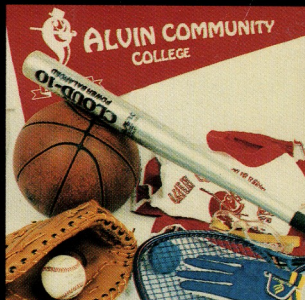
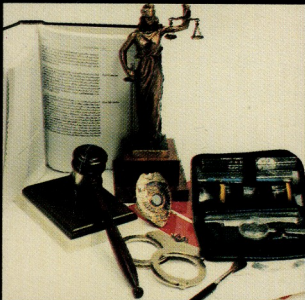
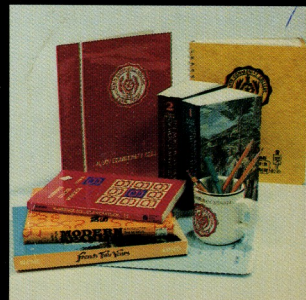




Alvin Community College

3110 MUSTANG ROAD

ALVIN, TEXAS 77511



1984 - 85 GENERAL INFORMATION

ALVIN COMMUNITY COLLEGE BULLETIN
VOLUME 35, AUGUST 1984 NO. 1



Alvin Community College announcement of courses for 1984-1985

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
Texas Junior College Athletic Conference

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, 1984.

TABLE OF CONTENTS

ACADEMIC CALENDAR	7
CORRESPONDENCE DIRECTORY	8
HOW TO ENROLL IN ALVIN COMMUNITY COLLEGE	9
GENERAL INFORMATION	10
Purpose	10
History	10
Facilities	11
Recognition	12
ACADEMIC POLICIES AND REGULATIONS	15
Administrative Interpretation and Change	16
Classification of Students	16
Attendance	16
Normal Academic Load	17
Audit	17
Drops and Withdrawals	17
Dean's List	17
Merit List	17
Academic Probation	18
Compliance Statements	18
Records on Hold	18
Credit by Examination	19
ACT Test Dates	19
Credit for Nontraditional Educational Experience	19
Transfer Credit	20
Course Waiver	20
Physical Education Requirement	20
Grading System	20
Student Records Policy and Procedures	21
Grievance Procedure	22
Disclaimer Statement	22
Graduation Honors	22
Graduation Under a Particular Bulletin	22
Graduation Policy	22
Degrees, Diplomas, and Certificates	23
Graduation Requirements	23
Second Degree or Certificate	23
Definitions of Academic Terms	24
Core Curriculums	24
General Provisions	25
STUDENT SERVICES, POLICIES, AND REGULATIONS	29
Admission Requirements	30
Admission Procedures	30
Placement Test	31
Full and Provisional Acceptance	31
International Students	31
Admission to Specific Curriculums	32
Residence Status	32
Resident Classification-Student Responsibility	33

Financial Information	33
Tuition and Fees Schedule (Fall & Spring)	34
Tuition and Fees Schedule (Summer Semesters)	35
Special Fees	36
Refund Policy	36
Counseling	38
Library	38
Learning Laboratory	39
Developmental Studies	39
Child Care Laboratory	39
New Student Orientation	39
Veterans Administration Benefits	40
Texas Vocational Rehabilitation	40
Financial Aid	41
Financial Aid Programs Available	41
Scholarships	42
Placement Service	43
Athletics	43
Physical Fitness Center	43
Cafeteria	44
Parking	44
Co-Curricular Activities	44
Student Handbook	44
College Store	44
CURRICULUM OFFERINGS	46
Academic Programs	47
Associate in Arts Degree	47
General Liberal Arts	47
Art	48
Drama	49
Music (Instrumental Concentration)	52
Music (Voice Concentration)	53
Physical Education	54
Associate in Applied Arts Degree	55
Communications (Radio Broadcasting)	56
Communications (Sound Reinforcement & Recording)	57
Communications (Television)	58
Associate in Science Degree	60
Biological Science	60
Business Administration	61
Mathematics	62
Physical Science	63
Associate in Applied Science Degree	65
Accounting	65
Air Conditioning & Refrigeration	67
Automotive Technology	68
Chemical Technology	69
Child Care & Development	71
Computer Science Technology;	
Computer Programming	72
Computer Systems Technology	74
Court Reporting	76
Criminal Justice	78
Correctional Science	78
Law Enforcement & Police Administration	80

Drafting Technology	82
Electronic Technology	83
Medical Laboratory Technology	85
Mid-Management	87
Bank Specialization	89
Fashion Merchandising	90
Production Specialization	92
Real Estate Specialization	93
Retail Specialization	94
Nursing	95
Respiratory Therapy	99
Secretarial Science	102
Executive Secretary	102
Legal Secretary	103
Medical Secretary	105
Welding	106
Certificate Programs	107
Air Conditioning & Refrigeration	108
Automotive Technology	109
Child Care & Development	111
Communications	111
Broadcasting	112
Sound Reinforcement & Recording	112
Television	113
Computer Science Technology;	
General Computer Data Processing	113
Criminal Justice	114
Correctional Administration	114
Correctional Science	115
Law Enforcement & Police Administration	116
Drafting Technology	117
Electronic Technology	118
Legal Stenography	119
Mid-Management	120
Nursing Assistant Program	122
Respiratory Therapy Program	122
Secretarial Science	124
Stenographer	124
General Office Worker	126
Vocational Nursing Program	126
Welding	128
Diploma	129
Award of Achievement	129
Developmental Studies	129
Continuing Education Program	130
ABE/GED/ESL Program	132
Cooperative Education	132
DESCRIPTION OF COURSES	137
Accounting	138
Agriculture	139
Air Conditioning & Refrigeration	139
Arts	141
Automotive Technology	142
Biology	143
Business Administration	144

Chemistry	145
Child Care and Development	146
Communications	147
Computer Science	149
Cooperative Education	151
Court Reporting	153
Criminal Justice	155
Czech	157
Drafting	157
Drama	159
Economics	160
Electronics	160
English	163
Fashion Merchandising	164
French	166
Geography	166
Geology	166
German	167
Government	167
Health Medical Laboratory Technology	167
Health Respiratory Therapy Technology	171
History	172
Horticulture (Ornamental)	173
Humanities	174
Journalism	175
Mathematics	175
General Mathematics	175
For Liberal Arts Majors	177
For Elementary Education Majors	177
For Business Majors	177
For Technical Programs	178
Mid-Management	178
Bank Mid-Management	179
Production Mid-Management	180
Real Estate Mid-Management	181
Retail Mid-Management	182
Music	182
General Music	182
Ensembles	184
Applied Music	186
Nursing	187
Associate Degree Nursing	187
Vocational Nursing	188
Orientation	189
Physical Education	190
Activity Courses	190
Varsity Sports	196
Theory Courses	197
Physics	199
Psychology	200
Reading	201
Secretarial Science	201
Sociology	203
Spanish	204
Speech	204
Welding	205

Texas Department of Corrections	207
Air Conditioning and Refrigeration	207
Automobile Mechanics	207
Drafting	208
Horticulture (Ornamental)	208
Radio & Television Repair	209
Welding	209
Board of Trustees	211
Emeriti Administrators and Instructors	212
Mortuus	212
Administration	213
Faculty	223
Campus Map	224
Area Map	224

CALENDAR

1984 1985

JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

ACADEMIC CALENDAR

Fall Semester 1984

8-9 August	Orientation for New Students
20-21 August	Fall Semester Workshop
22-23 August	REGISTRATION
27 August	Classes Begin
1 September	Last Day to Add Classes/Register (12:00 noon)
3 September	Labor Day Holiday
12 September	12th Class Day
25 October	Last Day to Apply for Fall Graduation
21 November	Last Day to Drop Classes
22-24 November	Thanksgiving Holidays
8 December	End of Classes
10-15 December	FINAL EXAMINATIONS
20 December	First Day of Christmas Holidays

Spring Semester 1985

3-4 January	Orientation for New Students
7-8 January	Spring Semester Workshop
9-10 January	REGISTRATION
14 January	Classes Begin
19 January	Last Day to Add Classes/Register (12:00 noon)
29 January	12th Class Day
21-23 February	TJCTA Convention (Dallas)
1 March	Last Day to Apply for Spring Graduation
1 March	Last Day to Order & Measure Graduation Regalia
11-16 March	Spring Holidays
5-8 April	Easter Holidays
12 April	Last Day to Drop Classes
4 May	End of Classes
6-11 May	FINAL EXAMINATIONS
16 May	COMMENCEMENT

Summer Term 1985 — First Session

27 May	Memorial Day Holiday
28 May	REGISTRATION (for 6 and 12 week sessions)
29 May	Classes Begin
30 May	Last Day to Add Classes/Register
4 June	4th Class Day
11 June	Last Day to Apply for August Graduation
13 June	Last Day to Drop Classes
2 July	End of Classes
3 July	FINAL EXAMINATIONS
4 July	Independence Day Holiday

Summer Term 1985 — Second Session

9 July	REGISTRATION
10 July	Classes Begin
11 July	Last Day to Add Classes/Register
16 July	4th Class Day
1 August	Last Day to Drop Classes (2nd summer and 12-week sessions)
13 August	End of Classes
14 August	FINAL EXAMINATIONS

ALVIN COMMUNITY COLLEGE CORRESPONDENCE DIRECTORY

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

Telephone for Information:
(713) 331-6111

ACC Theatre:
Box Office, ext. 413; 331-0370

Admissions/Records:
Registrar, ext. 247

Associate Degree Nursing:
ADN Director, ext. 260

Business Affairs:
Director of Fiscal Affairs, ext. 225

Cafeteria:
Director of Food Services,
ext. 418, 242

Computer Systems:
Director of Computer and
Information Services, ext. 251

Continuing Education, Short Courses:
Director of Continuing Education
& Evening Programs, ext. 208

Employment by College:
Personnel Director, ext. 349

Evening School:
Director of Continuing Education
& Evening Programs, ext. 208

Graduation:
Graduation Advisor, ext. 419

Guidance & Counseling:
Director of Student Services,
ext. 235

KACC Radio Station:
Radio Station Manager, ext. 379;
331-0330

Occupational/Technical Programs:
Associate Dean of Occupational/
Technical Programs, ext. 266

Physical Fitness/Athletics:
Director of Athletics & Physical
Education, ext. 410; 331-8846

Physical Plant Operations:
Director of Physical Plant,
ext. 207

Public Relations:
Administrative Assistant, ext. 241

Security:
Campus Police, ext. 300

Student Activities:
Coordinator of Student Activities,
ext. 390

Student Employment:
Financial Aid Officer, ext. 206

Student Financial Aid:
Financial Aid Officer, ext. 206

Student Records:
Registrar, ext. 247

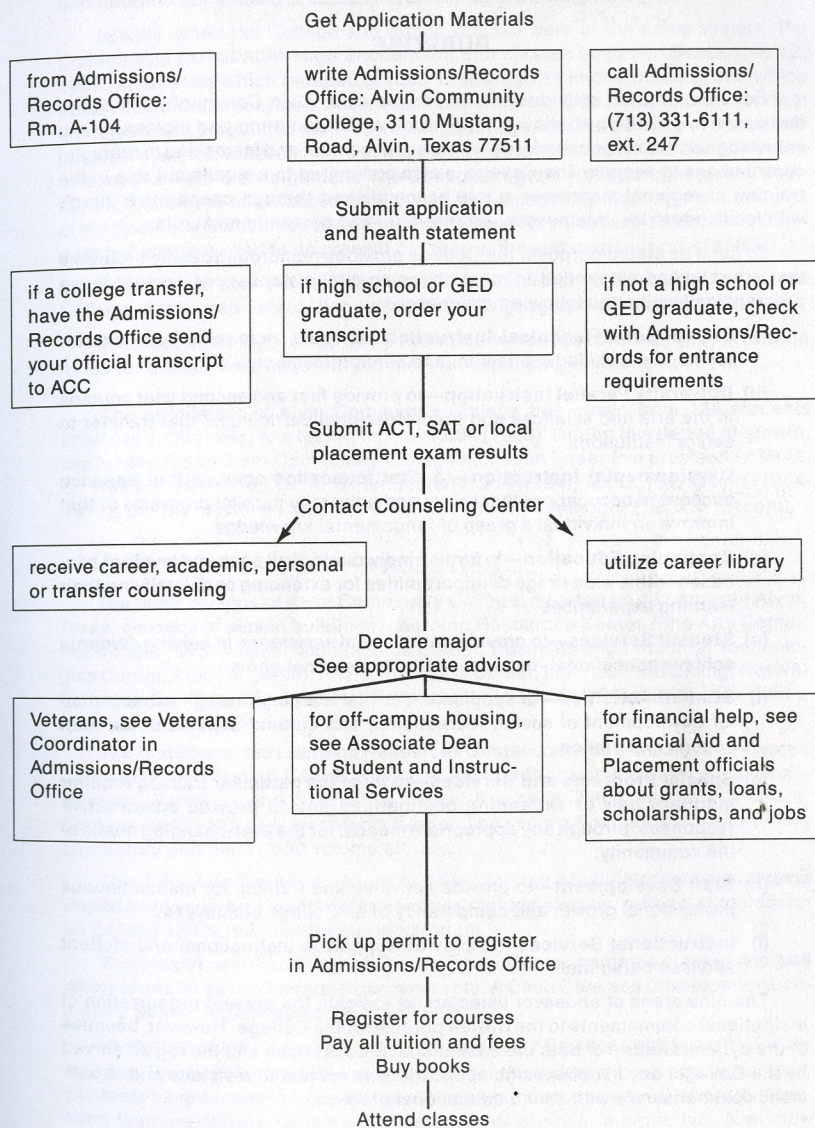
Testing:
Counseling Center, ext. 235

Texas Department of Corrections:
Associate Dean of Student
and Instructional Services,
ext. 238

