
- Methods Analysis and Work Measurement

Total Credit Requirements for
Mid-Management Certificate 35 or 36



NURSING ASSISTANT PROGRAM

Degree: Certificate

Length: One semester

Purpose: The program is designed to provide the individual with the necessary skills and knowledge for performance as an essential member of the nursing team. Theory is integrated with supervised clinical practice.

Admission Requirements:

1. An interview with the nursing department.
2. Satisfactory physical and mental health.

Program Requirements:

1. Satisfactory clinical and classroom performance.
2. Regular attendance.

Program Content:

COURSE UNITS

Pre-clinical:

- Orientation
- Introduction to the Patient
- The Working Environment
- Communication Skills

Clinical:

- The Patient's Unit
- Personal Care of the Patient
- Observing and Recording Vital Signs
- Special Treatments
- Food Service

The above course content is taught over a 10 week period and has the following lecture-lab ratio:

Total nursing lecture	44
Total nursing lab hours	240
Total Liberal Arts hours	36

Total Contact Hours 320

ORNAMENTAL HORTICULTURE*

Degree: Certificate

Length: Two-semester (one year) program

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

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

*Pending TEA approval

ORNAMENTAL HORTICULTURE

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
HORT 101	Principles of Horticulture	3	2	4
HORT 111	Plant Materials for Landscape Use	3	2	4
CHEM 110	Introduction Chemistry	3	2	4
DRFT 110	Fundamentals of Drafting	2	4	3
ENGL 111	Communication Skills I	3	0	3
	Total	14	10	18
Second Semester				
HORT 121	Plant Propagation	3	2	4
HORT 131	Greenhouse Crop Production	3	2	4
MATH 151	Technical Math I	3	0	3
BIOL 112	Biology II (Botany)	3	3	4
PHED	Physical Education or Approved Elective	0	3	1
		3	0	3
	Total	15	10	19
Summer Session I				
HORT 211	Nursery and Garden Center Management	3	2	4
COMPLETION OF CERTIFICATE LEVEL				

RESPIRATORY THERAPY TECHNICIAN PROGRAM

Degree: Certificate

Length: 13½ months

Purpose: The purpose of the Alvin Community College Department of Respiratory Therapy Technology is to provide an approved, formalized educational program that will prepare competent men and women for careers in Respiratory Therapy. The certificate recipient of the program will be eligible to become a Certified Respiratory Therapy Technician (C.R.T.T.) by making application and successfully completing the examination administered by the National Board for Respiratory Therapy.

This certificate program is designed to meet the Upward Mobility/Lateral Exit concept. The curriculum involves all phases of Respiratory Care including Intermittent Positive Pressure Breathing, continuous mechanical ventilation, blood gas analysis, and pulmonary function studies. The students spend a minimum of 750 hours in the clinical setting with rotation through Respiratory Therapy Department at clinical affiliates.

Admission Requirements:

Citizenship: U.S. citizen or legal declaration of intention of becoming a U.S. citizen.

Health: Satisfactory physical and mental health.

Education: High school graduate or its equivalent.

Admission Procedure:

1. Pre-Entrance testing.
2. All students entering the program are required to complete the regular Alvin Community College admission procedures. The proper forms are available from the Admission's Office.
3. Respiratory Therapy Technician students must meet health requirements of affiliating clinical institutions. A health examination by the student's personal physician is required using the Alvin Community College health form. The physical examination should include Chest x-ray, Urinalysis, Complete Blood Count (CBC), and VDRL.
4. Applicants will be notified concerning admission to the Respiratory Therapy Technology Program. There is a limit on the number to be accepted.
5. Applicants who are not admitted to the Respiratory Therapy Technician Program may take courses to enhance their potential for entering the program at a later date.
6. A personal interview with the Program Chairman is required.

