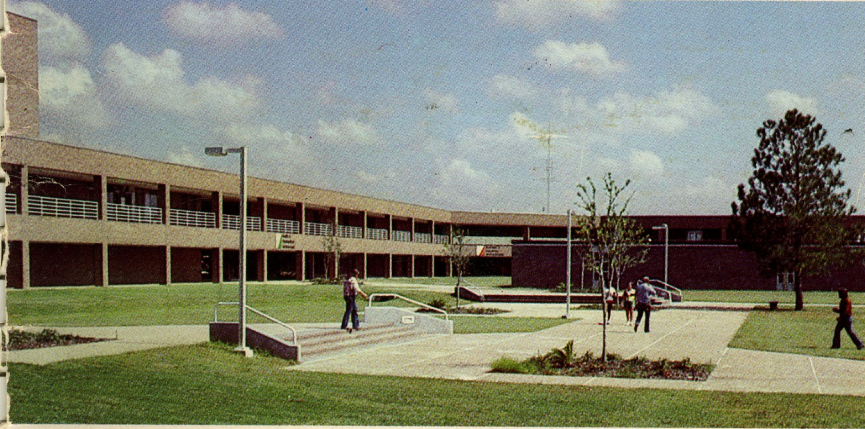


MARIE FERGUSON 3/24/81



**Alvin
Community
College**



**GENERAL
INFORMATION
1981-82**

ALVIN COMMUNITY COLLEGE BULLETIN
VOLUME 32, AUGUST 1981 NO. 1



Alvin Community College announcement of courses for 1981-1982

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

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

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

Any of the regulations, services or course offerings appearing in this bulletin may be changed without prior notice. The regulation appearing here will be in force starting with the fall semester, 1981.

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CALENDAR

| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
|------------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
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| 28 | 29 | 30 | 31 | | | | 27 | 28 | 29 | 30 | | | 26 | 27 | 28 | 29 | 30 | | | 26 | 27 | 28 | 29 | 30 | 31 | | |

1982

ACADEMIC CALENDAR

Fall Semester 1981

| | |
|-----------------------|---|
| 23-24 July | Orientation for New Students |
| 13-14 August | Orientation for New Students |
| 17-18 August | Fall Semester Workshop |
| 19-20 August | REGISTRATION |
| 24 August | Classes Begin |
| 31 August | Last Day to Add Classes |
| 7 September | Labor Day Holiday |
| 9 September | 12th Class Day |
| 21 October | Last Day to Apply for Fall Graduation |
| 20 November | Last Day to Drop Classes |
| 26-27 November | Thanksgiving Holidays |
| 9 December | End of Classes |
| 10-11, 14-15 December | FINAL EXAMINATIONS <i>Commencement Date Dec. 18</i> |

Spring Semester 1982

| | |
|-----------------|--|
| 7-8 January | Orientation for New Students |
| 11-12 January | Spring Semester Workshop |
| 13-14 January | REGISTRATION |
| 18 January | Classes Begin |
| 26 January | Last Day to Add Classes |
| 2 February | 12th Class Day |
| 18-19 February | TJCTA Convention |
| 1 March | Last Day to Apply for Spring Graduation |
| 1 March | Last Day to Order & Measure Graduation Regalia |
| 8-12 March | Spring Holidays |
| 15 April | Last Day to Drop Classes |
| 9-12 April | Easter Holidays |
| 7 May | End of Classes |
| 10-11-12-13 May | FINAL EXAMINATIONS |
| 20 May | COMMENCEMENT <i>Date</i> |

Summer Term 1982 — First Session

| | |
|-----------------|---|
| 24 May | REGISTRATION |
| 25 May | Classes Begin |
| 31 May | Memorial Day Holiday |
| 1 June | 4th Class Day |
| 15 June | Last Day to Apply for August Graduation |
| 29 June | End of Classes |
| 30 June, 1 July | FINAL EXAMINATIONS |
| 5 July | Independence Day Holiday |

Summer Term 1982 — Second Session

| | |
|--------------|------------------------------|
| 6 July | REGISTRATION |
| 7 July | Classes Begin |
| 13 July | 4th Class Day |
| 22-23 July | Orientation for New Students |
| 10 August | End of Classes |
| 11-12 August | FINAL EXAMINATIONS |

*commencement date
Aug. 13*

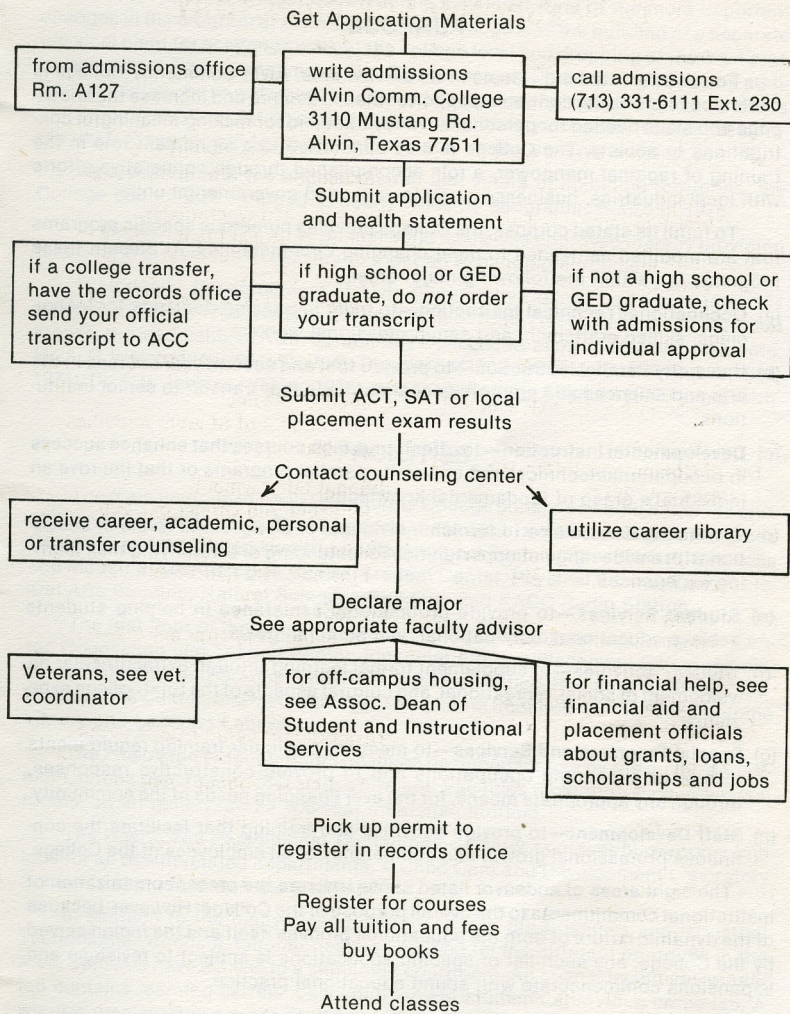
ALVIN COMMUNITY COLLEGE CORRESPONDENCE DIRECTORY

Mailing Address:
3110 Mustang Rd., Alvin, Tex. 77511

Telephone for Information:
(Area Code 713) 331-6111

| | |
|---|--|
| ACC Theatre Box Office ext. 413; 331-0370 | Physical Fitness: Dir. of Athletics & Physical Education ext. 410 or 331-8846 |
| Admissions: Assistant Registrar ext. 230 | Physical Plant Operations: Dir. of Physical Plant ext. 207 |
| Associate Degree Nursing: ADN Director ext. 260 | Public Relations: Administrative Assistant ext. 241 |
| Business Affairs: Director of Fiscal Affairs ext. 225 | Security: Campus Police ext. 300 |
| Cafeteria: Dir. of Food Services ext. 418, 242 | Student Activities: Coordinator of Student Activities ext. 390 |
| Computer Systems: Dir. of Computer & Information Systems ext. 251 | Student Employment: Financial Aid Officer ext. 206 |
| Continuing Education, Short Courses: Dir. of Continuing Education & Evening Programs ext. 208 | Student Financial Aid: Financial Aid Officer ext. 206 |
| Employment by College: Personnel Director ext. 349 | Student Records: Assistant Registrar ext. 230 |
| Evening School Dir. of Continuing Education & Evening Programs ext. 208 | Testing: Counseling Center ext. 235 |
| Graduation: Graduation Advisor ext. 231 | Texas Department of Corrections: Assoc. Dean of Occupational/ Technical Programs ext. 266 |
| Guidance & Counseling: Dir. of Student Services ext. 235 | Veterans Benefits: Assistant Registrar ext. 230 |
| Humanities, Mathematics & Science Associate Dean of University Parallel Programs ext. 267 | Vocational/Technical Programs: Associate Dean of Occupational/ Technical Programs ext. 266 |
| KACC Radio Station: Radio Station Manager ext. 379 | |

HOW TO ENROLL IN ALVIN COMMUNITY COLLEGE



GENERAL INFORMATION

PURPOSE

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

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

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

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

HISTORY

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

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12,

1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Community College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The College program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus 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 3,106 (1980). 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

The main campus of Alvin Community College consists of nine buildings situated on 162 acres in Alvin, Texas. Among these facilities are: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, and KACC Radio Station.

The first floor of the Learning Resources Center contains the Computer Center, Counseling and Testing Center, Financial Aid and Placement Office, Admissions, Veterans, and Graduation Office, Business Office, Registrar's Office, Communications Center, and Media Center. The second floor houses the 35,000 volume Library and Learning Laboratory.

The Fine Arts Center contains facilities designed for use by the music department, drama department, and art department. Facilities include studios, rehearsal rooms, an art gallery, and a 400-seat theater/auditorium.

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

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

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

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

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

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

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

There is parking space on campus for approximately one thousand vehicles.

Classes in continuing education are also taught at various locations throughout the surrounding communities as the need arises, and the Texas Junior College Athletic Conference.

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, the National Junior College Athletic Association, and the Texas Junior College Athletic Conference.







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 Admissions Office 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 during the Spring or Fall semesters and six or more credits during a summer session.

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

ACADEMIC PROBATION

Any student who fails to maintain at least a 2.0 cumulative grade point average will be placed on academic probation until 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.

Students on financial or Veterans aid programs should obtain a copy of the satisfactory progress requirement necessary for continuance in those programs.

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

Any complaints of an alleged violation should be 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.

Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Information concerning any such conditions or inquiries concerning any practices as they relate to Section 504 should be directed to the Associate Dean of Student & Instructional 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
- National League for Nursing Achievement
- Certified Public Secretary
- Locally constructed departmental tests

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

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

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

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

1981-82 ACT Test Dates

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

Registration deadlines and test dates are as follows:

| Test Date | Registration Deadline |
|-------------------|-----------------------|
| October 17, 1981 | September 18 |
| December 12, 1981 | November 13 |
| February 20, 1982 | January 22 |
| April 3, 1982 | March 5 |
| June 12, 1982 | May 14 |

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. The Admissions Office has additional information.

TRANSFER CREDIT

It is the student's responsibility to furnish the Admissions Office with official college transcripts and test scores and to any other area on campus that requires the same.

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

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

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

For additional information regarding transfer of credits see CORE CURRICULA, General Provisions, page 24, this bulletin. See the Graduation Advisor or the Admissions Advisor who are responsible for the evaluation of transfer credits.

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. It is the student's responsibility to make

arrangements for completion of the course work. If the course work is not completed by the end of the following semester, the earned grade (A, B, C, D, or F) will be reported by the instructor. Any "I" not changed by the instructor at the end of the following semester will automatically be changed to an "F."

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 "Directory 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 present his/her request to the Associate Dean of Students. 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 before the end of the following semester.

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 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)

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 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 with the Graduation Advisor. 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 if a spring graduate.
- ✓ 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.
- ✓5. Have filed an application for graduation in the Office of the Graduation Advisor. 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 if a Spring graduate.
- ✓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 with the Graduation Advisor. 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 if a spring graduate.
- ✓8. Under extraordinary circumstances any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction, Student and Community Services.

✗ ask about

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.

DEFINITIONS OF ACADEMIC TERMS

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

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

Admission: Acceptance of a student for enrollment.

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

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

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

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

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

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

Faculty: The instructional staff of the College.

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

Matriculation: Enrollment in the College.

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

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

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

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

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

CORE CURRICULA

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.