University Parallel Programs:
Associate Dean of University
Parallel Programs, ext. 267

Veterans Benefits:
Registrar, ext. 247

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 for acquiring and increasing 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 curriculums 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 for the continuous professional growth and competency of all College employees.
- (i) **Instructional Services**—to provide support to instructional and student services personnel.

The nine 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 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 in the summer session of 1963.

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

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

The enrollment of Alvin Community College has grown from 134 students (1949) to 1709 (1965) to a record high of 4,034 (1983). During this period of growth, the leadership of Alvin Community College has been under five 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. R. Allbright (1976 to present).

FACILITIES

The main campus of Alvin Community College, situated on 162 acres in Alvin, Texas, consists of eleven buildings: 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, Occupational Technical Building, KACC Radio Station, and a Maintenance Storage Complex.

The first floor of the Learning Resources Center contains the Computer Center, Counseling and Testing Center, Financial Aid and Placement Office, Admissions/Records, Veterans, and Graduation Office, Business Office, Registrar's Office, Communications Center, and Media Center. The second floor houses the Learning Laboratory and the 31,000 volume Library.

The Fine Arts Center contains facilities for 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 laboratories 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 courtroom. An open-concept secretarial laboratory contains learning carrels. Criminal justice students study in a crime lab. A window display case provides fashion merchandising students with actual advertising experiences. Laboratories for instruction in industrial programs include an electronics lab with individual work stations and a microcomputer, an automobile mechanics lab, and a welding lab and fabricating 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, men's and women's weight rooms, 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 as well as language and biofeedback laboratories.

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

The Occupational Technical Building encompasses 36,000 square feet and includes a drafting lab/classroom, two other laboratories, six classrooms, faculty offices, and a Criminal Justice Training Center.

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, and educational and light entertainment programs.

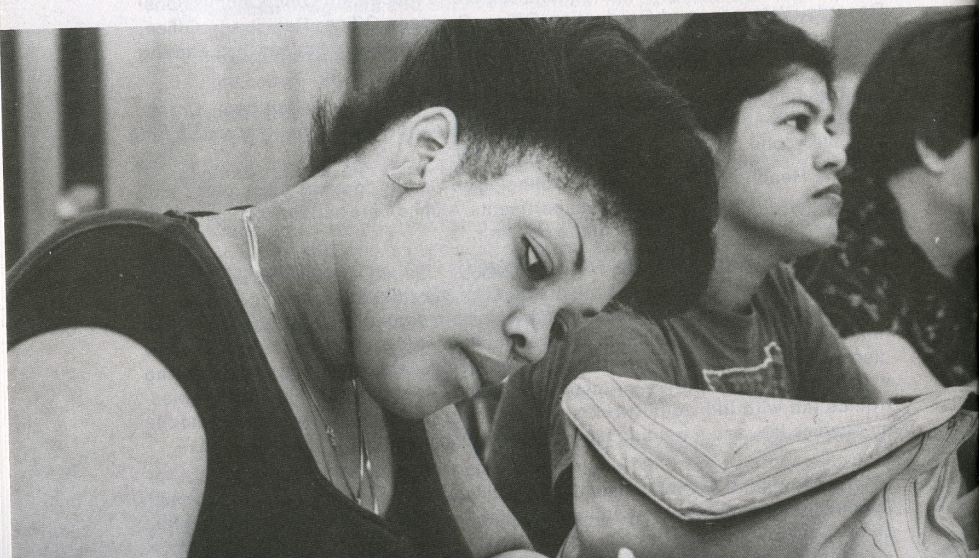
There is parking space on campus for approximately 1,600 vehicles.

Continuing Education classes are taught on campus and at various locations throughout the surrounding communities as the need arises.

RECOGNITION

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

ATTENDANCE

Students are expected to attend all classes unless they are excused. It is the student's responsibility to inform the instructor of any absence. If the student is responsible for continuing all work missed during the absence, the student must contact the instructor as soon as possible. The student is responsible for the student's own attendance.

Sophomore student is considered a sophomore if the student has completed two years of college work. The student must have completed two years of college work to be considered a sophomore. The student must have completed two years of college work to be considered a sophomore.

Transfer student is considered a transfer student if the student has completed two years of college work at another institution. The student must have completed two years of college work at another institution to be considered a transfer student. The student must have completed two years of college work at another institution to be considered a transfer student.

Student who has not yet fulfilled all requirements as a regular student is considered a non-regular student. The student must have completed all requirements as a regular student to be considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student.

Student who has completed all requirements as a regular student is considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student.

Student who has completed all requirements as a regular student is considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student.

Student who has completed all requirements as a regular student is considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student.

Student who has completed all requirements as a regular student is considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student. The student must have completed all requirements as a regular student to be considered a regular student.

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/Records 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/Records Office, is concurrently enrolled in a college course(s);
3. A part-time student who is not enrolled in an associate degree, diploma, or certificate program, who may be taking a course(s) for credit, and who is designated a general studies student by the College (Such students may later apply to the College for admission to a program);
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 full-time if he/she is carrying 12 or more credits of course work during the Fall or Spring semesters and six or more credits during a summer session.

Part-time Student: A student is considered part-time if he/she is carrying less than 12 credits of course work during the Fall or Spring semester.

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 if they apply toward the requirements of the student's curriculum.

ATTENDANCE

Regular attendance in classes is expected. When a student must miss a class, it is his/her responsibility to inform the instructor prior to the absence if possible. The student is responsible for completing all work missed during an absence; any work missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence.

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

NORMAL ACADEMIC LOAD

The normal academic 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 or his designee.

If the student has received academic warning or academic probation, he/she may be required to take less than the normal semester course load. A maximum full-time load during a six week session is 7 credits.

AUDIT

A student who wishes to audit a course may register on the last day of late registration on a space-available basis. He/she may not petition for credit for the course he/she audited. The student may, in succeeding terms, take any course for credit which he/she previously audited. Audit courses are identified on the student's permanent record by a grade of "X."

DROPS AND WITHDRAWALS

After a student has registered and paid for courses, he/she is considered enrolled until an official drop has been processed in the Admissions/Records Office, Room A-104. Continued non-attendance does not automatically terminate enrollment in the course; therefore, a student who ceases to attend 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 Admissions/Records Office, secure the appropriate signatures, and return the form to the Admissions/Records Office.

Courses should be dropped in the Admissions/Records Office 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 processed.

DEAN'S LIST

The names of students who complete 12 or more semester hours during a semester 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 complete 7-11 semester hours during a semester and earn 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 his/her cumulative average is raised to 2.0 or higher.

A student on academic probation is required to consult with a counselor prior to registration to establish conditions for continued matriculation with the College. A reduced course load (a maximum of 13 hours) may be imposed if deemed necessary to improve the student's 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.

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

A student in a financial or Veterans aid program should obtain a Satisfactory Progress Form, which outlines the requirements he/she must meet in order to receive aid in subsequent semesters.

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to College philosophy. However, students who do not make satisfactory progress in certain curriculums may be subject to removal from those curriculums.

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 directed to the Director of Personnel.

Alvin Community College 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 and Instructional Services.

RECORDS ON HOLD

Any student who has not cleared all outstanding obligations, i.e., library fines, traffic violations, financial aid obligations, child care obligations, and business office obligations, will have his/her records placed on hold in the Office of the Associate Dean of Student and Instructional Services. Such action will prohibit a student's receiving grades, future registration at ACC, or release of records for any purpose.

CREDIT BY EXAMINATION

1984-85

Alvin Community College awards credit in some subjects to academically qualified students based on scores made on recognized national 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.

The Admission/Records Office has additional information on these programs.

1984-85 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 27, 1984	September 28, 1984
December 8, 1984	November 9, 1984
February 9, 1985	January 11, 1985
April 20, 1985	March 22, 1985
June 8, 1985	May 10, 1985

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 will be awarded accordingly. The Admissions/Records Office has additional information.

TRANSFER CREDIT

It is the responsibility of the student to furnish official college transcripts and test scores to the Admissions/Records Office and to any other area on campus that requires such information.

Transfer credit will be given for all passing work completed at accredited colleges and universities. A formal evaluation will be completed only when requested.

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

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

For additional information regarding transfer of credits, see CORE CURRICULUM, General Provisions, page 24 in this *Bulletin*, or see the Graduation Advisor for evaluation of transfer credits.

COURSE WAIVER

A waived course must be compensated for by a course of equal credit hours. No credit will be awarded for the course being waived. Application for waiver must be approved by appropriate chairperson, associate dean, dean, and registrar.

PHYSICAL EDUCATION REQUIREMENT

Alvin Community College supports the significance and importance of physical activity/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 a partial satisfaction for curriculums.

Students with justifiable extenuating circumstances may petition the Physical Education Department Chairperson and be approved by the appropriate associate dean 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 — No grade point credit
- S = Satisfactory — No grade point credit
- R = Re-enroll — The grade of "R" for re-enroll means that no credit will be awarded 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 and reviewed by the appropriate department chairperson, and, if necessary, the appropriate associate dean.

- U = Unsatisfactory — No grade point credit
- W = Withdrawal by the end of the fourth week in a long semester, by the end of the third week in a twelve weeks semester, or by the end of one and one-half weeks in a six weeks semester. A "W" grade is not counted in hours attempted.
- WP = Withdrawal Passing — Does not count as a course attempted
- WF = Withdrawal Failing — Does count as a course attempted and is figured as a "F" when compiling grade point averages
- I = Incomplete — No grade point credit. An incomplete grade ("I") is given when a course is nearly completed and when, in the instructor's opinion, 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 (December, May, August) will automatically be changed to an "F."
- X = Audit — No grade point credit. Permission of the Dean of Instruction, Student and Community Services is required to audit a class. Registration for an audit class is on the last day of late registration on a space-available basis.

*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. Exceptions to this grading system exist; one example is Associate Degree Nursing.

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 the student is 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 number, 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 Admissions/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 Admissions/Records Office. A student may have copies of his/her record at a charge not to exceed \$1.00 per 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 Student and Instructional Services. Should additional clarification be necessary, a request for formal review may then be made to the Dean of Instruction, Student and 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 discuss the matter with his/her instructor. Thereafter, as deemed necessary, the grievance should be presented to the program director, department chairperson, appropriate associate dean, Dean of Instruction, Student and Community Services, 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 listed. However, the College reserves the right to make schedule adjustments and to delete or discontinue any class when enrollment or other circumstances justify such action.

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 (with grades awarded) will be used. Courses which have been repeated will be counted for each time taken. The grade point average for graduation (2.0) will include only the hours needed for graduation and the best grade for repeated courses.