RESPIRATORY THERAPY TECHNICIAN

Course Number	Course Title	Lecture Hours	Lab Hours	Clock Hours	Course Credits
Summer Session I (6 Weeks)					
BIOL 121	Anatomy and Physiology I	8*	6*	14	4
HRTT 111	Introduction to Respiratory Therapy	8*	8*	16	4
		—	—	—	—
		16	14	30	8
Summer Session II (6 weeks)					
HRTT 116	Clinical Science and Pulmonary Disorders	8*	0*	8	3
HRTT 112	Clinical Practical I	6*	22*	28	3
		—	—	—	—
		14	22	36	6
Fall Semester					
HRTT 110	Introduction to Health Sciences	3	0	3	3
CHEM 110	Chemistry for Allied Health	3	2	5	4
HRTT 117	Clinical Applications I	3	0	3	3
HRTT 120	Pharmacology	3	0	3	3
HRTT 114	Respiratory Therapy Procedures I	3	6	9	4
		—	—	—	—
		15	8	23	17
Spring Semester					
HMLT 117	Clinical Microbiology I	2	4	6	3
HRTT 118	Clinical Applications II	3	0	3	3
HRTT 115	Adv. Respiratory Procedures II	2	3	5	3
HRTT 113	Clinical Practical II	0	25	25	6
NURS 210	Medical Terminology	3	0	3	3
		—	—	—	—
		10	32	42	18
Summer Session I (6 weeks)					
ENGL 111**	Communication Skills	8*	0*	8	3
HRTT 119	Clinical Practical III	0*	20*	20	3
		—	—	—	—
		8	20	28	6

*The student will attend class for this number of hours per week during the length of the Summer Session shown.

**If the student intends to pursue the 2 year Associate Degree, substitute ENGL 121.

SECRETARIAL SCIENCE

Options: Stenographer
General Office Worker

Degree: Certificate

Length: Two-semester (one-year) program

Purpose: The one-year program is designed to prepare the student to adequately discharge the responsibilities of stenographic work, office occupations, and general business employment.

Program Requirements: The one-year program in "Stenographer" and "General Office Worker" combines instruction in the areas required for competence as a stenographer or office worker. Students are advised to consult with a faculty member in the business department in planning their program and selecting electives. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

Stenographer One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 230	Records Management	3	2	3
BUAD 130	General Business Mathematics or equivalent*	3	0	3
ENGL 111	Communication Skills	3	0	3
SECT 111	Shorthand I or II**	3	2	3
SECT 121	Typewriting I or II**	2	3	3
PHED	Physical Education	0	3	1
		—	—	—
		14	10	16
Second Semester				
SECT 130	Business Communications	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
SECT 240	Office Procedures	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		13	11	16

Total Requirements for Stenographer/
General Office Worker Certificate..... 32

*May be waived by demonstrated competency in High School Math.

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

General Clerical One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 110	Office Accounting	2	1	3
BUAD 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics or equivalent*	3	0	3
SECT 121	Typewriting I or II	2	3	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		13	7	16
Second Semester				
SOCI 111	Principles of Sociology	3	0	3
SECT 150	Office Machines	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 122	Typewriting II or III**	2	3	3
SECT 230	Records Management	3	2	3
PHED	Physical Education	0	3	1
		13	13	16
Total Credit Requirements for a General Clerical Certificate				32

*May be waived by demonstrated competency in high school mathematics.
 **Placement tests will be taken to determine which course needs to be taken.



VOCATIONAL NURSING PROGRAM

Degree: Certificate

Length: Twelve Months.

Purpose: The purpose of the Alvin Community College Program of Vocational Nursing is to provide an approved educational program designed to prepare the vocational nurse to function as a vital member of the health care team. The vocational nurse gives nursing care to patients in varied situations with the supervision of the registered nurse and/or physician.

Graduates of the twelve-month program are eligible to write the Texas State Board Examination for Vocational Nurses. Those passing the state examination will be issued a license by the State Board of Vocational Nurse Examiners and will qualify to practice as a Licensed Vocational Nurse (L.V.N.) in the state of Texas.

Admission Requirements:

1. Must apply for admission to Alvin Community College and fulfill all admission requirements for enrollment in the college.
2. Be the age of 17-59* years old. (Those older than 59 will be considered on an individual basis.)
3. Be in good physical and emotional health.
4. Be of good moral character.
5. Be a high school graduate or hold a certificate of equivalency (G.E.D.).
6. Satisfactorily score on the Pre-entrance exam for practical nurses.
7. Apply at least one semester in advance and have a personal interview with the Director of Vocational Nursing.
8. Complete the application for admission into the Vocational Nursing Program, which shall also include submission of three character references, copies of transcripts or G.E.D., and physical examination including blood counts, urinalysis, serology, chest x-ray or tine skin test, and immunizations for polio and diphtheria/tetanus.