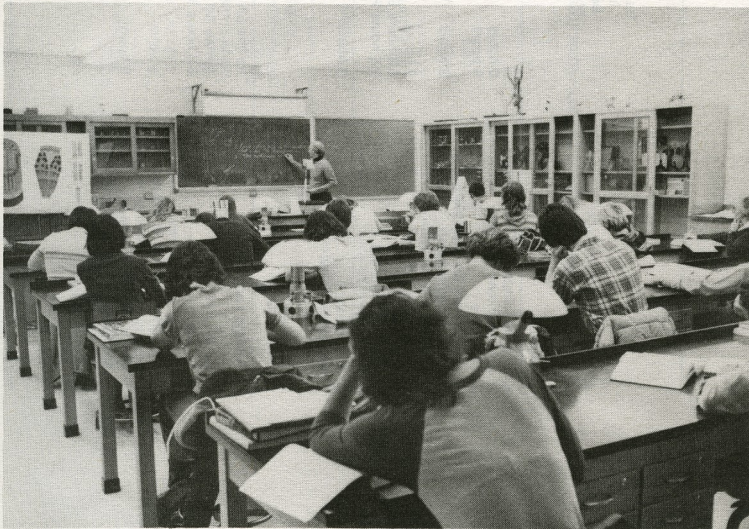
2. Each Texas public senior college or university shall accept credits earned by any student transferring from an accredited Texas public junior college, provided such credits are within the core curricula of the student's declared major field. The senior college or university shall grant the student 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 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.



CORE CURRICULA (State Coordinating Board)

CORE CURRICULA

| Subject | Major Field I Bachelor of Arts Degree in Arts and Sciences Bachelor of Science in Mathematics & Natural sciences | Major Field II Bachelors Degree in Business Admin- istration (incl. Accounting) | Major Field III Bachelor Degree in Engineering |
|---|---|--|---|
| a. English Language Proficiency (i.e., freshman English) | 6 hours | 6 hours | 9 hours |
| b. Literature | 6 hours | 6 hours | |
| c. Government (to meet state statute requirement) | 6 hours | 6 hours | 6 hours |
| d. History (to meet state statute requirement) | 6 hours | 6 hours | 6 hours |
| e. Natural Science A | 6-8 hours | 6-8 hours | 8 hours Chemistry |
| f. Natural Science B | 6-8 hours | Physical Science | hours 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 |

| Subject | Major Field IV Law Enforcement | Major Field V Art | Major Field VI Agriculture |
|-------------------------------------|---|---|--|
| a. English Language Proficiency | 9-12 hours | 6-12 hours | 9 hours |
| b. English Literature | | | 3 hours |
| c. Government | 6 hours | 6 hours | 6 hours |
| d. History | 6 hours | 6 hours | 6 hours |
| e. Science and/or Foreign Language | 8 hours | 6-8 hours | 12-16 hours |
| | | 6-8 hours | 6-8 Chem. 6-8 Biol. |
| f. Mathematics | | 6 hours | 6 hours |
| g. Humanities and other Electives | 8-15 hours | | |
| h. Humanities and/or Social Science | | 6 hours | |
| i. Special Courses | Law Enforcement 21 hours Total not to exceed 66 hours | Art History I, II, or Art Apprec. 6 hours Drawing I-II 6 hours Design I-II 6 hours Drawing III Design III Painting I Sculpture I 6-12 hours | Agriculture 9 hours Additional elective hours may be taken to give a total of 66 hours |

*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.



**STUDENT SERVICES,
POLICIES and REGULATIONS**

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 Admissions Office for approval.
 - b. A student who is within one semester of graduating from an accredited high school may, upon recommendation of the high school principal and individual approval of the Admissions Office 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

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

1. If the student is *working for a certificate or a degree*, find the proper mode of admission below for additional requirements.
 - a. Former student — No additional requirements, if attended since 1971.
 - b. Transfer student —
 - (1) Official transcripts from all previous colleges.
 - (2) ACT or SAT scores or a local placement exam, if English and math are not transferred.
 - (3) If the student is on academic probation or suspension from another school, he/she must gain approval from the Dean of Instruction, Student and Community Services (or his designated representative) for admission to the College. Such approval will be conditional.
 - c. High school or GED graduate — ACT or SAT scores or a local placement exam.
 - d. Student without high school equivalency —
 - (1) Receive individual approval from Admissions Office after providing sufficient evidence that he/she can benefit from college work.
 - (2) ACT or SAT scores or a local placement exam.
2. If the student is *not working for a certificate or a degree*, he/she must notify the Admissions Office. Additional requirements below:
 - a. Former or transfer student, high school or GED graduate — no additional requirements.
 - b. Student without high school equivalency —
 - (1) Receive individual approval from Admissions Office after providing sufficient evidence that he/she can benefit from college work.

- (2) Current high school students must have an approval letter about concurrent enrollment sent from his/her high school principal.
- c. College transient student — Sign a statement that he/she is in good standing at last college attended.
- d. Student with concurrent enrollment needs approval letter from other college.

PLACEMENT TEST

All new students who are working for a degree or certificate and do not transfer college English and math 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 Center 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 times for this exam.

FULL AND PROVISIONAL ACCEPTANCE

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

INTERNATIONAL STUDENTS

Students from other countries attending Alvin Community College shall be termed "International" students, if they are a person who is a citizen of a country other than the United States who has a visa for educational purposes with an intent to return to his home upon completion of his educational program.

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

Before any action can be taken on their applications, international students who wish to become degree-seeking students at Alvin Community College must complete and file the following with the International Student Advisor 30 Days prior to the beginning of the semester or summer session in which they are intending to begin their studies.

1. A completed application form.
2. Health form (physicians examination).
3. Official transcripts for at least the last four years of secondary school study and any university-level or other post-secondary school work that has been completed or attempted. All these records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English transcriptions.

4. An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum score of 500 or above.
5. Affidavit of Support.
6. Educational Background letter from foreign student advisor of the previous school attended (this applies to students already enrolled in a school in the United States).
7. A deposit of \$500 in the Alvin Community College Business Office.

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

ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered 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 on the day of registration, and are Texas residents for at least one year.
2. Out of District — Students whose homes are not in the Alvin Community College District but who are residents of Texas for at least one year.
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 located immediately adjacent to Texas boundary lines shall be charged the resident tuition by that junior college.

RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

The responsibility of registering under the proper residence classification is that of the student, and if there is any question of his/her right to classification as a resident of Texas, it is his/her obligation, prior to 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 by May 1 for summer assistance and June 16 for the nine-month academic period.

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

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

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

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

| SEM HRS | TUITION & MATRICULATION | | | STUDENT SERVICE | BUILDING USE FEE* | RI | RO | NR | IS | TOTAL CHARGES | | |
|------------|-------------------------|----------|----------|--------------------|----------------------|----------|----------|----------|----------|---------------|----------|----------|
| | RI | RO | NR | | | | | | | RI | RO | NR |
| 1-3 | \$25.00 | \$ 25.00 | \$ 51.00 | \$10.00 | \$ 7.50 | \$ 35.00 | \$ 42.50 | \$ 68.50 | ** | \$ 42.50 | \$ 68.50 | ** |
| 4 | 25.00 | 25.00 | 68.00 | 10.00 | 15.00 | 35.00 | 50.00 | 93.00 | \$185.00 | 50.00 | 93.00 | \$185.00 |
| 5 | 25.00 | 25.00 | 85.00 | 10.00 | 15.00 | 35.00 | 50.00 | 110.00 | 225.00 | 50.00 | 110.00 | 225.00 |
| 6 | 31.00 | 43.00 | 102.00 | 10.00 | 15.00 | 41.00 | 68.00 | 127.00 | 265.00 | 68.00 | 127.00 | 265.00 |
| 7 | 35.00 | 49.00 | 119.00 | 10.00 | 15.00 | 45.00 | 74.00 | 144.00 | 305.00 | 74.00 | 144.00 | 305.00 |
| 8 | 40.00 | 56.00 | 136.00 | 10.00 | 15.00 | 50.00 | 81.00 | 161.00 | 345.00 | 81.00 | 161.00 | 345.00 |
| 9 | 45.00 | 61.00 | 153.00 | 10.00 | 20.00 | 55.00 | 91.00 | 183.00 | 390.00 | 91.00 | 183.00 | 390.00 |
| 10 | 50.00 | 65.00 | 170.00 | 10.00 | 20.00 | 60.00 | 95.00 | 200.00 | 430.00 | 95.00 | 200.00 | 430.00 |
| 11 | 54.00 | 69.00 | 187.00 | 10.00 | 20.00 | 64.00 | 99.00 | 217.00 | 470.00 | 99.00 | 217.00 | 470.00 |
| 12 | 58.00 | 73.00 | 200.00 | 10.00 | 20.00 | 68.00 | 103.00 | 230.00 | 510.00 | 103.00 | 230.00 | 510.00 |
| 13 | 62.00 | 77.00 | 200.00 | 10.00 | 20.00 | 72.00 | 107.00 | 230.00 | 550.00 | 107.00 | 230.00 | 550.00 |
| 14 | 66.00 | 81.00 | 200.00 | 10.00 | 20.00 | 76.00 | 111.00 | 230.00 | 590.00 | 111.00 | 230.00 | 590.00 |
| 15 | 70.00 | 85.00 | 200.00 | 10.00 | 20.00 | 80.00 | 115.00 | 230.00 | 630.00 | 115.00 | 230.00 | 630.00 |
| 16 | 74.00 | 89.00 | 200.00 | 10.00 | 20.00 | 84.00 | 119.00 | 230.00 | 670.00 | 119.00 | 230.00 | 670.00 |
| 17 | 78.00 | 93.00 | 200.00 | 10.00 | 20.00 | 88.00 | 123.00 | 230.00 | 710.00 | 123.00 | 230.00 | 710.00 |
| 18 | 82.00 | 97.00 | 200.00 | 10.00 | 20.00 | 92.00 | 127.00 | 230.00 | 750.00 | 127.00 | 230.00 | 750.00 |
| 19 | 86.00 | 101.00 | 200.00 | 10.00 | 20.00 | 96.00 | 131.00 | 230.00 | 790.00 | 131.00 | 230.00 | 790.00 |
| 20 | 90.00 | 105.00 | 200.00 | 10.00 | 20.00 | 100.00 | 135.00 | 230.00 | 830.00 | 135.00 | 230.00 | 830.00 |

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

**ALVIN COMMUNITY COLLEGE
TUITION AND MATRICULATION FEE SCHEDULE
Fall and Spring Semesters**

| SEM HOURS | In-District | | Out-of-District | | TOTAL | NR | IS |
|-----------|-------------|-----------|-----------------|-----------|----------|----------|----------|
| | TUITION | MAT. FEES | TUITION | MAT. FEES | | | |
| 3 | \$25.00 | \$.00 | \$25.00 | \$.00 | \$ 25.00 | \$ 51.00 | \$120.00 |
| 4 | 25.00 | .00 | 25.00 | .00 | 25.00 | 68.00 | 160.00 |
| 5 | 25.00 | .00 | 25.00 | .00 | 25.00 | 85.00 | 200.00 |
| 6 | 25.00 | 6.00 | 31.00 | 18.00 | 49.00 | 102.00 | 240.00 |
| 7 | 28.00 | 7.00 | 35.00 | 21.00 | 56.00 | 119.00 | 280.00 |
| 8 | 32.00 | 8.00 | 40.00 | 24.00 | 64.00 | 136.00 | 320.00 |
| 9 | 36.00 | 9.00 | 45.00 | 25.00 | 70.00 | 153.00 | 360.00 |
| 10 | 40.00 | 10.00 | 50.00 | 25.00 | 75.00 | 170.00 | 400.00 |
| 11 | 44.00 | 10.00 | 54.00 | 25.00 | 79.00 | 187.00 | 440.00 |
| 12 | 48.00 | 10.00 | 58.00 | 25.00 | 83.00 | 200.00 | 480.00 |
| 13 | 52.00 | 10.00 | 62.00 | 25.00 | 87.00 | 200.00 | 520.00 |
| 14 | 56.00 | 10.00 | 66.00 | 25.00 | 91.00 | 200.00 | 560.00 |
| 15 | 60.00 | 10.00 | 70.00 | 25.00 | 95.00 | 200.00 | 600.00 |
| 16 | 64.00 | 10.00 | 74.00 | 25.00 | 99.00 | 200.00 | 640.00 |
| 17 | 68.00 | 10.00 | 78.00 | 25.00 | 103.00 | 200.00 | 680.00 |
| 18 | 72.00 | 10.00 | 82.00 | 25.00 | 107.00 | 200.00 | 720.00 |
| 19 | 76.00 | 10.00 | 86.00 | 25.00 | 111.00 | 200.00 | 760.00 |
| 20 | 80.00 | 10.00 | 90.00 | 25.00 | 115.00 | 200.00 | 800.00 |