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)

GRADUATION UNDER A PARTICULAR BULLETIN

A student must complete the degree requirements set forth in a particular *Alvin Community College Bulletin*. Normally, this is the *Bulletin* in effect when the student first enrolls, provided that he/she progresses in a timely manner to achieve graduation requirements. Any significant interruption of progress toward a degree may result in a change to the requirements of a later *Bulletin*. Any change to the requirements of a later *Bulletin* must be approved by the Registrar or Graduation Advisor.

GRADUATION POLICY

Degrees, diplomas, or certificates are not awarded automatically upon completion of requirements. The student must submit an application for graduation to the Graduation Advisor and pay a graduation fee to the Business Office. Official deadlines for submitting applications appear each semester in the *Schedule of Classes* and each year in the *College Bulletin*. If the student does not fulfill all degree requirements within the designated semester or summer session, the graduation application will be deactivated.

DEGREES, DIPLOMAS, AND CERTIFICATES

The Associate in Arts (AA) degree is awarded in General Liberal Arts, Art, Communication, Drama, Music, and Physical Education.

The Associate in Science (AS) degree is awarded in Agriculture, Biological Science, Business Administration, Mathematics, and Physical Science.

The Associate in Applied Science (AAS) degree is awarded in occupational/technical two-year curriculums. See program listings under curriculum offerings.

The Diploma is awarded for academic work (at the community college level) with maximum flexibility in course selection. At least 62 semester hours are required, including at least 16 hours of general education (humanities and social science). Diploma courses are selected to meet the individual needs of the student.

The Certificate is awarded in one-year technical programs. See program listings under curriculum offerings.

GRADUATION REQUIREMENTS

The student must:

1. Meet entrance requirements;
2. Fulfill all course requirements of a particular curriculum as specified in the *College Bulletin* and/or student's degree plan;
3. For a two-year program, complete 24 semester hours in residence at Alvin Community College; for a one-year program, complete 12 semester hours in residence (In each program, at least half of the hours in residence must be in the student's major field of study);
4. Earn a grade point average of at least 2.0 (C average) in courses required by the student's particular curriculum;
5. For a two-year program, complete two semester hours of activity physical education; for a one-year program, complete the number of hours of activity physical education specified in the student's particular curriculum (Students with justifiable extenuating circumstances may petition for a waiver. The petition must originate with the Physical Education Department Chairperson and be approved by the appropriate associate dean);
6. File an application for graduation with the Graduation Advisor (Late applications will result in the student's graduation being postponed until the following scheduled graduation, at the earliest);
7. Resolve all financial obligations to the College and return all borrowed materials, including library books (Failure to resolve such obligations will result in the student's records being placed on "hold," prohibiting graduation);
8. If a spring graduate, attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

Under extraordinary circumstances, any deviation from these general requirements may be requested by the appropriate department chairperson and approved by the appropriate associate dean and the Dean of Instruction, Student and Community Services.

SECOND DEGREE OR CERTIFICATE

In awarding students an additional degree, diploma, or certificate, Alvin Community College grants credit for all previously completed 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;

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 re-enrollment;

Faculty: The instructional staff of the College;

Grade Point Average: The ratio of grade points earned to credit hours attempted;

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 the selection of courses by days 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 CURRICULUMS

The Coordinating Board, Texas College and University System, has adopted a "Core Curriculum" 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 will apply toward a degree in an academic field covered by the core curriculums 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 curriculum of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as stated in the catalog of the senior institutions and as they apply to the student's declared major.

3. Inasmuch as the core curriculums 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 curriculum for it to be valid and freely transferable, but any course shall also be transferable, provided that the course was completed prior to original registration in the senior institution.

5. Alvin Community College may 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.







STUDENT SERVICES, POLICIES and REGULATIONS

PLACEMENT

STUDENT SERVICES, POLICIES and REGULATIONS

PLACEMENT

STUDENT SERVICES, POLICIES and REGULATIONS

PLACEMENT

STUDENT SERVICES, POLICIES and REGULATIONS

ADMISSION REQUIREMENTS

A student may be admitted to Alvin Community College on any 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/Records Office for approval;
 - b. A student who has completed his/her junior year of high school and who is age 17 or above may, upon recommendation of the high school principal and with approval from the Admissions/Records Office, be permitted to enroll in a maximum of two (2) courses at ACC while concurrently enrolled in a senior high school.

ADMISSION PROCEDURES

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

1. Additional requirements for the student *working for a certificate or a degree*:
 - a. Former student — There are not additional requirements, if the student has attended ACC since 1971;
 - b. Transfer student —
 - (1) The student must submit official transcripts from all previous colleges;
 - (2) The student must submit ACT or SAT scores or local placement exam scores, 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 — The student must submit ACT, SAT, or local placement exam scores; a high school graduate must order his/her transcript;
 - d. Student without high school equivalency —
 - (1) The student must gain individual approval from the Admissions/Records Office after providing sufficient evidence that he/she can benefit from college work;
 - (2) The student must submit ACT or SAT scores or local placement exam scores.
2. Additional requirements for the student *not working for a certificate or a degree* (The student must notify the Admissions/Records Office that he/she is not working for a certificate or degree):

- a. Former or transfer student, high school or GED graduate — There are no additional requirements;
- b. Student without high school equivalency —
 - (1) The student must gain individual approval from the Admissions/Records Office after providing sufficient evidence that he/she can benefit from college work;
 - (2) Current high school students who have completed his/her junior year must have an approval letter about concurrent enrollment from his/her high school principal.
- c. College transient student — The student must sign a statement that he/she is in good standing at the last college attended;
- d. Concurrent student — The student with concurrent enrollment must submit an approval letter from the other college he/she is attending.

PLACEMENT TEST

New students who do not transfer college English or math should take the American College Test (ACT) and have the results sent to the Admissions/Records Office. Students who have not taken the ACT should contact the Counseling Center for dates and testing information.

ACT results are used for counseling, research, follow-up programs, and for student placement in English and math courses. The test is *not a selective device for College admission*.

The Scholastic Aptitude Test (SAT) is acceptable.

A local placement exam may be substituted for the ACT or SAT. The Counseling Center has information and times for this exam.

FULL AND PROVISIONAL ACCEPTANCE

A new student will be fully accepted by the Admissions/Records 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 are called "international" students. An international student is a citizen of a country other than the United States who has a visa for educational purposes and who intends to return to his/her home upon completion of his/her educational program.

International students must carry a minimum of twelve (12) semester hours to meet Department of U.S. Naturalization and Immigration Service's 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 thirty days prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed application form;
2. A health form (physician's 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. 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. An Affidavit of Support;
6. An educational background letter from the 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/she must agree to attend foreign student orientation each semester or summer session that he/she attends 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 for admission to a curriculum are the student's educational and occupational experiences. The student may have to meet reasonable standards to insure that he/she 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*. Students who do not meet the requirements for a specific curriculum or course may be eligible to enter that 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 Officer will officially admit the student upon the approval of the director responsible for the curriculum. If the student has not completed all of the admission requirements for the curriculum, he/she will be required to complete these requirements.

RESIDENCE STATUS

The Admissions/Records Office will determine the legal residency of each applicant to Alvin Community College.

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

1. **In-District** — A student who is a resident of the Alvin Community College District on the day of registration and who has been a Texas resident for at least one year;

2. **Out-of-District** — A student who is not a resident of the Alvin Community College District but who has been a Texas resident for at least one year;
3. **Out-of-State or Out-of-Country** — A student who lives away from his/her family and whose family resides in another state or another country, or a student who has not resided in Texas for the twelve months immediately prior to the day of registration;
4. **Alien** — A student who is living in this country under a visa permitting permanent residence, or who has filed a declaration of intention to become a citizen with the proper federal immigration authorities.

An alien student has the same privilege of qualifying for residence status as a citizen of the United States.

A student's residency status can be affected by death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or the student's parents, full-time employment of the student's spouse or parents in a state-supported college or university in Texas, or temporary assignments of the student's parents out of Texas that do not affect actual legal residence. Further details about residency can be obtained from the Admissions/Records Office.

RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

It is the student's responsibility to register under the proper residence classification. If a student has any questions pertaining to his/her residency classification, he/she should contact the Admissions/Records Office prior to registration.

The student must establish residency classification for a given semester before the first day of registration. A student may make no changes in residency classification during registration. A residency change request must be resolved and residency status be established by the 12th Class Day. At that time, the student can expect a refund as soon as it can be processed.

A non-resident student is classified as such as long as he/she attends the College or until a petition for change of status has been approved.

A resident student who becomes a non-resident because of a change in legal residence is required to notify the Registrar's Office.

FINANCIAL INFORMATION

Students must pay all tuition and fees 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. A student who has received a scholarship is 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 early in order to satisfy deadlines described in the Financial Aid section of this *Bulletin*.

The College reserves the right to change, without notice, tuition and fees 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.

CRED HRS	RI	TUITION		IS	BUILDING* USE FEE	SPECIAL FEES STUDENT SERVICE	RI	RO	NR	TOTAL CHARGES	
		RO	NR							RO	NR
1	\$25.00	\$25.00	\$ 25.00	\$ 40.00	\$ 5.00	\$12.00	\$37.00	\$ 42.00	\$ 42.00	\$ 42.00	\$ 57.00
2	25.00	25.00	34.00	80.00	10.00	12.00	37.00	47.00	56.00	56.00	102.00
3	25.00	25.00	51.00	120.00	15.00	12.00	37.00	52.00	78.00	78.00	147.00
4	25.00	25.00	68.00	160.00	20.00	12.00	37.00	57.00	100.00	100.00	192.00
5	25.00	25.00	85.00	200.00	25.00	12.00	37.00	62.00	122.00	122.00	237.00
6	25.00	25.00	102.00	240.00	30.00	12.00	37.00	67.00	144.00	144.00	282.00
7	28.00	28.00	119.00	280.00	35.00	12.00	40.00	75.00	166.00	166.00	327.00
8	32.00	32.00	136.00	320.00	40.00	12.00	44.00	84.00	188.00	188.00	372.00
9	36.00	36.00	153.00	360.00	45.00	12.00	48.00	93.00	210.00	210.00	417.00
10	40.00	40.00	170.00	400.00	45.00	12.00	52.00	97.00	227.00	227.00	457.00
11	44.00	44.00	187.00	440.00	45.00	12.00	56.00	101.00	244.00	244.00	497.00
12	48.00	48.00	200.00	480.00	45.00	12.00	60.00	105.00	257.00	257.00	537.00
13	52.00	52.00	200.00	520.00	45.00	12.00	64.00	109.00	257.00	257.00	577.00
14	56.00	56.00	200.00	560.00	45.00	12.00	68.00	113.00	257.00	257.00	617.00
15	60.00	60.00	200.00	600.00	45.00	12.00	72.00	117.00	257.00	257.00	657.00
16	64.00	64.00	200.00	640.00	45.00	12.00	76.00	121.00	257.00	257.00	697.00
17	68.00	68.00	200.00	680.00	45.00	12.00	80.00	125.00	257.00	257.00	737.00
18	72.00	72.00	200.00	720.00	45.00	12.00	84.00	129.00	257.00	257.00	777.00
19	76.00	76.00	200.00	760.00	45.00	12.00	88.00	133.00	257.00	257.00	817.00
20	80.00	80.00	200.00	800.00	45.00	12.00	92.00	137.00	257.00	257.00	857.00

*Building Use Fee — \$5.00 per credit Hour not to exceed \$45.00
Out-of-District, Out-of-State and
International Students

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

This schedule represents fees for the Summer 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.