Program Requirements:

1. Tuition for the twelve-month program is \$150.00 and is due in full at registration. Other fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with second hand, testing fees, and photo.
2. Students are responsible for their own hospitalization and malpractice insurance.
3. Students are responsible for their transportation to health agencies and are expected to attend regularly to both class and clinical assignment.
4. All absences must be made up during the allotted vacation or holiday time and/or following graduation.
5. A passing grade of 70 must be attained in each subject. Scores below 70 will constitute grounds for request of student withdrawal from program.

6. Observed holidays and vacation days will include:

- 1 Day — July 4th
- 1 Day — Labor Day
- 2 Days — Thanksgiving
- 1 Day — Christmas
- 8 Days — Vacation
- 1 Day — New Year
- 5 Days — Spring Vacation
- 1 Day — Memorial Day

7. The Vocational Nursing Program may request at anytime the withdrawal or dismissal of a student whose health, conduct, personal qualities or abilities, and/or scholastic records indicate that it would be inadvisable for the student to continue in the program.

8. Transfer students must spend a minimum of six months in the Alvin Community College Vocational Nursing Program in order to be considered a graduate of this program.

9. A student who withdraws and wishes to be reinstated and receive credit for successfully completed courses must re-enter within one year from the date of withdrawal.

V.N. PROGRAM

Course Number	Course Title	Minimum* Clinical Experience	Minimum* Class Hours
NURS. 001	Personal and Vocational Relationships		10 hours
NURS. 002	Introduction to Vocational Nursing Skills, including Nutrition and Pharmacology	40 hours medication administration	225 hours
NURS. 007	Body Structure and Function		50 hours
NURS. 008	Disease Control and Prevention		10 hours
NURS. 005	Mental Health and Mental Illness	2 weeks (if available)	20 hours
NURS. 003	Maternal and Child Health Nursing	3 weeks, obstetrics 2 weeks, newborn	50 hours
NURS. 009	Child Growth and Development		10 hours
NURS. 004	Pediatric Nursing	3 weeks	50 hours
NURS. 006	Medical - Surgical Nursing	6 weeks, medical 6 weeks, surgical	125 hours

*A minimum of 550 lecture and 1250 pre-clinical and clinical experience hours is required in the Vocational Nursing Program.

WELDING

Degree: Certificate

Length: Two-Semester (one-year) Program

Purpose: The one-year certificate in Welding is designed to prepare the student for full-time employment upon certification in the career of welding. The basic objective of the program is to develop the skills in ferrous and non-ferrous metals for employment in construction trades and area industrial needs.

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

WELDING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint Reading)	2	6	4
PHED	Physical Education	0	3	1
		7	23	15
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	3	0	3
PHED	Physical Education	0	3	1
		10	15	15

Total Credits Required for the Welding Certificate..... 30

DIPLOMA

The two-year Education Diploma is primarily for the student who wishes to complete his/her academic work at the junior college level and who desires to have maximum flexibility in course selection. He/she completes at least 62 semester hours in a program planned to meet his/her desires and needs. Essentially, the Diploma is designed for the student who does not desire to pursue a specific degree or certificate program.

CONTINUING EDUCATION PROGRAM

Purpose

Alvin Community College is a comprehensive community college offering a wide variety of non-credit courses to area citizens. These courses are designed to provide general education opportunities for personal development, civic responsibility, social-cultural values, and to assist the individual in achieving his personal goals through adult non-credit courses. The college exists to serve the post-high school educational needs of the community.

The college hopes to achieve this purpose by offering adults in the community a program of diversified non-credit courses. This program of continuing education provides the opportunity for adults to improve their knowledge and basic skills while employed or for pleasure and recreational purposes.

General Information

Non-credit continuing education courses are generally open to persons of all ages, including school age children. However, certain courses are directed to the adult (18 years or older) while others are specifically directed to the younger student. Courses are scheduled for given dates and hours and some continue for longer periods of time to fulfill more specific requirements.

Most courses are offered in the evening and range from three to 320 hours in length. Costs vary from \$2.50 to \$95.00 per course. Any course will be offered when there is sufficient demand, suitable meeting space, and a qualified instructor. The college is interested in receiving requests for special courses, or for special time-frames for offering them, and will attempt to schedule any short course not already identified when there seems to be sufficient interest.

Contact the Director, Continuing Education and Evening School Programs, regarding scheduling any program, particularly programs of an occupational nature that will provide training, skills, and knowledge for individuals already employed and individuals seeking employment.

Continuing Education and Adult Non-Credit Courses

Non-credit courses in the following areas are generally scheduled each year. Any course will be offered when there are sufficient demand, suitable meeting space and a qualified instructor.