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

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

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

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

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

* Does not apply to Resident/In-District Students

SPECIAL FEES

| | |
|--|---------|
| Student Service Fee — 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: | \$ 3.00 |
| | \$ 9.00 |
| Credit by Examination | |
| Per semester hour | \$ 4.00 |
| Graduation Fee | |
| *Cap and Gown | \$ 9.00 |
| Diploma | 6.00 |
| Lab Fees | |
| (Art, Biology, Business Machines, Chemistry, Computer Science, Crafts, Drafting, Electronics, Foreign Language, Medical Laboratory Technology, Nursing, Physics, Shorthand, Typing), etc. Air Conditioning & Refrigeration, Welding and Automotive Mechanics | \$ 8.00 |
| | \$15.00 |
| Physical Education Fee (per semester) | |
| Towel & Locker Use Fee | \$ 6.00 |
| Bowling Fee | \$15.00 |
| Golf Fee | \$15.00 |
| Scuba Diving Fee | \$50.00 |
| Water Safety Instruction Fee | \$15.00 |
| Returned Check Fee | \$ 5.00 |
| Late Registration Fee | \$10.00 |
| TNSA Membership Fee | \$11.00 |
| State Board Examination Fee (ADN) | \$30.00 |
| Malpractice Insurance Fee (Annual) | \$10.90 |
| 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 POLICY

Total Withdrawal

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

1. A student must OFFICIALLY WITHDRAW from classes in the Records Office in order to receive a refund.
2. If a student withdraws prior to beginning of classes, a 100% refund, less a \$10.00 service charge, will be made.
3. If a student withdraws from the college during the first ten days, (first four days in the Summer terms) the refund is 70%. No service charge is assessed.
4. The late registration fee of \$10.00 is not refundable under any circumstances.
5. If a student's tuition and fees are met through financial aid, the student is not eligible for a cash refund.

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 Business Office.

Schedule Changes

1. Schedule changes are normally assessed a \$3.00 charge per line on the Add/Drop form with a \$9.00 limit. This fee will be waived if the change is due to administrative or instructor request.
2. If the net result of the schedule change is the ADDITION of tuition and/or fees, the student pays the net difference at the Business Office.
3. If there is no change in credit hours and/or labs, the only charge assessed is the \$3.00 per line fee.
4. If there is reduction of credit hours and/or fees the refund will be determined as 70% of the difference between the students new and original total fee amounts, except that late registration fees and student service fees are not refundable.

Changes become official only after payment is received.

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.

The Counseling center provides assistance to students who have a physical handicap or disability. Services can be provided to help meet their special needs. Contact the counseling center if you wish to share your concerns.

LIBRARY

The Library is located adjacent to the Learning Laboratory on the second floor of Building A. It houses 35,000 books and bound periodicals, 218 current periodical

subscriptions, 862 reels of microfilm, 1835 microfiche, 2541 titles of other audio-visual materials, and 1734 other titles of various kinds of media. All materials are available for use by students, faculty, administrators, and residents of the community. Seven librarians, and several student assistants are available to provide service for 69.5 hours from Monday through Saturday noon each week.

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.

DEVELOPMENTAL STUDIES

A program in developmental studies is available upon request to Associate Dean of Student and Instructional Services.

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 7:30 a.m. until 5:30 p.m. Monday through Friday and from 6:00 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 approved for GI Bill Educational Training. Prospective veterans and dependents should contact the VA Regional Office in Houston or the campus Veterans Affairs Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of satisfactory progress. Full text of *Policies Governing Satisfactory Progress* is being added to the Administrative Procedures Manual. Copies are available in the Assistant Registrar's Office.

TEXAS REHABILITATION COMMISSION

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

FINANCIAL AID

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

Financial aid is awarded in the form of scholarships, grants, loans, and jobs. 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**. Student consumer information is available through this office.

Most aid is assigned according to financial need, academic grades, and academic load. The amount of support which may be expected from the income, assets, and all other resources of the family and the student is considered in determining the student's financial need. All students who apply for aid in which financial need is a qualification, are required to (1) complete the necessary requirements for admission to the College; (2) complete the College's application for financial aid; and (3) file 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. **It is important for a student to apply in person.**

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.

Student financial aid is awarded in the order of need to students who meet priority deadlines. In order to receive priority consideration a student's need analysis report (the results of the Financial Aid Form) must be received in the office before May 1st for summer assistance and June 16th for the nine month academic period. Applications and reports received after those dates will be awarded on a first come first serve basis as long as funds are available. Students should apply in February or as soon as family income information is available after the first of the calendar year.

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 the Financial Aid Form which includes a confidential income statement of the student's family. Every student should submit an application for this program. A print-out identifying the student's eligibility is returned to the student and he/she submits it to the Student Financial Aid Office.

Short-Term Loans

Alvin Community College has limited funds to provide immediate assistance for tuition and fees. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Community College and 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.

Federally Insured Student Loans

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 local lending agencies (banks, credit unions, or savings and loan associations) participate in the program.

Hinson-Hazlewood College Student Loan Program

Loans are available for students who are residents of Texas, who qualify on the basis of financial need, having met all other requirements.

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.

Law Enforcement Education Program (LEEP)*

Grants are available to pay tuition and fees, 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 Assistant Registrar for exemption prior to registration.

Athletic Grants-in-Aid

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

Music Grants-in-Aid

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

Institutional Departmental Scholarships

Scholarships are offered to qualified students majoring in the disciplines listed: Accounting, Air Conditioning, Art, Business, Computer Science, Court Reporting, Cooperative Education, Drama (Paul Lawson Scholarship), Economics, Electronics, Mathematics, Medical Laboratory Technology, Mid-Management, Music, Nursing, and Speech & Drama. Students interested in making inquiries concerning these scholarships should contact the chairperson of the respective department.

Other Scholarships

The following scholarships are coordinated by Alvin Community College and awarded each year: A.C.C. Czech Club Scholarship (second year student), ACC Association of Education Office Personnel Scholarship, A.C.C. Fashion Group Scholarship, A.C.C. Teachers' Association Scholarship (second year student), Alvin Educational Secretaries and Paraprofessionals Association Scholarship (second year student), and Alvin Insurance Agencies Scholarship (A.C.C. graduate).

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

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.

*Pending continuation of federal grant.

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.

PHYSICAL FITNESS CENTER

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

Operating Hours are:

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

11:00 a.m. to 7:00 p.m. (Weekends)

For membership information call: 331-8846

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. Student activities, which are open to all students, include movies, speakers, dances, intramurals, workshops, concerts, programs, and various club activities. The activities calendar is maintained by the office of the Student Activities Coordinator. Campus events are listed in the weekly newsletter, "This Week at ACC".

STUDENT HANDBOOK

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

COLLEGE STORE

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 7-16, 1981

Spring Semester — May 10-14, 1982

Summer Session II — August 9-13, 1982

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



ACADEMIC PROGRAMS

ASSOCIATE IN ARTS DEGREE

GENERAL LIBERAL ARTS PROGRAM

CURRICULUM OFFERINGS

The curriculum will include the general education program...
 Each student is urged to acquire...
 The curriculum is designed to provide...
 The following offerings are available...

| Course Title | Credits |
|--------------|---------|
| ENGL 101 | 3 |
| ENGL 102 | 3 |
| ENGL 103 | 3 |
| ENGL 104 | 3 |
| ENGL 105 | 3 |
| ENGL 106 | 3 |
| ENGL 107 | 3 |
| ENGL 108 | 3 |
| ENGL 109 | 3 |
| ENGL 110 | 3 |
| ENGL 111 | 3 |
| ENGL 112 | 3 |
| ENGL 113 | 3 |
| ENGL 114 | 3 |
| ENGL 115 | 3 |
| ENGL 116 | 3 |
| ENGL 117 | 3 |
| ENGL 118 | 3 |
| ENGL 119 | 3 |
| ENGL 120 | 3 |
| ENGL 121 | 3 |
| ENGL 122 | 3 |
| ENGL 123 | 3 |
| ENGL 124 | 3 |
| ENGL 125 | 3 |
| ENGL 126 | 3 |
| ENGL 127 | 3 |
| ENGL 128 | 3 |
| ENGL 129 | 3 |
| ENGL 130 | 3 |
| ENGL 131 | 3 |
| ENGL 132 | 3 |
| ENGL 133 | 3 |
| ENGL 134 | 3 |
| ENGL 135 | 3 |
| ENGL 136 | 3 |
| ENGL 137 | 3 |
| ENGL 138 | 3 |
| ENGL 139 | 3 |
| ENGL 140 | 3 |
| ENGL 141 | 3 |
| ENGL 142 | 3 |
| ENGL 143 | 3 |
| ENGL 144 | 3 |
| ENGL 145 | 3 |
| ENGL 146 | 3 |
| ENGL 147 | 3 |
| ENGL 148 | 3 |
| ENGL 149 | 3 |
| ENGL 150 | 3 |

ACADEMIC PROGRAMS

Alvin Community College offers a variety of academic programs. The following degree, 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:

| | |
|------------------|--------------------|
| Communications | Library Science |
| Economics | Music |
| 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 | | | |
| or | | | | |
| MATH 160 | Foundations of Mathematics | 3 | 0 | 3 |
| | *Elective | 3 | 0 | 3 |
| ✓ | **Foreign Language or Elective | 3 | 0-2 | 3-4 |
| ✓ PHED | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | | 15 | 0-5 | 16-17 |

Second Semester

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

Third Semester

| | | | | |
|------------------------------|---|-------|-------|-------|
| ✓ ENGL 211 or ENGL 221 | Survey of Literature I | 3 | 0 | 3 |
| ✓ GOVT 211 | Physics 111, or Chem 111, or Biol 111, or Geol 111 American National and State Governments I | 3 | 3 | 4 |
| | *Electives | 3 | 0 | 3 |
| | | 6 | 0 | 6 |
| | | <hr/> | <hr/> | <hr/> |
| | | 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, or Geol 112 American National and State Governments II | 3 | 3 | 4 |
| | *Electives | 3 | 0 | 3 |
| | | 6 | 0 | 6 |
| | | <hr/> | <hr/> | <hr/> |
| | | 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 with advisor approval.
**Recommended elective depending on the transfer requirements of the college the student will be attending.

ART

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.

ART

Associate in Arts Degree Program

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

| | | | | |
|----------|---------------------------|-------|-------|-------|
| ARTS 221 | Design III | 0 | 6 | 3 |
| or | | | | |
| ARTS 241 | Intro to Portrait Paining | 0 | 6 | 3 |
| | *Elective | 3 | 0 | 3 |
| | | <hr/> | <hr/> | <hr/> |
| | | 9 | 12 | 15 |

Total Minimum Credits Required
for Arts Degree 62

*Electives should be chosen to coincide with senior requirements.

COMMUNICATIONS

Degree: Associate in Applied Arts (A.A.A.)

Length: Four Semester (two-year) program

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

Program Requirements: This curriculum includes 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. Students planning to begin employment upon completion of their program should give special consideration to their specific area of interest in the field of communications when selecting electives.