CRED HRS	RI	TUITION		IS	BUILDING* USE FEE	SPECIAL FEES REGISTR. FEE	RI	RO	NR	TOTAL CHARGES	
		RO	NR							RO	NR
1	\$25.00	\$25.00	\$ 25.00	\$ 40.00	\$ 5.00	\$10.00	\$35.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 55.00
2	25.00	25.00	34.00	80.00	10.00	10.00	35.00	45.00	54.00	54.00	100.00
3	25.00	25.00	51.00	120.00	15.00	10.00	35.00	50.00	76.00	76.00	145.00
4	25.00	25.00	68.00	160.00	20.00	10.00	35.00	55.00	98.00	98.00	190.00
5	25.00	25.00	85.00	200.00	25.00	10.00	35.00	60.00	120.00	120.00	235.00
6	25.00	25.00	102.00	240.00	30.00	10.00	35.00	65.00	142.00	142.00	280.00
7	28.00	28.00	119.00	280.00	35.00	10.00	38.00	73.00	164.00	164.00	325.00
8	32.00	32.00	136.00	320.00	40.00	10.00	42.00	82.00	186.00	186.00	370.00
9	36.00	36.00	153.00	360.00	45.00	10.00	46.00	91.00	208.00	208.00	415.00
10	40.00	40.00	170.00	400.00	45.00	10.00	50.00	95.00	225.00	225.00	455.00
11	44.00	44.00	187.00	440.00	45.00	10.00	54.00	99.00	242.00	242.00	495.00
12	48.00	48.00	200.00	480.00	45.00	10.00	58.00	103.00	255.00	255.00	535.00
13	52.00	52.00	200.00	520.00	45.00	10.00	62.00	107.00	255.00	255.00	575.00
14	56.00	56.00	200.00	560.00	45.00	10.00	66.00	111.00	255.00	255.00	615.00
15	60.00	60.00	200.00	600.00	45.00	10.00	70.00	115.00	255.00	255.00	655.00
16	64.00	64.00	200.00	640.00	45.00	10.00	74.00	119.00	255.00	255.00	695.00
17	68.00	68.00	200.00	680.00	45.00	10.00	78.00	123.00	255.00	255.00	735.00
18	72.00	72.00	200.00	720.00	45.00	10.00	82.00	127.00	255.00	255.00	775.00
19	76.00	76.00	200.00	760.00	45.00	10.00	86.00	131.00	255.00	255.00	815.00
20	80.00	80.00	200.00	800.00	45.00	10.00	90.00	135.00	255.00	255.00	855.00

*Building Use Fee — \$5.00 per Credit Hour not to exceed \$45.00
Out-of-District, Out-of-State and
International Students Only

SPECIAL FEES

Student Service Fee		
Fall or Spring semester	\$12.00	
Summer term		None
Applied Music Fees		
Private Lessons — per semester hour	\$25.00	
Class Change Fee		
(For approved class changes made for the convenience of the student)		
Per each add or drop	\$ 3.00	
Maximum:	\$ 9.00	
Credit by Examination		
Per semester hour	\$ 4.00	
Graduation Fees		
May graduates	\$25.00	
August/December graduates	\$10.00	
Lab Fees		
Air Conditioning and Refrigeration, Automotive Mechanics, Art, Biology, Chemistry, Child Care, Computer Science, Court Reporting, Drafting, Electronics, Foreign Language, Geology, Medical Laboratory Technology, Nursing, Physics, Respiratory Therapy, Secretarial Science, Welding	\$ 8.00	
Materials Fee		
Air Conditioning & Refrigeration, Automotive Mechanics, and Welding	\$ 7.00	
Parking Fee		
Per vehicle annually	\$ 5.00	
Physical Education Fees (per semester)		
Towel & Locker Use Fee	\$ 6.00	
Bowling Fee	\$20.00	
Golf Fee	\$15.00	
Scuba Diving Fee	\$75.00	
Water Safety Instruction Fee	\$15.00	
Returned Check Fee	\$10.00	
Late Registration Fee	\$10.00	
TNSA Membership Fee	\$11.00	
State Board Examination Fee (ADN)	\$30.00	
Malpractice Insurance Fee (Annual)	See Course Schedule	
Transcript Fee	\$ 1.00	

* Note: Graduation fees must be paid to the Business Office. Upon presentation of a Business Office receipt, College Store personnel will assist with orders and measurements for caps and gowns.

REFUND POLICY

Student tuition and fees provide only a portion of the payment to cover educational expenses. 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. 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:

Fall & Spring Semesters

Total Withdrawal

1. Prior to the First Class Day, 100% less \$10.00 service fee
2. During the First Five Class Days, 80%
3. During the Second Five Class Days, 70%
4. During the Third Five Class Days, 50%
5. During the Fourth Five Class Days, 25%
6. After the Fourth Five Class Days, None
7. A student must officially withdraw from all classes in the Admissions/Records Office to receive a refund.
8. If a student's tuition and fees are paid through Financial Aid, the student is not eligible for a refund.

Schedule Changes

1. Schedule changes are assessed \$3.00 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. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the **First Twelve Class Days** will receive a 100% refund less \$3.00 per line charge.
3. After the Twelfth Class Day, **No Refund** will be given.
4. 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.
5. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

Changes become official only after the Add/Drop process is completed in the Business Office.

Refunds are processed after payee's check clears his/her bank. (**Allow approximately six weeks.**) If payment is made **in cash**, refunds are processed after the fourth week of classes.

Summer Sessions

Total Withdrawal

1. A student must OFFICIALLY WITHDRAW from classes in the Admissions/Records Office in order to receive a refund.
2. If a student withdraws prior to the first day of classes, a 100% refund, less a \$10.00 service charge, will be given.
3. If a student completely withdraws during the fourth, fifth, or sixth class day, the refund is 50%.
5. After the 6th class day, no refunds will be given.
6. The late registration fee of \$10.00 is not refundable under any circumstances.
7. If a student's tuition and fees are met through financial aid, the student is not eligible for a refund.

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. A student who reduces his/her semester credit hour load by officially drop-

ping a course or courses and who remains enrolled at the institution during the first four class days will receive a 100% refund, minus the \$3.00 per line charge, with a \$9.00 maximum each transaction.

3. 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.
4. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

Changes become official only after the Add/Drop process is completed in the Business Office.

Refunds are processed after the payee's check clears his/her bank. (**Allow approximately six weeks.**) If payment is made in cash, refunds are processed after the fourth week of classes.

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 assists students in making intelligent decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational and educational information.

The Career Library, located in the Counseling Center, contains various materials and resources concerning job, career, and college information for students interested in transfer and/or jobs.

The Counseling Center provides individual attention and supplements the instructional programs of the College.

The Counseling Center provides assistance to students who have a physical handicap or disability through services to meet special needs.

The Counseling Center maintains office hours from 8:00 a.m. to 8:00 p.m., Monday-Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday during the Fall and Spring semesters. Office hours for the summer are normally 7:30 a.m.-8:00 p.m. Monday-Thursday. Summer hours are subject to change so please call 331-6111, ext. 235 for an appointment.

LIBRARY

The Library is located adjacent to the Learning Laboratory on the second floor of Building A (Learning Resources Center). It houses 33,000 books and bound periodicals, 220 current periodical subscriptions, and 20,500 microforms. All materials are available for use by students, staff, faculty, administrators, and residents of the community. Seven librarians and several student assistants are available to provide service for 65.5 hours each week.

The Library is open from 7:30 a.m. to 9:30 p.m., Monday-Thursday, and from 7:30 a.m. to 5:00 p.m. on Friday during the Fall and Spring semesters. Service hours for summer sessions will be posted in the Library.

LEARNING LABORATORY

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves any ACC student. Its purpose is to provide help for students in a non-traditional, non-pressured environment. The three primary services of the Lab are:

1. courses in basic subjects to better prepare students for their chosen programs;
2. free individual tutoring assistance;
3. placement and diagnostic testing to help determine academic strengths and weaknesses.

The Learning Lab is open Monday through Thursday from 8:00 a.m. to 6:30 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. All services of the Lab are free.

DEVELOPMENTAL STUDIES

Those students who are more interested in strengthening basic academic skills and in coming to terms with the more practical aspects of living have the opportunity to do coursework in the Developmental Studies program. Classes in basics (math, reading, and English), self-awareness, improvement, and practical applications of basic life skills (psychology), self-confidence, and articulation (speech), physical conditioning (P.E.), and college involvement (orientation) are open to any interested student. It is possible for students who need full-time status to enroll in 12-15 hours of Developmental Studies—or to take only those classes that fulfill a special interest or need. For more information, see the Associate Dean of Student and Instructional Services in the Learning Resources Center, first floor.

CHILD CARE LABORATORY

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. The Center is licensed for children from 18 months to 6 years of age. Registration information and fee schedules may be obtained by contacting the Laboratory School Office.

NEW STUDENT ORIENTATION

Two-Day Orientation Program

In order to ease the transition into college, to acquaint new students with the programs and purposes of the college, and to promote success in college, a two-day orientation program is scheduled by the Student Services Department prior to registration each fall and spring semester. ACC student services staff members, faculty, administrators, and current students are available to provide information on programs, courses, transfer, registration, services, physical layout of campus, and student activities and organizations. Placement testing is conducted to assist advisors in recommending beginning courses. Students meet with a counselor or advisor to determine a course plan related to a major field. Students who are undecided about career or college goals have the opportunity to discuss educational interests and plan appropriate course(s). New students who attend all of the two-

day orientation have the advantage of obtaining a permit for the first morning session of registration. The permits provide a specific time and date to register and are distributed on a first-come first-serve basis. New students are able to obtain an *admit slip* for participation in the orientation program after the following materials are on file in the Admissions/Records Office: an ACC application, high school transcripts, transfer transcripts (if any), and ACT and/or SAT test scores if these tests have been taken.

Orientation Courses - ORIE 101

College Orientation (course number ORIE 101) is a one-credit course consisting of 16 hours of semester class time. Nine hours of attendance at the two-day orientation conducted prior to registration each fall and spring semester can be applied towards a semester orientation course to obtain one credit. In order to receive one semester credit, the student must register during the registration period for one of the orientation sections listed in the class schedule and fulfill 16 hours of semester class time. Students who did not attend the two-day, pre-semester orientation program are also able to register for the course and fulfill all 16 hours of class time during the semester. The orientation courses offer class sessions on a variety of topics designed to support and enhance student experiences in the classroom and to promote personal growth and success in college. Students should register for the general orientation section unless they fall into one of the special orientation course section categories. These special sections are foreign students, JTPA, and handicapped. The foreign student orientation and the JTPA orientation sections are required for students who fall under these categories. Handicapped students can register for the handicapped student section. The general orientation course topics include study skills, stress reduction, career exploration, self-awareness, leadership, and ACC college survival. In the special sections, these course topics are directed to the particular needs of the group. The general orientation class section is recommended for new students and for students who have been attending the college but have not taken an orientation course. The general orientation class sessions are also open to members of the college community who are not enrolled for the course but are interested in attending. More information concerning the course (ORIE 101) is available in the Description of Courses section of this catalog and from the Counseling Center.

VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been approved for GI Bill Educational Training. Prospective students who are veterans or veterans' dependents should contact either the VA Regional Office 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. Copies of *Policies Governing Satisfactory Progress* are available in the Registrar's Office.

TEXAS VOCATIONAL REHABILITATION

Vocational rehabilitational services are available for handicapped students who have a disability which constitutes a substantial barrier to employment. The *Texas Rehabilitation Commission (TRC)* provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. The *Texas Commission for the Blind (TCB)* provides this assistance for the visually-impaired and the blind. A representative of one of these Commissions must approve the student's vocational objective. Prospective students should apply for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to the registration period of the semester of desired enroll-

ment. Alvin Community College works in cooperation with the TRC and TCB to provide services to handicapped students. Contact the Counseling Center for more information, or contact the office of the TRC or TCB nearest your place of residence for eligibility requirements and 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. All applications should be made through the Office of Student Financial Aid and Placement. Further information concerning financial aid programs 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 an approved need analysis and request that a copy to be sent to Alvin Community College. *It is important for a student to apply in person.* A student must submit a new application each year so that his/her financial need may be reevaluated. Since the amount of financial assistance usually reflects the financial standing of the student's family, all information this office receives is handled confidentially.

The application form used at Alvin Community College can be obtained at the Office of Student Financial Aid. Students must make satisfactory academic progress, as determined by the Office of Student Financial Aid, in order to remain eligible for financial assistance.

Student financial aid is awarded in the order of need to students who meet the priority deadline. In order to receive priority consideration, a student's need analysis report (the results of the need analysis form) must be received in the office by June 16 for the twelve month academic period beginning in the fall. Applications and reports received after that date will be awarded on a first-come-first-serve basis as long as funds are available. Students should apply in February or as soon after the first of the calendar year as family income tax information is available.