OCCUPATIONAL

Advance Key Punch	Real Estate Principles I
Data Preparations Clerk	Real Estate Principles II
Filing Clerk	Real Estate Principles III
Office Machines Refresher	Introduction to Air-Conditioning and Refrigeration
Shorthand Review	Air Conditioning Lab
Typing Refresher	Commercial Refrigeration Lab
Alterations & Tailoring	

Basic Law Enforcement
(Qualifying Certificate)
Floral Design
Gift Wrapping
Conversational Spanish I (TDC)
Conversational Spanish II (TDC)
Conversational Spanish III (TDC)
Dietary Food Supervisor
Medication Administration
Nursing Assistant
Pediatric Nursing
Pharmacology for Nurses
Team Nursing
Trends in Nursing
(The) Role of the Nurse in the
Community
Federal Income Tax for
Consultants
Fundamentals of Apartment
Managing
Income Tax Preparation Skills
Property & Casualty Insurance
Fundamentals of Casualty
Rating
Real Estate Math

Heating & Ventilation Lab
Thermostat Control Workshop
Troubleshooting Heat Pumps
Blueprint Reading
Basic Welding
Introduction to Arc Welding
of Plate
Introduction to Arc Welding
of Pipe
Boilermaking-Pipefitting-
Welding
Orientation to Industrial
Welding, Pipefitting &
Boilermaking
Mechanical Maintenance I
Mechanical Maintenance II
Test Equipment Repair
Test Equipment Utilization
Electrical Maintenance
Use of the Slide Rule
Human Relations in Industry
(Seminar)
Human Relations & Instruction
Training

GENERAL EDUCATION

Action Course in Practical
Politics
Aerobic Dancing (Women)
Aviation Ground School
Basic Auto Mechanics
Biblical Archaeology
Bio-Feedback Training
CGA Safe Boat Handling
Conversational Czech I
Conversational Czech II
Conversational French
Conversational German
Conversational Spanish I
Conversational Spanish II
Creative Writing Workshop
Defensive Driving (DDC)
Estate Planning
Family Financial Planning and
Investments
Firearm Knowledge for Women
Furniture Upholstery
GED Preparation
Handicrafts and Media as
Teaching Devices
Mid-Eastern Dancercise
(Beginner I)
Mid-Eastern Dancercise
(Beginner II)
Mid-Eastern Dancercise
(Intermediate)
New Testament History
Old Testament History
Personal Income Tax
Personal & Professional Woman
Personal Typing
Physical Fitness (Men)
Physical Fitness (Women)
Pocketbook Protection
Reading Improvement
Self Defense for Women
Sewing (Basic)
Sewing (Intermediate)
Sewing (Patterns & Alterations)
Sewing T-Shirts
Sewing (Finishing Touches)
Sewing (Ladies Coats)
Sewing (Men's Pants)
Slimnastics (Women)

How to Buy, Build, or Add to a Home
 Instrument Ground School
 Interior Decorating
 Investments
 Karate (Beginner)
 Karate (Advanced)
 Kodaly Music Methods I
 Kodaly Music Methods II
 Kodaly Music Methods III
 Law for the Layman
 Man and His Changing World

Small Engine Tune-Up and Minor Maintenance
 Speed Reading
 Stocks and Investments
 Texas Voluntary Hunter Safety
 Tumbling: Physical Fitness for Women
 Verbal & Non-Verbal Communications
 Yoga
 Psychodrama

AVOCATIONAL-RECREATIONAL

Amateur Novice Radio
 Antiques Worth Dusting
 Archery Fundamentals
 Art Appreciation
 Art (Beginning Oil Painting)
 Art (Beginner Drawing)
 Art (Beginning Watercolor)
 Art (Blockprinting)
 Art (Portrait Painting)
 Basic Canoeing
 Bridge (Advanced)
 Bridge (Beginners)
 Canine Obedience Training (Beginner)

Canine Obedience Training (Advanced)
 Care and Grooming of Horses
 CB Radio
 Football Fundamentals for Females
 Gardening (Landscaping and Horticulture)
 Golf
 Gourmet Cooking
 Guitar (Beginners)
 Guitar (Intermediate)
 Macrame
 Open Gym for Adults



COOPERATIVE EDUCATION

Cooperative Education, a plan whereby students blend theory and practice by working on training assignments in exploratory or career-related areas of professional interest, has had a tremendous growth in recent years. The structure of a cooperative experience may vary, but the underlying philosophy always remains the same: the student's job is an essential and integral part of his/her education.