COMMUNICATIONS

Associate in Applied Arts Degree

Radio Broadcasting

| Course Number | Course Title | Lecture | 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 |
| ✓ PHED ✓ | Physical Education | 0 | 3 | 1 |
| SECT 121 | Typewriting I | 2 | 3 | 3 |
| ✓ COMM 105 | Introduction to Mass Communications | 3 | 0 | 3 |
| | | <hr/> | <hr/> | <hr/> |
| | | 14 | 6 | 16 |
| 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 |
| ✓ PHED ✓ | Physical Education | 0 | 3 | 1 |
| ✓ COMM 110 ✓ | Survey of Radio & TV | 3 | 0 | 3 |
| ✓ COMM 115 ✓ | Writing for Mass Media | 3 | 0 | 3 |
| | | <hr/> | <hr/> | <hr/> |
| | | 15 | 3 | 16 |

Third Semester

| | | | | |
|--------------|-----------------------------------|-----------|------------|--------------|
| ✓ ENGL 211 | Survey of Literature I | 3 | 0 | 3 |
| ✓ GOVT 211 ✓ | American National & State Govt. I | 3 | 0 | 3 |
| ✓ COMM 210 | Radio News Workshop | 1 | 4 | 3 |
| ✓ COMM 220 | Independent Study | 3 | 0 | 3 |
| or | | | | |
| COOP 211 | Seminar & Work Experience | | | |
| ← | Elective ✓ | 3 | 0-2 | 3-4 |
| | | <u>13</u> | <u>4-6</u> | <u>15-16</u> |

Fourth Semester

| | | | | |
|--------------|------------------------------------|-----------|------------|--------------|
| ✓ ENGL 212 ✓ | Survey of Literature II | 3 | 0 | 3 |
| ✓ GOVT 212 ✓ | American National & State Govt. II | 3 | 0 | 3 |
| ✓ COMM 211 | Radio Production | 1 | 4 | 3 |
| ✓ COMM 221 | Independent Study | 3 | 0 | 3 |
| or | | | | |
| COOP 212 | Seminar & Work Experience | | | |
| ← | Elective ✓ | 3 | 0-2 | 3-4 |
| | | <u>13</u> | <u>4-6</u> | <u>15-16</u> |

Total Minimum Credit Requirement
for Communications Major Degree 65

62-64

COMMUNICATIONS

Associate in Applied Arts Degree ✓

Sound Reinforcement & Recording

| Course Number | Course Title | Lecture | 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 |
| PHED | Physical Education | 0 | 3 | 1 |
| COMM 105 | Introduction to Mass Communications | 3 | 0 | 3 |
| MUSC 110 | Introduction to Music | 3 | 0 | 3 |
| | | <u>15</u> | <u>3</u> | <u>16</u> |
| 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 |
| PHED | Physical Education | 0 | 3 | 1 |
| ELEC 110 | Introduction to Electronic Technology | 3 | 0 | 3 |

| | | | | |
|----------|---|-----------|-----------|-----------|
| ELEC 115 | Introduction to Electronics Technology Lab | 0 | 3 | 1 |
| COMM 211 | Radio Production | 1 | 4 | 3 |
| | | <u>13</u> | <u>10</u> | <u>17</u> |

Third Semester

| | | | | |
|----------|---|-----------|------------|--------------|
| ENGL 211 | Survey of Literature I | 3 | 0 | 3 |
| GOVT 211 | American National & State Government I | 3 | 0 | 3 |
| COMM 111 | Basic Recording Techniques | 1 | 2 | 3 |
| COMM 220 | Independent Study | 3 | 0 | 3 |
| or | | | | |
| COOP 211 | Seminar & Work Experience | 3 | 0-2 | 3-4 |
| ← | Elective | <u>13</u> | <u>2-4</u> | <u>15-16</u> |

Fourth Semester

| | | | | |
|----------|--|-----------|------------|--------------|
| ENGL 212 | Survey of Literature II | 3 | 0 | 3 |
| GOVT 212 | American National & State Government II | 3 | 0 | 3 |
| COMM 112 | Advanced Recording Techniques | 1 | 2 | 3 |
| COMM 221 | Independent Study | 3 | 0 | 3 |
| or | | | | |
| COOP 211 | Seminar & Work Experience | 3 | 0-2 | 3-4 |
| ← | Elective | <u>13</u> | <u>2-4</u> | <u>15-16</u> |

Total Minimum Credit Requirement
for Communications Major Degree 63 - 65

DRAMA

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.

DRAMA ✓

Associate in Arts Degree Program

| Course Number | Course Title | Lecture | Lab Hours | Course Credits |
|--|---|-----------|-----------|------------------------|
| First Semester | | | | |
| ENGL 121 | Composition and Rhetoric I | 3 | 0 | 3 |
| HIST 141 | The U.S. to 1877 | 3 | 0 | 3 |
| DRAM 111 | Rehearsal and Performance | 0 | 2 | <u>2</u> |
| DRAM 145 | Movement & Dance for the Performing Arts | 1 | 3 | 3 |
| DRAM 130 | Introduction to Theatre Arts | 3 | 0 | 3 |
| SPCH 110 | Fundamentals of Speech or Elective | 3 | 0 | 3 |
| | | <u>13</u> | <u>5</u> | <u>16</u> <u>17</u> |
| Second Semester | | | | |
| ENGL 122 | Composition and Rhetoric II | 3 | 0 | 3 |
| HIST 142 | The U.S. since 1877 | 3 | 0 | 3 |
| DRAM 112 | Rehearsal and Performance | 0 | 2 | <u>2</u> |
| DRAM 140 | Introduction to Acting | 2 | 2 | 3 |
| DRAM 150 | Stage Makeup | 2 | 2 | 3 |
| | Elective | 3 | 0 | 3 |
| | | <u>13</u> | <u>6</u> | <u>16</u> <u>17</u> |
| Third Semester | | | | |
| ENGL 211 or ENGL 221 GOVT 211 | Survey of Literature I American National and State Governments I | 3 3 | 0 0 | 3 3 |
| DRAM 211 | Rehearsal and Performance | 0 | 2 | <u>2</u> |
| DRAM 230 | Introduction to Technical Theatre | 2 | 2 | 3 |
| DRAM 240 | Advanced Acting | 2 | 2 | 3 |
| DRAM 260 | Modern Theatre Literature | 3 | 0 | 3 |
| | | <u>13</u> | <u>6</u> | <u>16</u> <u>17</u> |
| Fourth Semester | | | | |
| ENGL 212 or ENGL 222 GOVT 212 | Survey of Literature II American National and State Governments II | 3 3 | 0 0 | 3 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 17 |

Total Minimum Credit Requirement
for Drama Major Degree 64 68

MUSIC

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 | Survey of Literature I | | | |
| or | | | | |
| ENGL 221 | | 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 | Survey of Literature II | | | |
| or | | | | |
| ENGL 222 | | 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 may be substituted.

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 ✓ | Survey of Literature I | | | |
| or | | | | |
| ENGL 221 | | 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 |
| 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 ✓ | Survey of Literature II | | | |
| or | | | | |
| ENGL 222 | | 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 |
| MUSC 225Y | Applied Music-Voice | 1 | 4 | 2 |
| MUSC 132 | Class Piano | 0 | 2 | 1 |
| MUSC 254 | Concert Choir | 0 | 3 | 1 |
| | | — | — | — |
| | | 14 | 11 | 18 |

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

Total Minimum Credits Required for
a Music Major Degree 68

**Physical Education 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 P.E. 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 & Rhetoric I | 3 | 0 | 3 |
| HIST 141 | The U.S. to 1877 | 3 | 0 | 3 |
| MATH 121 | College Algebra | 3 | 0 | 3 |
| PHED 110 | Foundations of Phy. Ed. | 3 | 0 | 3 |
| PHED 130A | Coaching Basketball | 3 | 0 | 3 |
| PHED | Physical Activity | 0 | 3 | 1 |
| | | 15 | 3 | 16 |
| Second Semester | | | | |
| ENGL 122 | Composition & Rhetoric II | 3 | 0 | 3 |
| HIST 142 | The U.S. since 1877 | 3 | 0 | 3 |
| PHED 120 | Personal Health | 3 | 0 | 3 |
| PSYC 120 | General Psychology | 3 | 0 | 3 |
| PHED | Physical Activity | 0 | 3 | 1 |
| PHED 130C | Coaching Football-Track | 3 | 0 | 3 |
| | | 15 | 3 | 16 |
| Third Semester | | | | |
| ENGL 211 | Survey of Literature I | 3 | 0 | 3 |
| BIOL 121 | Human Anatomy & Physiology | 3 | 2 | 4 |
| GOVT 211 | American Government I | 3 | 0 | 3 |
| PHED 210 | First Aid | 3 | 0 | 3 |
| PHED 230 | Athletic Injuries | 3 | 0 | 3 |
| PHED | Physical Activity | 0 | 3 | 1 |
| | | 15 | 3 | 17 |
| Fourth Semester | | | | |
| ENGL 212 | Survey of Literature II | 3 | 0 | 3 |
| BIOL 122 | Human Anatomy & Physiology | 3 | 2 | 4 |
| GOVT 212 | American Government II | 3 | 0 | 3 |
| PHED 220B | Officiating-Basketball, Football | 3 | 0 | 3 |
| PHED | Physical Activity | 0 | 3 | 1 |
| SPCH 110 | Fundamentals of Speech | 3 | 0 | 3 |
| | | 15 | 5 | 17 |

Total Minimum Credits Required for
a Physical Education Major Degree..... 66

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 Program

First Year

| First Semester | | Lecture | Lab | Course |
|------------------------|-----------------------------|---------|-----|--------|
| | | Hours | | |
| | | 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 | | | |
| or | | | | |
| ENGL 221 | | 3 | 0 | 3 |
| BUAD 130 | Business Mathematics | 3 | 0 | 3 |
| AGRI 210 | Farm Management | 3 | 0 | 3 |
| CHEM 111 | Introductory Chemistry I | 3 | 2 | 4 |
| GOVT 211 | American National and State Governments I | 3 | 0 | 3 |
| | | — | — | — |
| | | 15 | 2 | 16 |

Fourth Semester

| | | | | |
|-----------|---|-------|------|-------|
| ENGL 212 | Survey of Literature II | | | |
| or | | | | |
| ENGL 222 | | 3 | 0 | 3 |
| AGRI 220 | Soils and Fertilizers | 2 | 2 | 3 |
| CHEM 112 | Introductory Chemistry II | 3 | 2 | 4 |
| GOVT 212 | American National and State Governments II | 3 | 0 | 3 |
| CO-OP 211 | Cooperative Education | 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 | 0 | 3 | 1 |
| | | — | — | — |
| | | 15 | 10 | 18 |

Second Semester

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

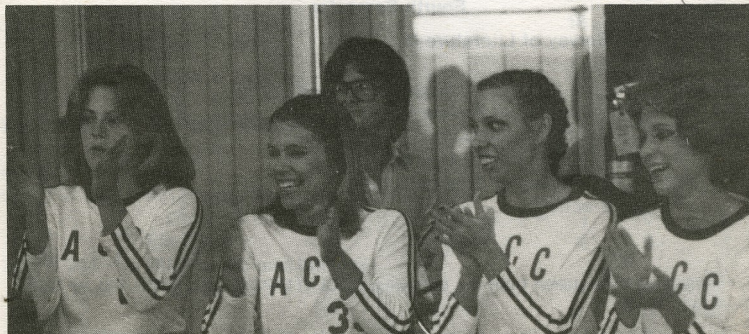
Third Semester

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

Fourth Semester

| | | | | |
|------------|---|----|---|-----|
| BIOL 230 | 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 · | | | |
| or ✓ 230 | | | | |
| ENGL 222 | | 3 | 0 | 3 |
| GOVT 212 ✓ | American National and State Government II · | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 9 | 14 |

Total Minimum Credits Required for Biological Science Degree 63-64



BUSINESS ADMINISTRATION

Associate in Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|-------------------------------|---|------------------|--------------|-------------------|
| First Semester | | | | |
| ✓ENGL 121 ✓ | Composition and Rhetoric I | 3 | 0 | 3 |
| ✓MATH 180 ✓ | Finite Mathematics | 3 | 0 | 3 |
| ✓HIST 141 ✓ | The United States to 1877 | 3 | 0 | 3 |
| ✓ | ✓Phys 111, Chem 111, or Biol 111 | 3 | 2 | 4 |
| ✓ | ✓*Elective | 3 | 0 | 3 |
| ✓PHED ✓ | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | | 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 | 3 | 4 |
| ✓PHED ✓ | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | | 15 | 18 | 18 |
| Third Semester | | | | |
| ✓ENGL 211 ✓ or ENGL 221 | Survey of Literature I | 3 | 0 | 3 |
| ✓ACCT 221 ✓ | Principles of Accounting I | 3 | 1 | 3 |
| ✓GOVT 211 ✓ | American National and State Governments I | 3 | 0 | 3 |
| ✓ECON 111 ✓ | Principles of Economics I | 3 | 0 | 3 |
| ✓BUAD 120 ✓ | Business Law | 3 | 0 | 3 |
| | | — | — | — |
| | | 15 | 1 | 15 |
| Fourth Semester | | | | |
| ✓ENGL 212 ✓ or ENGL 222 | Survey of Literature II | 3 | 0 | 3 |
| ✓ACCT 222 ✓ | Principles of Accounting II | 3 | 1 | 3 |
| ✓GOVT 212 ✓ | American National and State Governments II | 3 | 0 | 3 |
| ✓ECON 112 ✓ | Principles of Economics II | 3 | 0 | 3 |
| ✓ | ✓*Elective | 3 | 0 | 3 |
| | | — | — | — |
| | | 15 | 1 | 15 |