FINANCIAL AID PROGRAMS AVAILABLE

Pell Grants (BEOG)

This grant, formerly titled Basic Educational Opportunity Grant, makes funds available to eligible students who are undergraduates and who are enrolled on at least a half-time basis. Need is determined by the use of a need analysis, which includes a confidential income statement of the student's family. A student who meets grant requirements will be provided with an eligibility statement which he/she must submit to the Financial Aid Office. All students who desire to participate in this program must submit an application.

College Work-Study Program

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

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 in the welfare of its students. The funds are used for emergency loans which must be repaid during the term of enrollment so that the money may be continually circulated.

Guaranteed Student Loan Program

This loan program permits students in certain income levels to obtain low-interest loans from 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

These loans are available to students who are Texas residents, who qualify on the basis of financial need, and who have met all other financial aid requirements.

State Student Incentive Grant

All eligible students may be considered for this grant program, which is based on financial need.

Supplemental Educational Opportunity Grants

Supplemental Educational Opportunity Grants are awarded to students with financial need. The minimum grant is \$200 per academic year. Any student filing for other student financial aid will be considered for one of these grants.

Texas Public Education Grants

State legislation has made grant funds available to needy students. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Hazlewood Act

Veterans who were honorably discharged from the service, who were legal residents of Texas at the time of induction into the service, who have no further entitlement to VA educational benefits, and who have resided in Texas for at least twelve months prior to the date of college registration are qualified for tuition and fee exemption. To be exempted, the veteran must submit a copy of the DD 214 to the Registrar prior to registration.

SCHOLARSHIPS

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 Music Department Chairperson.

Institutional Departmental Scholarships

Departmental scholarships are offered to qualified students in the following disciplines: Accounting, Air Conditioning, Art, Business, Child Care and Development, Communication, Computer Science, Cooperative Education, Correctional Science, Court Reporting, Drafting, Drama, Electronics, Fashion Merchandising, Law Enforcement, Mathematics, Medical Laboratory Technology, Mid-Management, Music, Nursing, Respiratory Therapy, and Secretarial Science. Students interested in these scholarships should contact the chairperson of the respective department.

Other Scholarships

The following scholarships are coordinated by Alvin Community College and are awarded each year: ACC Association of Education Office Personnel Scholarship, ACC Czech Club Scholarship (second-year student), ACC Fashion Group Scholarship, ACC Teachers' Association Scholarship (second-year student), Alvin Community Hospital Scholarship, Alvin Educational Secretaries and Paraprofessionals Association Scholarship (second-year student), Alvin Insurance Agencies Scholarship (ACC graduate), Hollis McGinness Memorial Scholarship (Alvin Noon Lion's Club), James Williams Scholarship (Drama), Nolan Ryan Scholarship (Baseball), Paul Lawson Scholarship (Drama), Rotary Club Scholarship (Alvin Rotary), and Scott Memorial Scholarship (Law Enforcement).

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

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 during school, during vacations, and after graduation. The Placement Center provides occupational information on job requirements and opportunities. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.

Students seeking part-time work are encouraged to keep in mind their future career plans because relevant job experience can help in finding permanent and satisfying positions after graduation.

ATHLETICS

The College schedules intercollegiate competition in basketball, baseball, volleyball, tennis, and golf. Non-varsity students are given the opportunity to participate in the physical education program and in an extensive schedule of intramural sports.

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:

6:30 a.m. to 10:00 p.m. (Weekdays)

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

12:00 noon to 6:00 p.m. (Sunday)

For membership information call: 331-8846

CAFETERIA

The cafeteria, located in the Student Center, sells hot and cold food and beverages.

PARKING

Automobiles must be registered before they may be parked on campus. The Security Office distributes parking permits and traffic regulations during and after registration. Lots marked with yellow stripes are reserved for student parking, and lots marked with white stripes are reserved for ACC personnel.

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 Student Activities Coordinator maintains the activities calendar. 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

The 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 10-17, 1984

Spring Semester — May 6-13, 1985

Summer Session II — August 12-16, 1985

Book-buy-back is conducted the week of final examinations; students may sell their books back for one-half the original purchase price.



CURRICULUM OFFERINGS

ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Arts Degree (A.A.) is awarded to students who fulfill the requirements in General Liberal Arts, Art, Drama, Music, or Physical Education curriculum. Students who complete these curriculums normally transfer to a four-year college where they major in one of the following subject-areas:

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

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

GENERAL LIBERAL ARTS

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	Selected Topics II			
or				
MATH 170	Modern Topics in Mathematics ✓	3	0	3
	*Elective	3	0	3
	**Foreign Language or Elective ✓	3	0-2	3-4
PHED	Physical Education ✓	0	3	1
		<u>15</u>	<u>0-5</u>	<u>16-17</u>

Third Semester

ENGL 211	Survey of Literature I ✓	3	0	3
or				
ENGL 221	Physics 111, or Chem 111, ✓ or Biol 111, or Geol 111	3	2-3	4
GOVT 211	American National and State Governments I ✓	3	0	3
	*Electives ✓	6	0	6
		<u>15</u>	<u>2-3</u>	<u>16</u>

Fourth Semester

ENGL 212	Survey of Literature II ✓	3	0	3
or				
ENGL 222	Physics 112, or Chem 112, ✓ or Biol 112, or Geol 112	3	2-3	4
GOVT 212	American National and State Governments II ✓	3	0	3
	*Electives ✓	6	0	6
		<u>15</u>	<u>2-3</u>	<u>16</u>

- *COOP courses may be selected as electives with advisor approval.
- **Recommended elective, depending on the transfer requirements of the college the student will be attending.
- ***One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for a General Liberal Arts Degree. 64-66

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
		<u>9</u>	<u>15</u>	<u>16</u>

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
		<u>6</u>	<u>21</u>	<u>16</u>

Third Semester

ENGL 211	Survey of Literature I			
or				
ENGL 221	Physics 111, or Chem 111, ✓ or Biol 111, or Geol 111	3	0	3
GOVT 211	Amer. Nat. & State Govt. I	3	0	3
ARTS 211	Drawing III	0	6	3
ARTS 231	Painting I			
or 251	Commercial Art I	0	6	3
	*Elective	3	0	3
		<u>9</u>	<u>12</u>	<u>15</u>

Fourth Semester

ENGL 212	Survey of Literature II			
or				
ENGL 222	Physics 112, or Chem 112, ✓ or Biol 112, or Geol 112	3	0	3
GOVT 212	Amer. Nat. & State Govt.	3	0	3
ARTS 232	Painting II			
or 252	Commercial Art II	0	6	3
ARTS 221	Design III	0	6	3
or				
ARTS 241	Intro to Portrait Painting			
or				
ARTS 242	Watercolor II	0	6	3
	*Elective	3	0	3
		<u>9</u>	<u>12</u>	<u>15</u>

- *Electives must be art courses.
- **One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for Arts Degree 62

DRAMA

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
DRAM 111	Rehearsal and Performance	0	2	1

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>

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	1
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>

Third Semester

ENGL 211 or ENGL 221	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
DRAM 211	Rehearsal and Performance	0	2	1
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>

Fourth Semester

ENGL 212 or ENGL 222	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
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
		<u>15</u>	<u>2</u>	<u>16</u>

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for Drama Degree..... 64



**MUSIC
(INSTRUMENTAL CONCENTRATION)**

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
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training & Sight-Singing	1	2	2
MUSC 123	Conducting	0	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 131B	Brass Class	0	3	1
or				
MUSC 131W	Woodwind Class	0	3	1
MUSC 185	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
		<u>11</u>	<u>21</u>	<u>18</u>

Second Semester

ENGL 122	Composition & Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training & Sight-Singing	1	2	2
MUSC 124	Conducting	0	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 131B	Brass Class	0	3	1
or				
MUSC 131W	Woodwind Class	0	3	1
MUSC 186	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
		<u>11</u>	<u>21</u>	<u>18</u>

Third Semester

**HIST 141	The U.S. to 1877	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 131	Class Piano	0	2	1
MUSC 131P	Percussion Class	0	3	1
MUSC 287	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
PHED	Physical Education	0	3	1
		<u>11</u>	<u>19</u>	<u>17</u>

Fourth Semester

**HIST 142	The U.S. since 1877	3	0	3
GOVT 212	American National & State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training & Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 113	A History of Jazz	1	2	1
or				
MUSC 131G	Guitar Class	0	3	1
MUSC 288	Concert Band	0	5	1
	Applied Music: Principle Instrument	1	4	2
PHED	Physical Education	0	3	1
		<u>11-12</u>	<u>17-18</u>	<u>17</u>

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

**One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required

for a Music Degree 70

**MUSIC
(VOICE CONCENTRATION)**

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training & Sight-Singing	1	2	2
MUSC 123	Conducting	0	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 151	Concert Choir	0	5	1
MUSC 125X	Applied Music: Voice	1	4	2
		<u>11</u>	<u>19-20</u>	<u>18-19</u>

Second Semester

ENGL 122	Composition & Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training & Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1

MUSC 152	Concert Choir	0	5	1
MUSC 125Y	Applied Music: Voice	1	4	2
		<u>11</u>	<u>17-18</u>	<u>16-17</u>

Third Semester

**HIST 141	The U.S. to 1877	3	0	3
GOVT 211	American National & State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training & Sight-Singing	1	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 253	Concert Choir	0	5	1
MUSC 225X	Applied Music: Voice	1	4	2
PHED	Physical Education	0	3	1
		<u>11</u>	<u>20-21</u>	<u>17-18</u>

Fourth Semester

**HIST 142	The U.S. since 1877	3	0	3
GOVT 212	American National & State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training & Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 254	Concert Choir	0	5	1
MUSC 225Y	Applied Music: Voice	1	4	2
PHED	Physical Education	0	3	1
		<u>11</u>	<u>20-21</u>	<u>17-18</u>

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

**One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for a Music Degree 70

PHYSICAL EDUCATION

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
MATH 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
		<u>15</u>	<u>3</u>	<u>16</u>

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
		<u>15</u>	<u>3</u>	<u>16</u>

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
		<u>15</u>	<u>3</u>	<u>17</u>

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
		<u>15</u>	<u>5</u>	<u>17</u>

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for a Physical Education Degree 66

ASSOCIATE IN APPLIED ARTS DEGREE

Degree: Associate in Applied Arts

Length: Four-Semester (Two-Year) Program

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

Program Requirements: This curriculum includes the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. Students planning to begin employment upon completion of their program should give

special consideration to their specific area of interest in the field of communications when selecting electives.