Opportunities are provided for the student to apply the knowledge and skills learned in the classroom to actual job situations. Cooperative Education contributes greatly to the career development of the students.

Students seeking new careers or job enrichment can benefit from planned work experiences. Through these experiences, the student may move upward into jobs that require increasing skills, knowledges, and responsibilities.

Many students are unsure of their vocational goals. These students could specifically use cooperative education to explore and realistically test different career possibilities.

The Cooperative Education program is also designed to meet the needs of those students who already have jobs but are returning to Alvin Community College to take courses that would enable them to either advance on their present jobs or to make career changes.

The student who has decided to pursue a career and desires to enter the cooperative education, may choose from one of the following study and work calendars:

Study and Work Calendar (Plan A — Alternating)

Year in College	Semester of the Year	Study and Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Work
Second Year	Fall	Study
	Spring	Work
	Summer	Study

Study and Work Calendar (Plan B — Alternating)

Year in College	Semester of the Year	Study or Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Study
Second Year	Fall	Work
	Spring	Study
	Summer	Work

(Plan C — Parallel)

Year in College	Semester of the Year	Study or Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Study/Work
Second Year	Fall	Study/Work
	Spring	Study/Work

Utilizing Advisory Committees of Citizens, students, and educators in the Alvin Community College community, cooperative education closely coordinates work experience with the campus educational program; thus,

helping the student to greater meaning in his/her studies, increasing his/her motivation, contributing to his/her sense of responsibility, developing a greater understanding of human relations, giving them a chance to find out more about specific jobs in relation to their own capabilities, providing him/her with earned income, and better preparing him/her to enter the working world or advance on his/her present job.

The cooperative education program helps to maintain a flow of trained personnel for public and private enterprises. The program attracts capable students and serves as an actual testing ground, permitting employers to identify and select well-trained personnel. By employing the co-op student, the employer may more effectively use the talents of high-salaried professionals.

Public and private enterprises may participate in and influence the educational process through cooperative education. Closer ties between Alvin Community College and the community often result.



DESCRIPTION OF COURSES

ACCOUNTING

ACCT 110. Office Accounting (3 credits). Procedures and techniques used in recording business transactions and preparing financial statements. Course adapted to the needs of those training for secretarial positions. Lecture 2 hours; laboratory 1 hour: Total 3 hours per week.

ACCT 211. Accounting Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students may receive credit from an approved full-time job.

ACCT 212. Accounting Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students may receive credit from an approved full-time job.

ACCT 221. Principles of Accounting I (3 credits). Accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. Prerequisite: None. Recommendation: DAPR 110, MATH 180, 190, particularly for transfer students. Lecture 3 hours; Laboratory 1 hour. Total 4 hours per week.

ACCT 222. Principles of Accounting II (3 credits). Partnership, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. Prerequisite: None. Recommendation: Same as for ACCT 221. Lecture 3 hours; Laboratory 1 hour. Total 4 hours per week.

ACCT 230. Tax and Payroll Accounting (3 credits). Principles of Federal Income Tax, Social Security taxes, unemployment taxes, sales taxes. Payroll systems and accounting methods used in computing wages. Prerequisite: ACCT 221. Lecture 3 hours; Laboratory 0 hours: Total 3 hours per week.

ACCT 231. Intermediate Accounting I (3 credits). Review of accounting principles, current assets and investments, plant assets, and intangibles. Prerequisite: ACCT 222. Lecture 3 hours; Laboratory 0 hours; Total 3 hours per week.

ACCT 232. Intermediate Accounting II (3 credits). Study of liabilities, paid in capital, interpretation and analysis of financial statements, cash flow, reorganizations and price level impact on financial statements. Prerequisite: ACCT 231. Lecture 3 hours; Laboratory 0 hours; Total 3 hours per week.

ACCT 240. Cost Accounting (3 credits). Basic concepts of cost accounting and how they function within a manufacturing firm. Material cost, labor cost, manufacturing overhead, and marketing costs of the cost

accounting system. Prerequisite: ACCT 221. Lecture 3 hours; Laboratory 0 hours: Total 3 hours per week.

ACCT 250. Auditing (3 credits). A study of system-based independent audits, including auditing objectives, procedures, interval control, working papers, and reporting on the fairness of financial statements. Prerequisite: ACCT 221. Lecture 3 hours; Laboratory 0 hours: Total 3 hours per week.