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

Total Minimum Credits Required for a
Business Administration Degree 65

MATHEMATICS ✓

Associate In Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|--|---------------|-----------|----------------|
| First Semester | | | | |
| ENGL 121 ✓ | Composition and Rhetoric I | 3 | 0 | 3 |
| MATH 121 ✓ | College Algebra — | 3 | 0 | 3 |
| MATH 132 ✓ | Plane Trigonometry | 3 | 0 | 3 |
| HIST 141 ✓ | The U.S. to 1877 | 3 | 0 | 3 |
| PHED ✓ | Physical Education | 0 | 3 | 1 |
| | Natural Science with Laboratory | 3 | 2-4 | 4 |
| | | 15 | 5-7 | 17 |
| Second Semester | | | | |
| ENGL 122 ✓ | Composition and Rhetoric II | 3 | 0 | 3 |
| MATH 150 ✓ | Analytic Geometry | 3 | 0 | 3 |
| HIST 142 ✓ | The U.S. since 1877 | 3 | 0 | 3 |
| PHED ✓ | Physical Education | 0 | 3 | 1 |
| | Natural Science with Laboratory | 3 | 2-4 | 4 |
| | *Elective | 3 | 0 | 3 |
| | | 15 | 5-7 | 17 |
| Third Semester | | | | |
| ENGL 211 ✓ | Survey of Literature I | | | |
| or | | | | |
| ENGL 221 ✓ | | 3 | 0 | 3 |
| GOVT 211 ✓ | American National and State Governments I | 3 | 0 | 3 |
| MATH 213 ✓ | Differential and Integral Calculus | 4 | 0 | 4 |
| | *Elective | 6 | 0 | 6 |
| | | 16 | 0 | 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 |
| | Electives | 6 | 0 | 6 |
| MATH 214 ✓ | Differential and Integral Calculus | 4 | 0 | 4 |
| | | — | — | — |
| | *Co-op courses may be selected as satisfaction of elective credit. | 16 | 0 | 16 |

Total Minimum Credits Required for a
Mathematics Degree..... 66

PHYSICAL SCIENCE ✓

Associate In Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|--|---------------|-----------|----------------|
| First Semester | | | | |
| CHEM 121 ✓ | General Chemistry and Analysis | 3 | 4 | 4 |
| ENGL 121 ✓ | Composition and Rhetoric I | 3 | 0 | 3 |
| HIST 141 ✓ | The U.S. To 1877 | 3 | 0 | 3 |
| MATH 121 ✓ | College Algebra | | | |
| or 132 | Plane Trigonometry | 3 | 0 | 3 |
| PHED ✓ | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | | 12 | 7 | 14 |
| Second Semester | | | | |
| CHEM 122 ✓ | General Chemistry and Analysis | 3 | 4 | 4 |
| ENGL 122 ✓ | Composition and Rhetoric II | 3 | 0 | 3 |
| HIST 142 ✓ | The U.S. Since 1877 | 3 | 0 | 3 |
| MATH 132 ✓ | Plane Trigonometry | | | |
| or 150 | Analytic Geometry | 3 | 0 | 3 |
| | *Elective | 3 | 0 | 3 |
| PHED ✓ | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | | 15 | 7 | 17 |
| Third Semester | | | | |
| CHEM 211 | Organic Chemistry I | 3 | 4 | 4 |
| or | | | | |
| PHYS 141, ✓ | Mechanics and Heat | 3 | 0 | 3 |
| 146 ✓ | Mec. and Heat Lab | 0 | 3 | 1 |
| ENGL 211 ✓ | Survey of Lit. I | 3 | 0 | 3 |
| GOVT 211 ✓ | American Nat'l. and State Gov'ts. I | 3 | 0 | 3 |
| BIOL 111 ✓ | General Biology I | 3 | 3 | 4 |
| MATH 213 ✓ | Differential Calculus | 4 | 0 | 4 |
| | | — | — | — |
| | | 16 | 6-7 | 18 |

Fourth Semester

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

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

Total Minimum Credits Required for a Physical Science Degree 70 ✓

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

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.

Fourth Semester

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

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

Total Minimum Credits Required for a Physical Science Degree 70 ✓

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

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

Associate in Applied Science Degree Program

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

| | | | |
|--|----|----|----|
| ACCT 250 X Auditing | 3 | 0 | 3 |
| ECON 112 Principles of Economics II | 3 | 0 | 3 |
| BUAD 120 Business Law | 3 | 0 | 3 |
| **ACCT 212 Accounting Internship or | 0 | 20 | 3 |
| ***Elective | — | — | — |
| | 12 | 20 | 15 |

- *ENGL 121 and 122 may be substituted if a 4-year degree is planned.
- **Two electives such as Introduction to Business, Office Machines, Principles of Real Estate, Personnel Management, Coop courses, etc., may be substituted.
- ***Co-op courses may be selected as satisfaction of elective credit.

Total Minimum Credits Required for
Accounting Major Degree 63

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 Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|--|---------------|-----------|----------------|
| First Semester | | | | |
| ACRH 131 | Air Conditioning Fundamentals I | 3 | 0 | 3 |
| ACRH 133 | Air Conditioning & Electrical Circuits I | 3 | 0 | 3 |
| ACRH 140 | Introduction to Refrigeration | 3 | 3 | 4 |
| MATH 151 | Technical Math I | 3 | 0 | 3 |
| PHYS 133 | Technical Physics I | 3 | 3 | 4 |
| PHED | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | | 15 | 9 | 18 |
| Second Semester | | | | |
| ACRH 132 | Air Conditioning Fundamentals II | 3 | 3 | 4 |
| ACRH 141 | Refrigeration Systems Servicing I | 3 | 3 | 4 |

| | | | | |
|-----------|------------------------|-------|-------|-------|
| ACRH 170 | Domestic Refrigeration | 3 | 1 | 3 |
| *ENGL 111 | Communication Skills I | 3 | 0 | 3 |
| PHED | Physical Education | 0 | 3 | 1 |
| | | <hr/> | <hr/> | <hr/> |
| | | 13 | 10 | 15 |

First Summer Session

| | | | | |
|----------|--|---|---|---|
| ACRH 135 | Air Conditioning and Refrigeration Troubleshooting | 1 | 3 | 2 |
|----------|--|---|---|---|

Third Semester

| | | | | |
|------------|---|-------|-------|-------|
| ✓ ACRH 242 | Refrigeration Systems Servicing II | 2 | 6 | 4 |
| ACRH 250 | Heating and Ventilation | 2 | 6 | 4 |
| *ENGL 112 | Communication Skills II | 3 | 0 | 3 |
| ✓ SOCI III | Principles of Sociology | 3 | 0 | 3 |
| GOVT 211 | American National and State Governments I | 3 | 0 | 3 |
| | | <hr/> | <hr/> | <hr/> |
| | | 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 |
| | | <hr/> | <hr/> | <hr/> |
| | | 11 | 9 | 14 |

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

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



AUTOMOTIVE TECHNOLOGY

Degree: Associate in Applied Science

Length: Four Semester (two-year) Program

Purpose: The Associate in Applied Science Degree Curriculum in Automotive Technology is designed to prepare the student for full-time employment upon graduation in the automotive repair industry.

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

AUTOMOTIVE TECHNOLOGY

Associate in Applied Science

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

Second Semester

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

Third Semester

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

Fourth Semester

| | | | | |
|----------|--|---|---|---|
| AUTO 213 | Automotive Diagnostics | 2 | 4 | 4 |
| AUTO 214 | Automobile Repair Shop Organization and Management | 2 | 0 | 2 |
| AUTO 215 | Automotive Accessory Equipment | 2 | 4 | 4 |

| | | | | |
|----------|---|-----------|----------|-----------|
| BUAD 110 | Introduction to Business | 3 | 0 | 3 |
| | Elective (approved by Department Chairman) | 3 | 0 | 3 |
| | | <u>12</u> | <u>8</u> | <u>16</u> |

Total Credit Requirements
For Automotive Technology Degree 65

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:

A personal interview with the Child Care and Development Department.

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 Program

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

Second Semester

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

Third Semester

| | | | | |
|------------|---------------------------------|----|---|-------------|
| CHCD 200 ✓ | Exceptional Children <u>or</u> | | | |
| CHCD 130 ✓ | Child Care Services | 3 | 0 | 3 <u>or</u> |
| CHCD 210 ✓ | Creative Activities II | 1 | 2 | 2 <u>or</u> |
| CHCD 220 ✓ | Child Nutrition and Health Care | 3 | 0 | 3 ✓ |
| CHCD 240 ✓ | Child Care and Development I | 3 | 2 | 4 ✓ |
| SOCI 122 ✓ | Social Problems | 3 | 0 | 3 |
| | | 13 | 4 | 15 |

Fourth Semester

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

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

Total Credits required for a
 Child Care & Development 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 Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|--|---------------|-----------|----------------|
| First Semester | | | | |
| CSCI 110 ✓ | Intro. to Computer Science or | 3 | 3 | 4 |
| CSCI 112 ✓ | Programming for Eng. and Sci. | | | |
| CSCI 114 ✓ | Computer Programming (BASIC) or | 3 | 3 | 4 |
| **CSCI | Elective | | | |
| ACCT 221 ✓ | Principles of Accounting I | 3 | 1 | 3 |
| *MATH 180 ✓ | Finite Mathematics or | 3 | 0 | 3 |
| MATH 121 ✓ | College Algebra | | | |
| | Elective <i>MATH</i> ✓ | 3 | 0 | 3 |
| | | 15 | 7 | 17 |
| Second Semester | | | | |
| CSCI 120 ✓ | Computer Programming (RPG) | 3 | 3 | 4 |
| CSCI 130 ✓ | Computer Programming (Intro. COBOL) | 3 | 3 | 4 |
| ACCT 222 ✓ | Principles of Accounting II or | 3 | 1 | 3 |
| MMGT 121 ✓ | Mid-Management | | | |
| *MATH 190 ✓ | Analysis or | 3 | 0 | 3 |
| MATH 132 ✓ | Plane Trigonometry | | | |
| | Elective <i>SPCH</i> ✓ | 3 | 0 | 3 |
| | | 15 | 7 | 17 |

Third Semester

| | | | | |
|-------------|---|----|---|----|
| CSCI 210 ✓ | Computer Programming (Adv. FORTRAN) <i>or</i> | 3 | 3 | 4 |
| **CSCI | Elective | | | |
| CSCI 230 | Computer Programming <i>Sub 250</i> (Adv. COBOL) | 3 | 3 | 4 |
| *ENGL 121 ✓ | Composition and Rhetoric I or | 3 | 0 | 3 |
| ENGL 111 | Communications Skills I | | | |
| PHED ✓ | <i>Physical Education</i> | 0 | 2 | 1 |
| ← | Elective <i>HIST</i> | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 8 | 15 |

Fourth Semester

| | | | | |
|-------------|---|----|---|----|
| CSCI 215 ✓ | Digital Computer Fundamentals <i>or</i> | 3 | 3 | 4 |
| **CSCI - | Elective | | | |
| CSCI 240 ✓ | Business System Analysis | 3 | 3 | 4 |
| *ENGL 122 ✓ | Composition and Rhetoric II or | 3 | 0 | 3 |
| ENGL 112 | Communications Skills II | | | |
| PHED ✓ | Physical Education | 0 | 1 | 1 |
| ← | Elective <i>HIST</i> | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 6 | 15 |

CSCI 250

Total Credits Required for a
Computer Science Major Degree 64

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

COMPUTER SYSTEMS TECHNOLOGY ✓

Degree: Associate in Applied Science

Length: Two-Year Program

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

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

COMPUTER SYSTEMS TECHNOLOGY

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|---------------|----------------------------------|---------------|-----------|----------------|
| CSCI 110 | Introduction to Computer Science | 3 | 3 | 4* |

| | | | | |
|----------|---|-------|-------|-------|
| ELEC 120 | D.C. Theory and Circuit Analysis | 3 | 0 | 3 |
| ELEC 125 | D.C. Theory and Circuit Analysis Lab | 0 | 3 | 1 |
| ELEC 140 | Electronics I | 3 | 0 | 3 |
| ELEC 145 | Electronics I Lab | 0 | 3 | 1 |
| MATH 132 | Plane Trigonometry | 3 | 0 | 3 |
| | | <hr/> | <hr/> | <hr/> |
| | | 12 | 9 | 15 |

Second Semester

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

Third Semester

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

Fourth Semester

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

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

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

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

CORRECTIONAL SCIENCE

Degree: Associate in Applied Science.