COMMUNICATIONS (RADIO BROADCASTING)

Associate in Applied Arts Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 210	Radio News Workshop	3	2	3
COMM 105	Introduction to Mass Communications	3	0	3
	Elective	3	0	3
		<u>13</u>	<u>7</u>	<u>16</u>
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
COMM 112	Advanced Recording Techniques	1	2	3
COMM 222	Public Relations	3	0	3
PHED	Physical Education	0	3	1
COMM 211	Radio Production	1	4	3
COMM 115	Writing for Mass Media	3	0	3
		<u>11</u>	<u>9</u>	<u>16</u>
Third Semester				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National & State Govt. I	3	0	3
COMM 212	Principles of Advertising	3	0	3
COMM 220	Independent Study	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National & State Govt. II	3	0	3
COMM 221	Independent Study	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for Communications Degree 62

COMMUNICATIONS (SOUND REINFORCEMENT & RECORDING)

Associate in Applied Arts Degree

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
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 105	Introduction to Mass Communications	3	0	3
MUSC 110	Introduction to Music	3	0	3
or				
MUSC 111	Survey of Music Literature	3	1	3
		<u>13</u>	<u>5-6</u>	<u>16</u>
Second Semester				
ENGL 122	Composition & Rhetoric II	3	0	3
COMM 112	Advanced Recording Techniques	1	2	3
MUSC 120	Music Appreciation	3	0	3
or				
MUSIC 112	Survey of Music Literature	3	1	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>14</u>	<u>12-13</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
HIST 142	The U.S. Since 1877	3	0	3
COMM 220	Independent Study	3	0	3
MATH 111	Selected Topics I	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National & State Government II	3	0	3
COMM 221	Independent Study	3	0	3
MATH 112	Selected Topics II	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

Total Minimum Credits Required
for Communications Degree 63

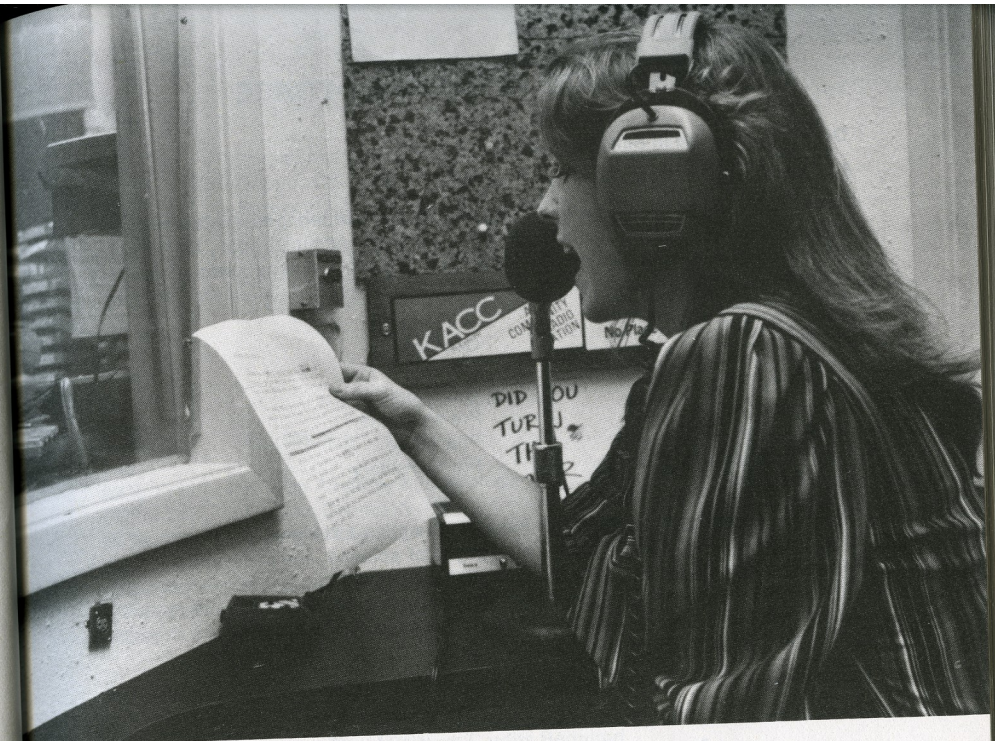
COMMUNICATIONS (TELEVISION)

Associate in Applied Arts Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
COMM 224	Radio & TV Announcing	3	0	3
PHED	Physical Education	0	3	1
COMM 113	TV Production I	3	0	3
COMM 105	Introduction Mass Communications	3	0	3
DRAMA 250	Theatre Speech	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>
Second Semester				
ENGL 122	Composition & Rhetoric II	3	0	3
COMM 222	Public Relations	3	0	3
PHED	Physical Education	0	3	1
COMM 115	Writing for Mass Media	3	0	3
COMM 215	TV News Workshop	3	0	3
COMM 114	TV Production Workshop	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>
Third Semester				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National Government	3	0	3
COMM 212	Principles of Advertising	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
COMM 225	Independent Project in TV	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National Government	3	0	3
COMM 226	Independent Project in TV	3	0	3
*HIST 142	The U.S. to 1877	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
for Communication Degree 62



ASSOCIATE IN SCIENCE DEGREE

Degree: Associate in Science (A.S.)

Length: Four-Semester (Two-Year) Program

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

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

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

BIOLOGICAL SCIENCE

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 Trigonometry	3	0	3
or 132		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 — Analytic Geometry	3	0	3
or 150		3	0	3
*HIST 142	The U.S. since 1877	0	3	1
PHED	Physical Education	0	3	1
		15	10	18

Third Semester

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

Fourth Semester

BIOL 225	Microbiology			
or				
BIOL 122	Human Anatomy & Physiology	3	2-3	4
CHEM 212	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3
GOVT 212	American National and State Government II	3	0	3
		12	6-9	14

*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

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
		<u>15</u>	<u>18</u>	<u>18</u>

Third Semester

ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English 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 I	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

Fourth Semester

ENGL 212	Survey of Literature II			
or				
ENGL 222	Survey of English 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
		<u>15</u>	<u>1</u>	<u>15</u>

*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
		<u>15</u>	<u>5-7</u>	<u>17</u>

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
		<u>15</u>	<u>5-7</u>	<u>17</u>

Third Semester

ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MATH 213	Differential and Integral Calculus	4	0	4
	Electives	6	0	6
		<u>16</u>	<u>0</u>	<u>16</u>

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222	Survey of English Literature II			
GOVT 212	American National and State Governments II	3	0	3
MATH 214	Differential and Integral Calculus	4	0	4
	*Electives	6	0	6
		<u>16</u>	<u>0</u>	<u>16</u>

*Co-op courses may be selected as satisfaction of elective credit.
 **One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

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	3	0	3
or 132	Plane Trigonometry	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>7</u>	<u>14</u>

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	3	0	3
or 150	Analytic Geometry	3	0	3
	*Elective	0	3	1
PHED	Physical Education			
		15	7	17

Third Semester

CHEM 211	Organic Chemistry I	3	4	4
or				
PHYS 141, 146	Mechanics and Heat Mec. and Heat Lab	3	0	3
ENGL 211	Survey of Lit. I	0	3	1
GOVT 211	American Nat'l. and State Gov'ts. I	3	0	3
		3	3	4
BIOL 111	General Biology I	4	0	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, 247	Electricity and Magnetism and Lab	3	3	3
ENGL 212	Survey of Lit. II	0	3	1
GOVT 212	American Nat'l and State Gov'ts. II	3	0	3
		3	3	4
BIOL 112	General Biology II	4	0	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.
 ** One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a Physical Science Degree 70

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Length: Four-Semester (Two-Year) Program

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

- | | |
|------------------------------------|-------------------------------|
| Accounting | Drafting Technology |
| Air Conditioning and Refrigeration | Electronic Technology |
| Automotive Technology | Medical Laboratory Technology |
| Chemical Technology | Mid-Management |
| Child Care | Nursing Technology |
| Computer Science | Respiratory Therapy |
| Computer Systems Technology | Secretarial Science |
| Court Reporting | Executive Science |
| Criminal Justice | Legal Secretary |
| Correctional Science | Medical Secretary |
| Law Enforcement | Welding |

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

ACCOUNTING

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Accounting is designed for persons who seek full-time employment in the accounting field immediately after completing the curriculum. 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 pursues a specialty in accounting. The curriculum includes technical courses in accounting and related areas. Instruction includes both theoretical and practical applications needed for future success in accounting. Students are urged to consult with the Counseling Center and with their faculty advisors in planning their programs 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 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		15	4	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 122	Composition and Rhetoric II	3	0	3
SECT 130	Business Communications	3	0	3
PHED	Physical Education	0	3	1
		15	7	17

Third Semester

ACCT 231	Intermediate Accounting I	3	0	3
ACCT 233	Federal Income Tax Accounting	3	0	3
ECON 111	Principles of Economics I	3	0	3
ACCT 240	Accounting with the Mini-Micro Computer	3	3	3
ACCT 211	Accounting Internship	0	20	3
or * Elective		12	23	15

Fourth Semester

ACCT 232	Intermediate Accounting II	3	0	3
ACCT 234	Managerial Accounting	3	0	3
ECON 112	Principles of Economics II	3	0	3
BUAD 120	Business Law I	3	0	3
ACCT 212	Accounting Internship	0	20	3
or * Elective		12	20	15

*Two electives such as Computer Science, Finite Math, Principles of Real Estate, Personnel Management, etc., may be substituted.

Total Minimum Credits Required
for Accounting Degree 63

AIR CONDITIONING AND REFRIGERATION

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Air Conditioning and Refrigeration prepares 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 Air Conditioning and Refrigeration Department Chairperson.

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
		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
		<u>13</u>	<u>12</u>	<u>17</u>

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
		<u>11</u>	<u>9</u>	<u>14</u>

*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 (A.A.S.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Automotive Technology prepares the student for full-time employment in the automotive repair industry upon graduation.

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 Automotive Technology Department Chairperson.

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
		<u>9</u>	<u>15</u>	<u>15</u>

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
		<u>10</u>	<u>11</u>	<u>15</u>

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
		<u>11</u>	<u>18</u>	<u>19</u>

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
AUTO 216	Automotive Technology Internship or Elective (approved by Department Chairman)	0	20	3
		<u>9</u>	<u>28</u>	<u>16</u>

Total Credits Required for Automotive Technology Degree 65

BANKING

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

CHEMICAL TECHNOLOGY

COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY COLLEGE AND BRAZOSPORT COLLEGE

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

Length: Four Semesters (Two-Year) Program

Purpose: This cooperative degree program between Alvin Community College and Brazosport College provides special training and competence in Chemical Technology.

**CHEMICAL TECHNOLOGY
COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY
COLLEGE AND BRAZOSPORT COLLEGE**

Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester Alvin Community College				
ENGL 121	Composition and Rhetoric	3	0	3
***PHYS 133	Technical Physics	3	3	4
MATH 151	Technical Mathematics I or Approved Math Elective	3	0	3
*CHEM 121	General Chemistry I	3	4	4
ORIE 101	Orientation	1	0	1
PHED	Physical Activity			1
		<u>13</u>	<u>7</u>	<u>16</u>

Second Semester Alvin Community College				
***ENGL 260	Technical Communications	3	0	3
**MATH 152	Technical Mathematics II or Approved Math Elective	3	0	3
CHEM 122	General Chemistry II	3	4	4
PHED	Physical Activity			1
***SPCH 140	Bus Speech	3	0	3
**CHEM 164	Unit Operations I	2	6	4
		<u>14</u>	<u>10</u>	<u>18</u>

Third Semester Brazosport College				
***CHEM 204	Organic Chemistry I	3	3	4
CHEM 254	Unit Operations II	2	6	4
INST 113	Principles of Industrial Measurements	3	0	3
CHEM 224	Quantitative Analysis I	2	6	4
CHEM 243	Chemical Technology Internship I	1	20	3
		<u>11</u>	<u>35</u>	<u>18</u>

Fourth Semester Brazosport College				
***CHEM 214	Organic Chemistry II	3	3	4
CHEM 234	Quantitative Analysis II	2	6	4
CHEM 273	Chemical Technology Internship II	1	20	3
*****	Approved Computer Technology elective either school (Brazosport approval)			4
		<u>6</u>	<u>29</u>	<u>15</u>

*Students who are deficient in Chemistry will be required to take CHEM 111 and/or CHEM 112.

**Approved math electives may be chosen from MATH 132, MATH 150, MATH 210, MATH 213, MATH 214.

***Students who intend to complete the program in two years should commute to Brazosport College to take Unit Operations I.

****May be taken at either institution (compatible ACC courses are CHEM 211 and CHEM 212).

*****May be taken at either institution, but must be approved by Brazosport College.

Note: Descriptions of all courses taught by Alvin are located within the appropriate department description of courses. Description of all courses taught by Brazosport are located in Brazosport's catalog.

Total Credits Required for a
Chemical Technology Degree 67

CHILD CARE and DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Child Care and Development program requires a personal interview with the Child Care and Development Department.

Program Requirements: Approximately one-half of the curriculum includes courses in child care with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in child care work or related activities. Students are urged to consult with their faculty advisor and the Counseling Center 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	0	3
**BIOL 111	General Biology			
or				
SPAN 111	Elementary Spanish	3	2-3	4
PHED	Physical Education	0	2	1
		<u>15</u>	<u>4-5</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 112	General Biology			
or				
SPAN 112	Elementary Spanish	3	2-3	4
PHED	Physical Education	0	2	1
		<u>10</u>	<u>12-13</u>	<u>16</u>

Third Semester

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

Fourth Semester

CHCD 230	Advanced Child Growth and Development	3	0	3
CHCD 250	Child Care and Development II	2	4	4
***CHCD 260	Seminar and Field Work or	3	8	4
CHCD 270	Special Project	3	0	3
SOCI 110	Marriage and the Family	3	0	3
	*** Elective			
		<u>14</u>	<u>12</u>	<u>17</u>

*ENGL 121 & 122 should be substituted if a 4-year degree is planned.
 ** Non-transferring students may substitute Personal & Community Health (PHED 120) & First Aid (PHED 210) for General Biology & Spanish.
 *** See advisor prior to registration.