ACCT 260. Oil and Gas Accounting (3 credits). Accounting oriented toward the production, refining, and distribution of petroleum products. Prerequisite: ACCT 221. Lecture 3 hours; Laboratory 0 hours: Total 3 hours per week.

AGRICULTURE

AGRI 110. Animal Husbandry (3 credits). This is a basic course of study to acquaint the student with various types and breeds of livestock: production systems, basic facility requirements, and markets. Basic phases of feeding, breeding, disease control and production of livestock are presented. Three lecture hours per week.

AGRI 120. Fundamentals of Crop Production (3 credits). Scientific approach to commonly grown field crops; their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement and seed technology. Three lecture hours per week.

AGRI 130. Agriculture Equipment Technology (3 credits). Operation, storage, repair, maintenance and economic utilization of farm machinery and tractors. Principles of internal combustion engines, servicing farm engines and tractors, hydraulic systems, and adjustment of tillage and harvesting machines. Two lecture and two lab hours per week.

AGRI 210. Farm Management (3 credits). Farm planning for the most efficient use of land, labor and capital in the production of crops and livestock. Attention is given to the problem of becoming established in farming. Class work is based on surveys and analysis of farm or ranch organization for the purpose of more profitable operation. Three lecture hours per week.

AGRI 220. Soils and Fertilizers (3 credits). Physical and chemical properties of soils and their relation to soil development. Relationship between crops and soils. Practical use of and conservation of soils. Use of fertilizers and soil fertility. Two lecture and two lab hours per week.

AIR CONDITIONING AND REFRIGERATION

ACRH 131. Air Conditioning Fundamentals I (3 credit) Knowledge and skills necessary to install and service air conditioning (cooling) systems. Introduction to air conditioning systems, properties of air, humidity, psychrometric charts, comfort coolers, residential central

systems, chilled water systems, evaporators, refrigerant controls, condensers, electrical circuits and controls, air cleaning dehumidifiers, heat pump systems. Three lecture hours per week.

ACRH 132. Air Conditioning Fundamentals II (4 credits). Knowledge and skills necessary to service and maintain heat pumps, vortex tube comfort cooling, heat loads, air distribution, electronic filters, blue print reading, etc. Three lecture hours and three laboratory hours per week. Prerequisite: ACRH 131.

ACRH 133. Air Conditioning and Electrical Circuits I (3 credits). Basic principles of electricity, electron theory, sources of E.M.F., electrical circuits, magnetism, ohms law, conductors and insulators, power transformation, electric motor theory, use of electric meters and test equipment. Three lecture hours per week.

ACRH 135. Air Conditioning and Refrigeration Troubleshooting (2 credits). Additional study in any of three areas of specialization: domestic refrigeration, commercial refrigeration or air conditioning. Problems assigned individually or in groups. One lecture hour and three laboratory hours per week.

ACRH 140. Introduction to Refrigeration (4 credits). This course covers fundamentals of refrigeration, cycle theory, basic refrigeration systems, compressor construction, refrigerant controls, safety practices. Three lecture hours and three laboratory hours per week.

ACRH 141. Refrigeration Systems Servicing I (4 credits). Knowledge and skills necessary to install and service commercial refrigeration systems. Introduction to commercial refrigeration systems, commercial compressors, condensers, and receivers, water valves, evaporators, suction-liquid lines and manifolds, constant pressure valves, solenoid valves, defrost systems, motors and fans, electrical systems, electrical circuits, heat loads and system capacitors. Three lecture hours and three laboratory hours per week.

ACRH 170. Domestic Refrigeration (3 credits). This course covers knowledge and skills necessary to install and service domestic refrigeration systems. Types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, safety practices. Three lecture hours and one laboratory hour per week.

ACRH 234. Air Conditioning and Electrical Circuits II (4 credits). Studies will include generation of three-phase power, its distribution and application. Theory of operation, application and servicing of three-phase motors, relays, solenoids, line starters, time-delay controls, capacitors, pressure switches, thermal relays, sequencing controls, pneumatic controls, motorized operators, low voltage controls, humidity controls and electronic controls and blue print drawing and reading. Two lecture hours and six laboratory hours per week. Prerequisite: ACRH 133.

ACRH 242. Refrigeration Systems Servicing II (4 credits). Knowledge and skills necessary to service and maintain vending machines, beverage dispensers, soda fountains, ice machines, cascade systems, etc. Two lecture hours and six laboratory hours per week. Prerequisite: ACRH 141.