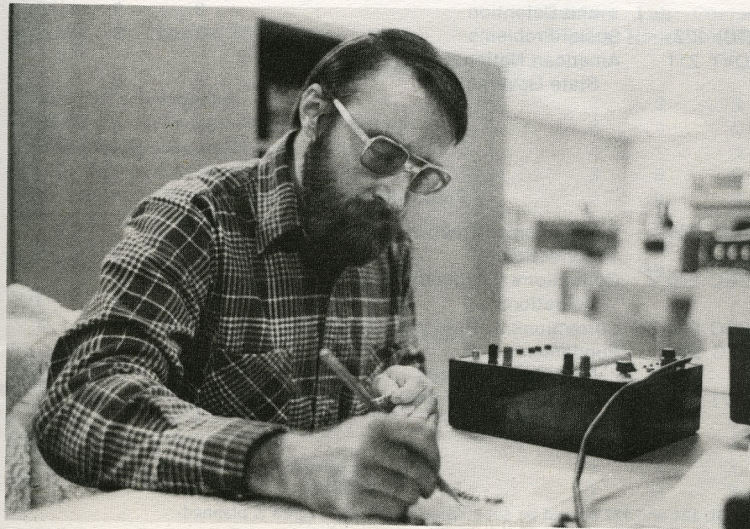
Length: Two-Year Program

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 Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|--|---------------|-----------|----------------|
| First Semester | | | | |
| ← CRSC 110 ✓ | Introduction to Corrections | 3 | 0 | 3 |
| CRSC 120 | Penology | 3 | 0 | 3 |
| *ENGL 111 | Communication Skills <i>I</i> | 3 | 0 | 3 |
| SOCI 111 | Principles of Sociology | 3 | 0 | 3 |
| HIST 141 | The United States to 1877 | 3 | 0 | 3 |
| PHED | Physical Education | 0 | 3 | 1 |
| | | 15 | 3 | 16 |
| Second Semester | | | | |
| *ENGL 112 | Communication Skills <i>II</i> | 3 | 0 | 3 |
| HIST 142 | The United States since 1877 | 3 | 0 | 3 |
| CRSC 130 ✓ | American Legal System | 3 | 0 | 3 |
| CRSC 140 ✓ | Crime and Delinquency | 3 | 0 | 3 |
| PSYC 120 | General Psychology | 3 | 0 | 3 |
| PHED | Physical Education | 0 | 3 | 1 |
| | | 15 | 3 | 16 |
| Third Semester | | | | |
| CRSC 150 ✓ | Introduction to the Criminal Justice System | 3 | 0 | 3 |
| CRSC 210 ✓ | Probation, Pardons, and Parole | 3 | 0 | 3 |
| CRSC 220 ✓ | Institutional Procedures, Jails and Detention | 3 | 0 | 3 |
| SOCI 122 | Social Problems | 3 | 0 | 3 |
| GOVT 211 | American National and State Government <i>I</i> | 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 |
| sub-230 GOVT 212 | American National and State Government <i>II</i> | 3 | 0 | 3 |
| | | 15 | 0 | 15 |

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

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/minute, 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 Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|------------------------------------|---------------|-----------|----------------|
| First Semester | | | | |
| SECT 122 | Typing II | 2 | 3 | 3 |
| CTRP 111 | Machine Shorthand Theory | 6 | 4 | 6 |
| CTRP 121 | Law and Legal Terminology | 4 | 1 | 3 |
| ENGL 111 | Communication Skills I | 3 | 0 | 3 |
| CTRP 141 | Grammar and Punctuation I | 2 | 0 | 2 |
| PHED | Physical Education | 0 | 2 | 1 |
| | | 17 | 10 | 18 |
| Second Semester | | | | |
| SECT 220 | Typing III | 2 | 3 | 3 |
| CTRP 112 | Machine Shorthand I (60-80-100) | 6 | 4 | 6 |
| CTRP 130 | Transcription I | 0 | 5 | 2 |
| CTRP 122 | Medical Terminology | 4 | 1 | 3 |
| ENGL 112 | Communication Skills II | 3 | 0 | 3 |

| | | | | |
|------------|----------------------------|----|----|----|
| CTRP 142 ✓ | Grammar and Punctuation II | 2 | 0 | 2 |
| PHED | Physical Education | 0 | 2 | 1 |
| | | — | — | — |
| | | 17 | 15 | 20 |

Summer Semester

| | | | | |
|------------|--|---|---|----|
| CTRP 120 ✓ | Machine Shorthand II (120-140) | 6 | 4 | 6 |
| CTRP 140 ✓ | Transcription II | 0 | 5 | 2 |
| GOVT 211 | American National & State Government <i>I</i> <i>or elective</i> | 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 |

Total Credits Required for
Court Reporting 80

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

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

DRAFTING TECHNOLOGY

Degree: Associate in Applied Science.

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 Program

| 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 107 ✓ | | | |
| DRFT 106 ✓ | Blueprint Reading II | 2 | 1 | 2 3 |
| DRFT 241 ✓ | Architectural Drafting I ✓ | 2 | 6 | 4 |
| *ENGL 111 ✓ | Communication Skills I | 3 | 0 | 3 |
| MATH 151 ✓ | Technical Math I | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 13 | 16 17 |
| Second Semester | | | | |
| DRFT 130 ✓ | General Drafting ✓ | 2 | 6 | 4 |
| DRFT 120 | Descriptive Geometry ✓ | 2 | 4 | 3 |
| DRFT 251 ✓ | Machine Drafting I ✓ | 2 | 6 | 4 |
| *ENGL 112 ✓ | Communication Skills II | 3 | 0 | 3 |
| MATH 152 | Technical Math II | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 16 | 17 |
| Third Semester | | | | |
| DRFT 221 ✓ | Structural Drafting I ✓ | 2 | 6 | 4 |
| DRFT 211 ✓ | Pipe Drafting I ✓ | 2 | 6 | 4 |
| **DRFT | Elective - Elec 245 ✓ | 2 | 6 | 4 3 |
| GOVT 211 ✓ | American National and State Govt. I | 3 | 0 | 3 |
| *** | Related Elective | | | 3 |
| PHED ✓ | Physical Education ✓ | 0 | 3 | 1 |
| | | — | — | — |
| | | | | 10 15 |

*281 Sp Prob.
265 map Draft*

Fourth Semester

| | | | | |
|----------|---|---|---|-------|
| DRFT 260 | Surveying ✓ | 2 | 3 | 3 |
| SOCI 111 | Principles of Sociology ✓ | 3 | 0 | 3 |
| ***DRFT | Elective <i>DRFT 281 ✓</i> | 2 | 6 | 4 |
| | Free Elective | | | 3 |
| DRFT 270 | Construction Drafting <i>DRFT 282 ✓</i> | 2 | 6 | 4 |
| PHED ✓ | Physical Education ✓ | 0 | 3 | 1 |
| | | — | — | — |
| | | | | 15 18 |

- *ENGL 121 and 122 should be substituted if a 4-year degree is planned.
- **Approval of Department Head.
- ***May be in areas of Drafting, Math, Physics, Computer Science, Electronic Technology, Air Conditioning, Welding or Department approval.

Total Credits Required for a Drafting Technology Major Degree ~~70~~ 64

Selection for Drafting electives:

Deleted

- 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 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. Options in the curriculum allow for designing a program for those desiring transfer to baccalaureate degree granting institutions.

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

ELECTRONIC TECHNOLOGY ✓

Associate in Applied Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|---------------------------------|---|---------------|-----------|----------------|
| First Semester | | | | |
| ELEC 110 | Introduction to Electronic Technology | 3 | 0 | 3 |
| ELEC 115 | Introduction to Electronic Technology <i>Lab</i> | 0 | 3 | 1 |
| ELEC 120 | DC Theory and Circuit Analysis | 3 | 0 | 3 |
| ELEC 125 | DC Theory and Circuit Analysis Lab | 0 | 3 | 1 |
| ELEC 150 | Electronic Problems | 3 | 0 | 3 |
| **ENGL 111 | Communication Skills <i>I</i> | 3 | 0 | 3 |
| PHED | Physical Education | — | — | 1 |
| | | 12 | 6 | 15 |
| Second Semester | | | | |
| ELEC 130 | AC Theory and Circuit Analysis | 3 | 0 | 3 |
| ELEC 135 | AC Theory and Circuit Analysis Lab | 0 | 3 | 1 |
| ELEC 140 | Electronics I | 3 | 0 | 3 |
| ELEC 145 | Electronics I Lab | 0 | 3 | 1 |
| ELEC 160 | Electronic Drafting and Design | 3 | 0 | 3 |
| ELEC 165 | Electronic Drafting and Design Lab | 0 | 3 | 1 |
| **ENGL 112 | Communication Skills <i>II</i> | 3 | 0 | 3 |
| | | 12 | 9 | 15 |
| Third Semester | | | | |
| ELEC 210 | Electronics II | 3 | 0 | 3 |
| ELEC 215 | Electronics II Lab | 0 | 3 | 1 |
| ELEC 230 | Electronic Instrumentation and Measurement Techniques | 3 | 0 | 0 |
| ELEC 235 | Electronic Instrumentation and Measurement Techniques Lab | 0 | 3 | 1 |
| ELEC 110 <i>CSCI</i> | Introduction to Computer Science | 3 | 3 | 4 |
| *HIST 141 | U.S. History to 1877 | 3 | 0 | 3 |
| MATH 121 | College Algebra | 3 | 0 | 3 |
| | | 15 | 9 | 18 |
| Fourth Semester | | | | |
| ELEC 220 | Electronics III | 3 | 0 | 3 |
| ELEC 225 | Electronics III Lab | 0 | 3 | 1 |
| ELEC | Electronics Elective | 0 | 0 | 3 |
| MATH 132 | Plane Trigonometry | 3 | 0 | 3 |
| *HIST 142 | U.S. History Since 1877 | 3 | 0 | 3 |
| **SOCI 111 | Principles of Sociology or approved elective | 3 | 0 | 3 |

| | | | | |
|------|--------------------|----|---|----|
| PHED | Physical Education | 0 | 3 | 1 |
| | | 12 | 6 | 17 |

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

Total Credit Requirement for
 Electronic Technology Major Degree. 65

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 Program

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 111 | Communication Skills I | 3 | 0 | 3 |
| HIST 141 | The United States to 1877 | 3 | 0 | 3 |
| PHED | Physical Education | 0 | 3 | 1 |
| | | 15 | 3 | 16 |
| Second Semester | | | | |
| *ENGL 112 | Communication Skills II | 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 | | | |
| 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 | 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 | 15-16 |
| Fourth Semester | | | | |
| *LWNF 240 | Police — Community Relations ✓ | 3 | 0 | 3 |
| LWNF 250 | Traffic Law and Investigation | 3 | 0 | 3 |
| *LWNF 270 | Juvenile Delinquency | 3 | 0 | 3 |

| | | | | |
|----------|--|-------|-------|-------|
| GOVT 212 | American National and State Governments II | 3 | 0 | 3 |
| BIOL 112 | General Biology II or (Foreign Language or **General Elective) | 3 | 3 | 3/4 |
| | | <hr/> | <hr/> | <hr/> |
| | | 15 | 3 | 15-16 |

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

See advisor prior to registration. **o

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

Total Credit Requirements for Law Enforcement & Police Adm. Major Degree **62 -** 64

MEDICAL LABORATORY TECHNICIAN

Degree: Associate in Applied Science in Medical Laboratory Technology.