Total Credits Required for a
 Child Care & Development Degree 63-65

**COMPUTER SCIENCE TECHNOLOGY
 COMPUTER PROGRAMMING**

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

Length: Four-Semester (Two-Year) Program

Purpose: The Computer Science Technology curriculum provides the types of educational and skill experiences which both industry and the computer manufacturers agree are needed. It develops in students the skills, knowledge, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis is 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 includes courses in Computer Technology, with the remaining courses in technically related areas: mathematics, business, and general education. This curriculum provides 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	<u>3</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>3</u>
		15	7	17
Third Semester				
CSCI 210	Computer Programming (Adv. FORTRAN) or	3	3	4
**CSCI	Elective			
CSCI 230	Computer Programming (Adv. COBOL)	3	3	4
*ENGL 121	Composition and Rhetoric I or	3	0	3
ENGL 111	Communications Skills I			
PHED		0	2	1
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	8	15

Fourth Semester

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

* 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.

Total Credits Required for a
 Computer Science Degree 64

COMPUTER SYSTEMS TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: A computer system technologist from ACC is a well paid semiprofessional person who has developed computational skills, analytic abilities, and computer programming techniques to work with all kinds of computer systems. His or her employment opportunities in the exploding computer industry are virtually unlimited. Generally, a computer systems technologist will be employed in the sales, evaluation, selection, and/or installation of computer equipment for industrial business and private applications.

To qualify, a computer systems technologist student will spend one year in the study of circuit actions of electronic components and their use as building blocks in the design of electronic equipment. In the second year, he or she will learn the techniques of integrating computers and computer controlled systems. This will include the study of computer programming languages and their use in controlling and integrating computer systems.

After graduation from the two-year program, the ACC graduate will be prepared to work the exciting and ever-expanding field of computer electronics. He or she will also be qualified to enter a university with Junior standing, in pursuit of a B.S. degree in Computer Systems Technology, hardware or software options.

Program Requirements: In addition to the general admission requirements for ACC, entry into the Associate of Applied Science Curriculum in Computer Systems Technology requires a proficiency in Algebra, English, and Reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELEC courses.

COMPUTER SYSTEMS TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 114	Computer Programming (BASIC)	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
**ELECTIVE	Electronics or Computer Science Elective	3	3	4
MATH 132	Plane Trigonometry	3	0	3
		<u>12</u>	<u>9</u>	<u>15</u>

Second Semester

CSCI 110	Introduction to Computer Science	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 140	Electronics I	3	0	3
ELEC 145	Electronics I Lab	0	3	1
ENGL 111	Communication Skills I			
or				
*ENGL 121	Composition & Rhetoric I	3	0	3
		<u>12</u>	<u>9</u>	<u>15</u>

Third Semester

**CSCI 215	Digital Computer Fundamentals	3	3	4
CSCI 250	Computer Programming (Assembly)	3	3	4
ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Lab	0	3	1
ENGL 112	Communication Skills II or			
or				
*ENGL 122	Composition & Rhetoric II	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

Fourth Semester

CSCI 210	Computer Programming (Adv. FORTRAN)	3	3	4
CSCI 130	Computer Programming (Int. COBOL)	3	3	4
**CSCI 260	Mini/Micro Computers	3	3	4
ELEC 290	Computers and Computer Controlled System	3	0	3
ELEC 295	Computers and Computer Control System Lab	0	3	1

PHED	Physical Education	0	3	1
		12	15	17

*ENGL 121 and 122 should be substituted if four-year degree is planned.
 **Elective may be selected with permission of Department Chairperson.

Total Credits Required for
 Computer Systems Degree 63

COURT REPORTING

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

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

Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting, for positions related to court reporting, i.e., transcribers, note-readers, and typists, and for job entry positions as legal secretaries. This curriculum meets 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 runs for two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, as practice tapes are encouraged for use off-campus. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

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

Admission Requirements:

- To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
 - Be a high school or G.E.D. graduate.
 - Make application to A.C.C. and fulfill the admission requirements of the college.
 - Fill out a Court Reporting application and return it to the Court Reporting Department.
 - Have a personal interview with the Court Reporting Department Chairman or her designate to develop a degree plan.
 - Score 16 or higher on ACT composite or 720 SAT score (combined math and verbal):

or

 If ACT composite is between 12 and 15, student must take Developmental English and Developmental Reading, depending on test score analysis by the Department Chairman.
 - If an ACT or SAT score is not available, student will be required to take the local placement test in English and Reading. A score of 350 or below will require Developmental English, and a score of 35 or below will require Developmental Reading.

- Be able to type 40 words per minute with no more than 10 errors for five minutes before entering the Machine Shorthand Theory portion of the course. A typing test will be given prior to assigning classes for the semester.

Note: A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may not be certified to the Supreme Court for Court Reporter Certification by the Texas Court Reporters Board in the state of Texas. If you have any questions in this area, you should contact the Department Chairman of Court Reporting.

- Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.
- Transfer students:
 - Must provide the Alvin Community College Registrar with official transcripts for each institution attended and request evaluation by the Graduation Advisor.
 - May apply for credit by examination by testing in the following areas:
 - Medical Terminology
 - Legal Terminology and Law
 - ENGL 111 and CTRP 141
 - SECT 220 (Typing III)
 - The ACT/SAT requirements will be waived for those applicants with a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English requirements.

COURT REPORTING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 220	Typing III	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				
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
		15	12	17

Summer Semester

CTRP 120	Machine Shorthand II (120-140)	6	4	6
CTRP 125	Court Reporting Procedures	3	2	3
CTRP 140	Transcription II	0	5	2
CTRP 224	Reporting Technology	3	2	3
		<u>12</u>	<u>13</u>	<u>14</u>

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
		<u>15</u>	<u>13</u>	<u>17</u>

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
		<u>12</u>	<u>13</u>	<u>14</u>

*Students must take ENGL 111 and 112 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.

Total Credits Required for
Court Reporting Degree 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.

CRIMINAL JUSTICE

Correctional Science

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

CRIMINAL JUSTICE

Correctional Science

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CJUS 110	Introduction to Criminal Justice	3	0	3
CJUS 115	Penology	3	0	3
*ENGL 111	Communication Skills 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
		<u>15</u>	<u>3</u>	<u>16</u>

Second Semester

CJUS 125	American Legal System	3	0	3
CJUS 135	Probation and Parole	3	0	3
*ENGL 112	Communication Skills II	3	0	3
HIST 142	The United States since 1877	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>

Third Semester

CJUS 215	Institutional Procedures, Jails and Detention	3	0	3
CJUS 225	Contemporary Practices in Corrections	3	0	3
CJUS 235	Corrections I. Organization and Operations	3	0	3

GOVT 211	American National and State Government	3	0	3
SOCI 122	Social Problems	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

Fourth Semester

CJUS 245	Corrections II. Theory and Practice	3	0	3
CJUS 270	Juvenile Delinquency	3	0	3
CJUS 295	Defensive Measures	3	3	4
CJUS	Elective	3	0	3
GOVT 212	American National and State Government	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>

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

Total Minimum Credits Required for the Correctional Science Degree 63

CRIMINAL JUSTICE

Law Enforcement and Police Administration

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

1. General requirements for admission to the college.
2. A degree plan approved by the Criminal Justice Department Chairperson.

Program Requirements:

1. Have completed Alvin Community College graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Have completed a minimum of 63 approved credit hours.
3. Upon satisfactory completion of program and Alvin Community College graduation requirements, the student will be awarded the Associate of Applied Science Degree.

CRIMINAL JUSTICE

Law Enforcement and Police Administration

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CJUS 110	Introduction to Criminal Justice	3	0	3
CJUS 120	Criminal Investigation	3	0	3
CJUS 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
		<u>15</u>	<u>3</u>	<u>16</u>
Second Semester				
CJUS 140	Criminal Procedure and Evidence	3	0	3
CJUS 150	Police Role in Crime & Delinquency	3	0	3
*ENGL 112	Communication Skills II	3	0	3
HIST 142	The United States since 1877	3	0	3
SOCI 111	Principles of Sociology or			
PSYC 120	General Psychology	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>
Third Semester				
**CJUS 210	Elements of Police Supervision	3	0	3
CJUS 220	Police Organization and Administration	3	0	3
**CJUS 230	Patrol Administration	3	0	3
GOVT 211	American National and State Governments I	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
Fourth Semester				
CJUS 240	Police-Community Relations	3	0	3
**CJUS 270	Juvenile Delinquency	3	0	3
CJUS 295	Defensive Measures	3	3	4
GOVT 212	American National and State Governments II	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>

*ENGL 121 and 122 should be substituted if a 4 year degree is planned.
 ** Students may substitute other Criminal Justice courses approved by the department chairperson.

Total Credits Required for
 Law Enforcement and
 Police Administration Degree 63

DRAFTING TECHNOLOGY

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

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. 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	Engineering Drafting	2	6	4
DRFT 107	Industrial Blueprint Reading	3	1	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
		<u>13</u>	<u>13</u>	<u>17</u>
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
		<u>12</u>	<u>16</u>	<u>17</u>

Third Semester

DRFT 221	Structural Drafting I	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
*DRFT	Elective	2	6	3
GOVT 211	American National and State Govt. I	3	0	3
PHED	Physical Education	0	3	1
		<u>9</u>	<u>21</u>	<u>15</u>

Fourth Semester

SOCI 111	Principles of Sociology	3	0	3
*DRFT	Elective	2	6	4
	Free Elective			3
DRFT 270	Construction Drafting	2	6	4
PHED	Physical Education	0	3	1
		<u>7</u>	<u>15</u>	<u>15</u>

*Approval of Department Chairperson.

Total Credits Required for a
 Drafting Technology Degree 64

ELECTRONIC TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: An electronics technician from ACC is a well paid, semiprofessional person who has developed computational skills, analytic abilities, and electronic measurement techniques to work with all kinds of electronic equipment. His or her employment opportunities are unrestricted by community size, environmental conditions, or geographical locale. Generally, the electronic technician will be employed in the development of new equipment or in troubleshooting and maintaining existing equipment. Opportunities also exist in the sales of electronic components and equipment.

To qualify, an electronics technician student will spend one year in the study of circuit actions of electronic components separately and in combination, when subjected to both direct current and alternating current. In the second year he or she will study circuits as building blocks in the design and manufacture of digital electronic equipment such as computers, printers, video monitors and information storage devices. The potential technician will also learn to interface the devices using a combination of hardware and software techniques.

After completion of a two-year program, the ACC graduate will be prepared to enter the job market with a potential for employment as an electronic technician.

Program Requirements: In addition to the general admission requirements for ACC, entry into the Associate of Applied Science Curriculum in Electronics Technology requires a proficiency in Algebra, English, and Reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELEC courses.

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 Lab	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 151	Electronic Problems I	3	0	3
**CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		12	12	16
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 152	Electronics Problems II	3	0	3
***ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		12	9	15
Third Semester				
ELEC 210	Electronics II	3	0	3
ELEC 215	Electronics II Lab	0	3	1
ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Lab	0	3	1
***ENGL 112	Communication Skills II	3	0	3
*HIST 141	U.S. History to 1877	3	0	3
ELEC 160	Electronic Drafting and Design	3	0	3
ELEC 165	Electronic Drafting and Design Lab	0	3	1
		15	9	18
Fourth Semester				
ELEC 230	Electronics Instrumentation and Measurement Techniques	3	0	3
ELEC 235	Electronic Instrumentation and Measurement Techniques Lab	0	3	1
ELEC	Electronics Elective	0	0	3
	Technical Elective	0	0	3
*HIST 142	U.S. History Since 1877	3	0	3
**SOCI 111	Principles of Sociology or approved elective	3	0	3
		9	3	16

*Or GOVT 211, 212

**See Advisor prior to registration

***ENGL 121, 122 recommended for those who desire to transfer for BS degree

****MATH 121 may be substituted for ELEC 151

*****MATH 132 may be substituted for ELEC 152

Total Credits Required for
Electronic Technology Degree 65

MEDICAL LABORATORY TECHNOLOGY

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 or the Scholastic Aptitude 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 2.0 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 CHEM 111 (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 support 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 transfer of HMLT courses completed at other accredited schools upon successful completion of written and practical exams. No more than 50% of the course work necessary for a degree may be attained in this way.
4. A complete physical examination is to be submitted with the application for admission. Other medical tests, which may include chest x-ray, TB skin test, urinalysis, blood count, serology, and Rubella titer, are required after entrance into the program before admission to the clinicals.
5. An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.