Length: Six Semesters (Two Year Program)

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

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

1. All students will be required to write the American College Test.
2. a. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
b. A student must be eligible to enter MATH 121 and General Chemistry (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. 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.

Progression:

1. After a student has enrolled, the required MLT courses must be completed in proper sequence.
2. Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.
3. Any required course completed more than five years previous to the time the student is accepted may not satisfy degree requirements.
4. A MLT student is required to satisfactorily complete both theory and 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.
5. No grade below a "C" will be acceptable in MLT, biology, math or chemistry courses.
6. A MLT student must maintain a grade point average of at least 2.00 in order to progress in the MLT program.
7. A student may be terminated from the program if clinical performance is unsatisfactory.
8. A student not successfully completing a MLT course for the second time will be subject to redirection.
9. If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
10. A student is required to earn at least 24 resident semester hours at Alvin Community College.
11. Hospitalization insurance, malpractice insurance, laboratory uniforms, and transportation to and from the various health facilities are the responsibilities of the student.
12. The individual will be awarded an Associate Degree in Applied Science and may apply for any of the competency examinations.



MEDICAL LABORATORY TECHNOLOGY ✓

Associate in Applied Science Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|----------------------------------|--|---------------|-----------|----------------|
| First Semester | | | | |
| 1978-79 ✓110 | CHEM 121 ✓ | 3 | 4 | 4 |
| ✓121 | BIOL 121 ✓ | 3 | 2 | 4 |
| NS4RS210 = | HMLT 110 ✓ | | | |
| | Introduction to Medical Technology and Terminology | 2 | 3 | 3 ✓ |
| (2+1) ✓116 = | HMLT 130 ✓ | 2 | 4 | 3 ✓ |
| (5+1) ✓113 = | HMLT 113 ✓ | 2 | 8 | 4 ✓ |
| | Hematology I | — | — | — 10 |
| | | 12 | 21 | 18 |
| Second Semester | | | | |
| 122 = | BIOL 122 ✓ | 3 | 2 | 4 |
| ✓ | PHED ✓ | 0 | 3 | 1 |
| (3-2) 136 = | MATH 121 ✓ | 3 | 0 | 3 |
| (3-2) 111 = | HMLT 111 ✓ | 3 | 8 | 5 ✓ 9 |
| (3-1) ✓117 = | HMLT 112 ✓ | 2 | 8 | 4 ✓ |
| | Clinical Microbiology I | — | — | — |
| | | 11 | 21 | 17 |
| Summer Session (12 weeks) | | | | |
| | HMLT 140 | 1 | 0 | 1 |
| | HMLT 150 | 1 | 2 | 2 ✓ 6 |
| ✓114 = | HMLT 213 ✓ | 2 | 4 | 3 ✓ |
| | Hematology II | — | — | — |
| | | 4 | 6 | 6 |
| Third Semester | | | | |
| 711 | ENGL 121 ✓ | 3 | 0 | 3 |
| ✓ | PHED ✓ | 0 | 3 | 1 |
| ✓118 = | HMLT 212 ✓ | 2 | 8 | 4 ✓ 8 |
| ✓112 = | HMLT 211 ✓ | 3 | 4 | 4 ✓ |
| | Clinical Chemistry II | — | — | — |
| | | 8 | 15 | 12 |
| Fourth Semester | | | | |
| 112 | ENGL 122 ✓ | 3 | 0 | 3 |
| (2-1) ✓115 = | HMLT 210 ✓ | 2 | 4 | 3 ✓ 10 |
| ✓211 = | HMLT 220 ✓ | 2 | 4 | 3 ✓ |
| ✓212 = | HMLT 230 ✓ | 2 | 8 | 4 ✓ |
| | Immunoematology | — | — | — |
| | Elective or | — | — | — |
| 120 | PSYC 120 ✓ | — | — | 3 |
| | General Psychology | — | — | — |
| | | 9 | 16 | 16 |

HMLT 119 3
" 120 1

HMLT 240
my pg

Summer Session (12 weeks)

| | | | | | |
|----------|---------------|---|----|---|---|
| HMLT 240 | MLT—Practicum | 0 | 40 | 6 | 6 |
|----------|---------------|---|----|---|---|

Total Credit Requirements for
Medical Laboratory Technician
Major Degree.....75

MID-MANAGEMENT

49

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, Program Requirements, Retailing, General MMGT and Fashion Merchandising.

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

MID-MANAGEMENT ✓

Associate in Applied Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|--------------------------|---------------|-----------|----------------|
| First Semester | | | | |
| MMGT 111 ✓ | Supervision | 3 | 0 | 3 |
| MMGT 112 ✓ | Internship | 0 | 20 | 3 |
| *ENGL 111 ✓ | Communication Skills I | 3 | 0 | 3 |
| PHED ✓ | Physical Education | 0 | 3 | 1 |
| BUAD 130 ✓ | Business Mathematics | 3 | 0 | 3 |
| ← | **Elective | 3 | 0 | 3 |
| | | 12 | 23 | 16 |
| Second Semester | | | | |
| MMGT 121 ✓ | Principles of Management | 3 | 0 | 3 |
| MMGT 122 ✓ | Internship | 0 | 20 | 3 |
| *ENGL 112 ✓ | Communications Skills II | 3 | 0 | 3 |
| PHED ✓ | Physical Education | 0 | 3 | 1 |
| PSYC 120 ✓ | General Psychology | | | |
| or | | | | |
| BUAD 150 ✓ | Business Psychology | 3 | 0 | 3 |
| ← | **Elective | 3 | 0 | 3 |
| | | 12 | 23 | 16 |

Third Semester

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

Fourth Semester

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

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

Total for 2-year curriculum 62

MID MANAGEMENT BANK SPECIALIZATION

Associate in Applied Science Degree Program

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

COMPLETES REQUIREMENTS FOR AIB BASIC CERTIFICATE

Second Semester

| | | | | |
|------------|-----------------------------|---|---|---|
| ✓ BANK 140 | Money and Banking | 3 | 0 | 3 |
| *ENGL 112 | Communication Skills II | 3 | 0 | 3 |
| ACCT 222 | Principles of Accounting II | 3 | 1 | 3 |
| BANK 280 | Teller Training Seminar | 3 | 0 | 3 |

| | | | | |
|----------|----------------------------|-----------|----------|-----------|
| ECON 112 | Principles of Economics II | 3 | 0 | 3 |
| PHED | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | Total | 15 | 4 | 16 |

Third Semester

| | | | | |
|-----------|----------------------------------|-----------|-----------|-----------|
| MMGT 111 | Supervision | 3 | 0 | 3 |
| *MMGT 112 | Internship | 0 | 20 | 3 |
| CSCI 110 | Introduction to Computer Science | 3 | 3 | 4 |
| PSYC 120 | General Psychology | | | |
| | or | | | |
| BUAD 150 | Business Psychology | 3 | 0 | 3 |
| ✓SOC 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 |

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

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

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

Total Credit Requirements for Bank Specialization Major Degree 63

FASHION MERCHANDISING

Degree: Associate in Applied Science

Length: Four-Semester (two-year) Curriculum

Purpose: The Fashion Merchandising Curriculum is designed to develop an over-

view 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.

MID-MANAGEMENT FASHION MERCHANDISING SPECIALIZATION

Associate in Applied Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|--|---------------|-----------|----------------|
| First Semester | | | | |
| ✓MMGT 111 | ✓Supervision | 3 | 0 | 3 |
| ✓*FASH 112 | ✓Internship | 0 | 20 | 3 |
| ✓**ENGL 111 | ✓Communication Skills I | 3 | 0 | 3 |
| ✓FASH 130 | ✓Introduction to Fashion Merchandising | 3 | 0 | 3 |
| ✓SOC1 111 | ✓Principles of Sociology | 3 | 0 | 3 |
| ✓PHED | ✓Physical Education | 0 | 2 | 1 |
| | Total | 12 | 22 | 16 |
| Second Semester | | | | |
| ✓MMGT 121 | ✓Principles of Management | 3 | 0 | 3 |
| *FASH 122 | ✓Internship | 0 | 20 | 3 |
| ✓**ENGL 112 | ✓Communication Skills II | 3 | 0 | 3 |
| <i>FASH</i> BUAD 130 | General Business Mathematics | 3 | 0 | 3 |
| FASH 140 | ✓Fashion Buying and Merchandising <i>fashion</i> | 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 <i>150</i> | 0 | 20 | 3 |
| FASH 210 | ✓Fashion Sales Promotion | 3 | 0 | 3 |
| ✓GOVT 211 | American National and State Government <i>L</i> | | | |

| | | | | | |
|----|----------|---------------------------|-----------|-----------|-----------|
| or | ECON 111 | Principles of Economics I | 3 | 0 | 3 |
| ✓ | PSYC 120 | General Psychology | | | |
| or | BUAD 150 | Business Psychology | 3 | 0 | 3 |
| | | Total | 12 | 20 | 15 |

Fourth Semester

| | | | | | |
|---|----------|------------------------|-----------|-----------|-----------|
| ✓ | MMGT 221 | Problems in Management | 3 | 0 | 3 |
| | FASH 222 | Internship | 0 | 20 | 3 |
| ✓ | FASH 220 | Textiles | 3 | 0 | 3 |
| ✓ | FASH 230 | Fashion Fundamentals | 3 | 0 | 3 |
| ← | *** | Elective <i>HIST</i> | 3 | 0 | 3 |
| | | Total | 12 | 20 | 15 |

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

Total Credit Requirements for
Fashion Merchandising Degree 62

**MID-MANAGEMENT
PRODUCTION SPECIALIZATION**

Associate in Applied Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|--|---------------|-----------|----------------|
| First Semester | | | | |
| MMGT 111 | Supervision | 3 | 0 | 3 |
| MMGT 112 | Internship | 0 | 20 | 3 |
| ← | *Elective | 3 | 0 | 3 |
| **ENGL 111 | Communication Skills I | 3 | 0 | 3 |
| SOCI 111 | Principles of Sociology | 3 | 0 | 3 |
| PHED | Physical Education | 0 | 3 | 1 |
| | | 12 | 23 | 16 |
| Second Semester | | | | |
| MMGT 121 | Principles of Management | 3 | 0 | 3 |
| MMGT 122 | Internship | 0 | 20 | 3 |
| **ENGL 112 | Communication Skills II | 3 | 0 | 3 |
| *BUAD 130 | Business Math | 3 | 0 | 3 |
| GOVT 211 | American National and State Government I | 3 | 0 | 3 |
| PHED | Physical Education | 0 | 3 | 1 |
| | | 12 | 23 | 16 |

Third Semester

| | | | | |
|----------|---------------------------|----|----|----|
| MMGT 211 | Personnel Management | 3 | 0 | 3 |
| MMGT 212 | Internship | 0 | 20 | 3 |
| PROD 230 | Industrial Management | 3 | 0 | 3 |
| ECON 111 | Principles of Economics I | 3 | 0 | 3 |
| PSYC 120 | General Psychology | | | |
| or | | | | |
| BUAD 150 | Business Psychology | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 20 | 15 |

Fourth Semester

| | | | | |
|----------|---------------------------------|----|----|----|
| MMGT 211 | Problems in Management | 3 | 0 | 3 |
| MMGT 222 | Internship | 0 | 20 | 3 |
| PROD 240 | Production Planning and Control | 3 | 0 | 3 |
| ECON 112 | Principles of Economics II | 3 | 0 | 3 |
| ← | Elective | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 20 | 15 |

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

Total for two-year curriculum 62

**MID-MANAGEMENT
 REAL ESTATE SPECIALIZATION**

Associate in Applied Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|------------------------|---------------------------|---------------|-----------|----------------|
| First Semester | | | | |
| MMGT 111 ✓ | Supervision | 3 | 0 | 3 |
| MMGT 112 ✓ | Internship | 0 | 20 | 3 |
| REAL 130 ✓ | Principles of Real Estate | 3 | 0 | 3 |
| *ENGL 111 ✓ | Communication Skills I | 3 | 0 | 3 |
| REAL 140 ✓ | Real Estate Mathematics | 3 | 0 | 3 |
| PHED ✓ | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | | 12 | 23 | 16 |
| Second Semester | | | | |
| MMGT 121 ✓ | Principles of Management | 3 | 0 | 3 |
| MMGT 122 ✓ | Internship | 0 | 20 | 3 |
| BUAD 130 ✓ | Business Mathematics | 3 | 0 | 3 |
| *ENGL 112 ✓ | Communication Skills II | 3 | 0 | 3 |
| REAL 220 ✓ | Real Estate Practice | 3 | 0 | 3 |
| PHED ✓ | Physical Education | 0 | 3 | 1 |
| | | — | — | — |
| | | 12 | 23 | 16 |

Third Semester

| | | | | |
|------------|---------------------------|----|----|----|
| MMGT 211 ✓ | Personnel Management | 3 | 0 | 3 |
| MMGT 212 ✓ | Internship | 0 | 20 | 3 |
| REAL 240 ✓ | Real Estate Finance | 3 | 0 | 3 |
| PSYC 120 | General Psychology | | | |
| or | | | | |
| BUAD 150 ✓ | Business Psychology | 3 | 0 | 3 |
| SOCI 111 | Principles of Sociology | | | |
| or | | | | |
| ECON 111 ✓ | Principles of Economics I | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 20 | 15 |

Fourth Semester

| | | | | |
|------------|--|----|----|----|
| MMGT 221 ✓ | Problems in Management | 3 | 0 | 3 |
| MMGT 222 | Internship | 0 | 20 | 3 |
| REAL 250 ✓ | Real Estate Brokerage | 3 | 0 | 3 |
| REAL 260 ✓ | Real Estate Appraisal | 3 | 0 | 3 |
| GOVT 211 | American National and State Government | | | |
| or | | | | |
| ECON 112 ✓ | Principles of Economics II | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 20 | 15 |

Low prop. cost.

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

Total for 2-year curriculum 62

**MID-MANAGEMENT
RETAIL SPECIALIZATION**

Associate in Applied Science Degree Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|-------------------------|-----------------------------|---------------|-----------|----------------|
| First Semester | | | | |
| MMGT 111 | Supervision ✓ | 3 | 0 | 3 |
| MMGT 112 | Internship ✓ | 0 | 20 | 3 |
| RETL 130 | Principles of Retailing ✓ | 3 | 0 | 3 |
| *ENGL 111 | Communication Skills I ✓ | 3 | 0 | 3 |
| SOCI 111 | Principles of Sociology | | | |
| or | | | | |
| ECON 111 | Principles of Economics I ✓ | 3 | 0 | 3 |
| PHED | Physical Education ✓ | 0 | 3 | 1 |
| | | — | — | — |
| | | 12 | 23 | 16 |
| Second Semester: | | | | |
| MMGT 121 | Principles of Management ✓ | 3 | 0 | 3 |
| MMGT 122 | Internship ✓ | 0 | 20 | 3 |

| | | | | |
|-----------|--|----|----|----|
| BUAD 130 | Business Mathematics ✓ | 3 | 0 | 3 |
| *ENGL 112 | Communication Skills II ✓ | 3 | 0 | 3 |
| GOVT 211 | American National and State Government | | | |
| or | | | | |
| ECON 112 | Principles of Economics II ✓ | 3 | 0 | 3 |
| PHED | Physical Education ✓ | 0 | 3 | 1 |
| | | — | — | — |
| | | 12 | 23 | 16 |

Third Semester

| | | | | |
|----------|---------------------------|----|----|----|
| MMGT 211 | Personnel Management ✓ | 3 | 0 | 3 |
| MMGT 212 | Internship ✓ | 0 | 20 | 3 |
| RETL 230 | Principles of Marketing ✓ | 3 | 0 | 3 |
| PSYC 120 | General Psychology - | 3 | 0 | 3 |
| or | | | | |
| BUAD 150 | Business Psychology ✓ | 3 | 0 | 3 |
| ← | *Elective | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 20 | 15 |

Fourth Semester

| | | | | |
|----------|----------------------------|----|----|----|
| MMGT 221 | Problems in Management ✓ | 3 | 0 | 3 |
| MMGT 222 | Internship ✓ | 0 | 20 | 3 |
| RETL 250 | Selling and Salesmanship ✓ | 3 | 0 | 3 |
| RETL 260 | Retail Mdse. Management ✓ | 3 | 0 | 3 |
| ← | *Elective | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 20 | 15 |

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

Total for 2-year curriculum 62



NURSING

Degree: Associate in Applied Science

Length: Two Year Program

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

Admission Requirements:

1. To be considered for admission to the Associate Degree Nursing Program, the applicant must:
 - a. be a high school or G.E.D. graduate.
 - b. make application to A.C.C. and fulfill the admission requirements.
 - c. score 16 or higher on ACT composite
or
if ACT composite is between 15 and 12, attain an overall grade point average (GPA)* of 2.5 on all courses taken at Alvin Community College (excluding developmental courses and orientation) and including at least one (1) natural science course required in the nursing curriculum.
 - d. remove all academic deficiencies (i.e. complete developmental courses if Engl. and math ACT scores are below 14).
 - e. make application to the A.D.N. department.
 - f. possess the attributes necessary to become a professional nurse as ascertained by a battery of tests, a physical examination and a personal interview.
2. Any science or nursing course completed more than five (5) years prior to the time the student is accepted, may not satisfy requirements for a degree in nursing.
3. Transcripts may not reflect more than one (1) "D", "F" or "WF" in a science or nursing course. Applicants who have had a repetition of more than one (1) science or nursing course are ineligible.
4. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.
5. Any student not successfully completing a nursing course will be counseled prior to consideration for readmission to the program.
6. Transfer students must:
 - a. have a recommendation from the Dean/Director of their previous program.
 - b. meet above admission criteria.
 - c. have a cumulative GPA of 2.5 or better on all courses being transferred into the nursing curriculum.
 - d. provide the ADN department with an official transcript from each institution attended.

7. A new class begins each fall semester. Qualified applicants will be admitted according to space available.

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

Progression Policies:

1. Nursing students will abide by the admission and curriculum requirements of the nursing department at the time they are admitted or readmitted to the Associate Degree Nursing Program. Requirements of the nursing (ADN) program take precedence over the catalogue requirements under which the student entered Alvin Community College.
2. Once a student has enrolled in the ADN program, all nursing courses and related courses must be completed in proper sequence as shown in the catalogue and degree plan.
3. In order to receive a grade of "C", a minimum grade of 75% must be attained in each nursing course having a clinical component.
4. No grade below a "C" in a nursing or science course will be acceptable for progression.
5. An ADN student is required to satisfactorily complete theory, a laboratory and clinical experience of all nursing courses in order to earn a passing grade (C).
6. A student will be terminated from the program if clinical or laboratory performance is unsatisfactory as determined by the instructors in these areas. This action may be taken at any time during the semester or at the end of the semester.
7. A student must achieve an overall GPA of 2.5 on all courses in the nursing curriculum in order to progress to the next nursing course. (excluding orientation and developmental courses)
8. Only two (2) attempts in any science or any nursing course will be permitted. An attempt is defined as a course in which a grade of "D", "F" or "WF" is recorded on the transcript. Students requiring a repetition of more than one (1) of these courses will no longer be eligible for the ADN program.
9. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
10. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
11. A student who has accumulated five (5) days of absences in nursing classes, within a semester, may be dropped. Of these absences, no more than two (2) may be in clinical.

Get a Betty about dist. { 2N+YK } { 15-46 }

NURSING

Associate in Applied Science Degree Program

FIRST YEAR

Fall Semester

| Course Number | Course Title | Lecture Hours | Lab Hours | Course Credits |
|---------------|----------------------------|---------------|-----------|----------------|
| BIOL 121 ✓ | Anatomy and Physiology I ✓ | 3 | 2 | 4 |
| NURS 110 ✓ | Introduction to Nursing ✓ | 4 | 12 | 8 |
| PSYC 120 ✓ | General Psychology ✓ | 3 | 0 | 3 |
| | | 10 | 14 | 15 |

Spring Semester

| | | | | |
|------------|------------------------------|----|----|----|
| BIOL 122 ✓ | Anatomy and Physiology II ✓ | 3 | 2 | 4 |
| NURS 211 ✓ | Medical/Surgical Nursing I ✓ | 4 | 12 | 8 |
| PHED | Physical Education ✓ | 0 | 3 | 1 |
| ENGL 121 | Composition and Rhetoric I ✓ | 3 | 0 | 3 |
| | | 10 | 17 | 16 |

Summer Semester I

| | | | | |
|------------|--------------------------------|---|---|---|
| BIOL 225 ✓ | Microbiology ✓ | 3 | 2 | 4 |
| PSYC 130 ✓ | Child Growth and Development ✓ | 3 | 0 | 3 |
| | | 6 | 2 | 7 |

Summer Semester II

| | | | | |
|------------|-----------------------|---|----|---|
| NURS 130 ✓ | Psychiatric Nursing ✓ | 4 | 12 | 4 |
| | | 4 | 12 | 4 |

SECOND YEAR

Fall Semester

| | | | | |
|------------|-------------------------------|----|----|----|
| CHEM 110 ✓ | Chemistry ✓ | 3 | 2 | 4 |
| NURS 212 ✓ | Medical/Surgical Nursing II ✓ | 4 | 12 | 8 |
| PHED | Physical Education ✓ | 0 | 3 | 1 |
| ENGL 122 ✓ | Composition and Rhetoric II ✓ | 3 | 0 | 3 |
| | | 10 | 17 | 16 |

Spring Semester

| | | | | |
|----------|----------------------------------|---|----|---|
| NURS 213 | Maternity Nursing (8 weeks) ✓ | 4 | 12 | 4 |
| NURS 214 | Child Health Nursing (8 weeks) ✓ | 4 | 12 | 4 |

* Students may take either:
 Chem 110, Chem 111, or Chem 121.
 (per B.D. 2/8/82 inf)

| | | | | |
|------------|--------------------------|-------|-------|-------|
| ✓ NURS 221 | Professional Development | 3 | 0 | 3 |
| ✓ SOCI 111 | Sociology | 3 | 0 | 3 |
| | | <hr/> | <hr/> | <hr/> |
| | | 14 | 12 | 14 |

✓ Pending approval of the Texas State Board of Nurse Examiners and Texas Education Agency,
 NURS 130 will become a 4 hour 6 week course.
 ✓ CHEM 121 should be substituted if a 4-year degree is planned.

Total Credit Requirements for
 Associate Degree Nursing 72

NURSING HOME ADMINISTRATION

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

Length: Four semesters (two year program)

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:

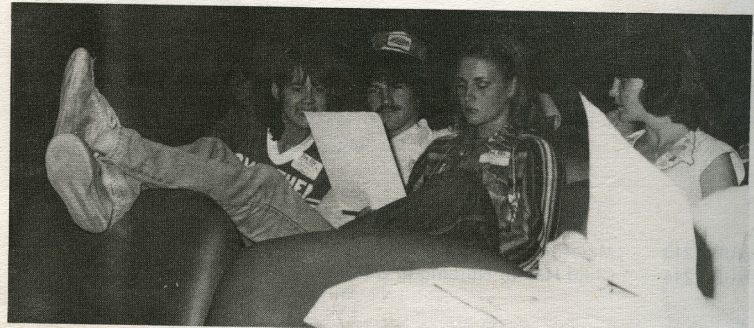
- (1) Licensed nursing home administrator
- (2) Extended-care facility administrator
- (3) Retirement center administrator
- (4) Custodial care facility administrator
- (5) Administrator of special programs for the aging

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 Nursing Home Administration on any one of the following conditions:

- (1) Graduation from an accredited high school or successful completion of the General Educational Development (GED) Test, as certified by the State of Texas.
- (2) Transfer in good standing from another college or university.
- (3) Interview with, and approval of the Nursing Home Administration Department.



NURSING HOME ADMINISTRATION

Associate in Applied Science Degree Program

| 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 or MMGT 211 | Principles of Management Personnel Management | 3 | 0 | 3 |
| | Elective | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 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 | 3 | 0 | 3 |
| | Elective | 3 | 0 | 3 |
| | | — | — | — |
| | | 12 | 20 | 18 |

*ENGL 121 and 122 may be substituted if a 4-year degree is planned.
 **Prerequisite may be waived for Nursing Home Administration applicant with approval of Psychology Department.

There is no pre req in book.

Total Credit Requirements for Associate Degree in Nursing Home Administration 65

ORNAMENTAL HORTICULTURE

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 Program

| 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 |