- 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:

- After a student has enrolled, the required MLT courses must be completed in proper sequence.
- Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.
- Any required support course completed more than five years previous to the time the student is accepted, or any required HMLT course completed more than three years previous to the time the student is accepted, may not satisfy degree requirements.
- A MLT student is required to satisfactorily complete both theory and practical experience of the MLT course. In the event either theory or practical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.
- No grade below a "C" will be acceptable in MLT, biology, math, or chemistry courses.
- A MLT student must maintain a grade point average of at least 2.00 in order to progress in the MLT program.
- A student may be terminated from the program if clinical performance is unsatisfactory.
- A student not successfully completing a MLT course for the second time will be subject to redirection.
- If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
- A student is required to earn at least 24 resident semester hours at Alvin Community College.
- Hospitalization insurance, malpractice insurance, laboratory uniforms, and transportation to and from the various health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include clinical rotation.
- 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				
CHEM 111	Introductory Chemistry	3	3	4
HMLT 110	Introduction to Medical Technology and Terminology	2	3	3
BIOL 121	Anatomy and Physiology	3	2	4
HMLT 113	Hematology I	2	8	4
		10	16	15

Second Semester

BIOL 122	Anatomy and Physiology II	3	2	4
PHED	Physical Education	0	3	1
MATH 121	College Algebra	3	0	3
HMLT 111	Clinical Chemistry I	3	8	5
HMLT 112	Clinical Microbiology I	2	8	4
		11	21	17

Summer Session (Two-6 weeks)

HMLT 140	Fluid Analysis	1	0	1
HMLT 150	Parasitology	1	2	2
HMLT 213	Hematology II	2	4	3
		4	6	6

Third Semester

HMLT 210	Serology-Immunology	2	4	3
ENGL 121	Composition & Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
HMLT 212	Clinical Microbiology II	2	8	4
HMLT 211	Clinical Chemistry II	3	4	4
		10	19	15

Fourth Semester

ENGL 122	Composition & Rhetoric I	3	0	3
HMLT 130	Urinology & Clinical Microscopy	2	4	3
HMLT 220	Clinical Instrumentation	2	4	3
HMLT 230	Immunohematology	2	8	4
	Elective or			
PSYC 120	General Psychology	-	-	3
		9	16	16

Summer Session (12 weeks)

HMLT 240	MLT—Practicum (5 days per week rotation required)	0	40	6
----------	---	---	----	---

Total Credits Required for
Medical Laboratory Technician
Degree 75

MID-MANAGEMENT

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

Length: Four-Semester (Two-Year) Program

Purpose: The Mid-Management program prepares individuals for career occupations in the fields of Banking, Production, Real Estate, Retailing, General Mid-Management, 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 Mid-Management, 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
		<u>12</u>	<u>23</u>	<u>16</u>
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
*ENGL 112	Communication 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
		<u>12</u>	<u>23</u>	<u>16</u>
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
		<u>12</u>	<u>20</u>	<u>15</u>
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
		<u>12</u>	<u>20</u>	<u>15</u>

*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, MMGT 123.

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	<u>15</u>	<u>4</u>	<u>16</u>
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	<u>15</u>	<u>4</u>	<u>16</u>
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
SOCI 111	Principles of Sociology	3	0	3
	Total	<u>12</u>	<u>23</u>	<u>16</u>

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 Credits Required for Bank Specialization Degree 63

FASHION MERCHANDISING

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: The Fashion Merchandising Curriculum combines a careful blending of fashion merchandising principles, fashion merchandising courses, and management courses such as Introduction to Management, Principles of Management, Personnel Management, and Problems in Management with general education courses such as two semesters of communications skills and two semesters of social science to provide the student with a balanced education and a strong marketable skill. In addition, the student serves four semesters of internship to combine practical experience with his/her class instruction. The internship requires 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
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	2	1
	Total	12	22	16

Second Semester

MMGT 121	Principles of Management	3	0	3
*FASH 122	Internship	0	20	3
**ENGL 112	Communication Skills II	3	0	3
FASH 150	Merchandising Math	3	0	3
FASH 140	Fashion Buying and Merchandising	3	0	3
PHED	Physical Education	0	2	1
	Total	12	22	16

Third Semester

MMGT 211	Personnel Management	3	0	3
FASH 212	Internship	0	20	3
FASH 210	Fashion Sales Promotion	3	0	3
GOVT 211	American National and State Government			
or				
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology			
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		3	0	3
	Total	12	20	15

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

Total Credits Required 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

*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 Elective	3	0	3
		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 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 National Council Licensure Exam for Registered Nurses (NCLEX-RN). The program includes a background in general education and skills related to patient care.

Admission Requirements:

1. A new class begins each fall semester. Qualified applicants will be admitted to space available. 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. make application to the A.D.N. department.
 - d. score 16 or higher on ACT composite or a minimum combined math and verbal SAT score of 713

or

if ACT composite is 14 or 15, attain an overall grade point average (GPA)* of 2.5 on a minimum of seven (7) credit hours taken at Alvin Community College (excluding developmental courses and orientation) and including at least one (1) natural science course required in the nursing curriculum.

 - e. submit official copies of transcripts of all previous college work.
 - f. have a personal interview with the Director, or her designate, to discuss program requirements and develop a degree plan.
 - g. remove all academic deficiencies (i.e. complete developmental courses if English, math, or social science ACT scores are below departmental requirements.)
 - h. complete a series of pre-nursing tests.
 - i. submit a health history and physical examination prior to enrollment, reported on a form provided by the ADN department.
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 taken within five (5) years of the date of acceptance into the ADN program. Applicants who have had a repetition of more than one (1) science or nursing course within five (5) years of application are ineligible.
4. Students withdrawing from the program will be considered for readmission on an individual basis and as space permits. Evidence of competency in previously completed nursing courses may be required prior to readmission.
5. Transfer students will be admitted only if space is available. Transfer students must:
 - a. meet above admission criteria.
 - b. have a recommendation from the Dean/Director of their previous program.
 - c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum.
 - d. provide the ADN department with an official transcript from each institution attended.
 - e. not currently be on suspension or academic probation from another college.
 - f. Evidence of competency in previously completed nursing courses may be required prior to admission.
6. LVN's, currently licensed in Texas, will be permitted to take the challenge tests for Introduction to Nursing once all admission criteria are met.
7. The ACT/SAT requirements will be waived for those applicants with a bachelor's degree.

*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. Students will abide by the current ADN admission and curriculum requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.
2. Once a student has enrolled in the ADN program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan.
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. A student must achieve an overall GPA of 2.0 on all courses in the nursing curriculum in order to progress to the next nursing course (excluding orientation and developmental courses).
5. A student will be terminated from the ADN program if they have received more than one (1) "D", "F", or "WF" in a nursing or nursing curriculum science course.
6. 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.

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	13	8
PSYC 120	General Psychology	3	0	3
		<u>10</u>	<u>15</u>	<u>15</u>

Spring Semester

BIOL 122	Anatomy and Physiology II	3	2	4
NURS 211	Medical/Surgical Nursing I	4	16	9
PHED	Physical Education	0	3	1
ENGL 121	Composition and Rhetoric I	3	0	3
		<u>10</u>	<u>21</u>	<u>17</u>

Summer Semester I

BIOL 225	Microbiology	3	2	4
PSYC 130	Child Growth and Development	3	0	3
		<u>6</u>	<u>2</u>	<u>7</u>

Summer Semester II

NURS 130	Psychiatric Nursing	4	12	4
		<u>4</u>	<u>12</u>	<u>4</u>

SECOND YEAR

Fall Semester

CHEM 111	Introductory Chemistry I	3	3	4
NURS 212	Medical/Surgical Nursing II	4	16	9
PHED	Physical Education	0	3	1
ENGL 122	Composition and Rhetoric II	3	0	3
		<u>10</u>	<u>22</u>	<u>17</u>

Spring Semester

NURS 213	Maternity Nursing (8 weeks)	4	13	4
NURS 214	Child Health Nursing (8 weeks)	4	13	4
NURS 221	Professional Development	1	2	2
SOCI 111	Sociology	3	0	3
		<u>12</u>	<u>28</u>	<u>13</u>

Total Credits Required for an Associate Nursing Degree 73



PRODUCTION

Please see Mid-Management, Production Specialization.

REAL ESTATE

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

RETAIL

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

RESPIRATORY THERAPY

Degree: Associate Degree in Applied Science

Length: 22 months

Purpose: The purpose of Alvin Community College Respiratory Therapy is to provide an approved, formalized, educational program that will prepare competent men and women for careers in respiratory therapy. The registry program prepares individuals for an allied health specialty in clinical care and management of respiratory disorders. The twenty-two month program leads to an Associate in Applied Science Degree and qualifies individuals to apply to the Registered Respiratory Therapist Board Examination.

The curriculum for the Certificate Program is included in the registry curriculum which is expanded with academic courses. Individuals with a Certificate of Proficiency from a JRCRTE accredited certificate program may complete the second year of the registry option and the required academic courses to obtain an associate degree and apply for the Registered Respiratory Therapist Examination.

Admission Requirements:

1. To be considered for admission to the Respiratory Therapy 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. make application to the Respiratory Therapy Program
 - d. score 16 or higher on ACT composite

or

 - e. if ACT composite is between 12 and 15, remove all academic deficiencies by completing the appropriate developmental courses in English, Math, Reading.
 - f. complete a physical examination which includes chest x-ray, TB skin test, serology, and urinalysis
 - g. interview with the Director of Respiratory Therapy
2. Any science or Respiratory Therapy course completed more than five (5) years prior to the student being accepted may not satisfy requirements for a degree in Respiratory Therapy.
3. Transfer students must complete the following:
 - a. meet the above admission criteria
 - b. have a cumulative GPA of 2.0 or better on all courses being transferred into the Respiratory Therapy curriculum.

- c. provide the Admissions Office with an official transcript from each institution attended
 - d. provide the Respiratory Therapy Department with a copy of transcript from each institution attended.
 - e. provide the Respiratory Therapy Department with a description and/or syllabus of each course being considered for transfer
 - f. not currently be on suspension or academic probation from another college
 - g. credit will be given for support courses equivalent to those included in the Respiratory Therapy 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.
4. An RT student will abide by the curriculum requirements of the RT Department at the time they are accepted into the program. Curriculum requirements of the RT program take precedence over the Bulletin under which the student entered Alvin Community College.
 5. A new class begins each fall semester. Qualified applicants will be admitted according to space availability.
 6. The ACT requirements will be waived for those applicants with a Bachelor's Degree.

Alternate Enrollment:

1. Alternate enrollment applies to those respiratory care personnel who:
 - a. are on-the-job trainees
 - b. have not completed the certification program or the associate degree
2. Respiratory care professionals with at least two years full time experience in the field will have the opportunity to challenge respiratory therapy courses. These courses must be challenged in sequence unless permission is otherwise granted by the program director.

Progression Policies:

1. The Respiratory Therapy students will abide by the admission and curriculum requirements of the Respiratory Therapy Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Respiratory Therapy programs, all Respiratory Therapy courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the program director.
3. No grade below a "C" in a Respiratory Therapy or science/math course will be acceptable for progression.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.
5. Only two (2) attempts in any science/math or any Respiratory Therapy 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.
6. Students requiring a repetition of more than one (1) of these courses will be terminated from the Respiratory Therapy Program.
7. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the

health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.

8. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.

RESPIRATORY THERAPY

Associate in Applied Science Registry Option

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester (Fall)				
HRTT 109	Cardiopulmonary Anatomy & Physiology	3	0	3
HRTT 111	Introduction to Respiratory Therapy	3	2	4
HRTT 114	Respiratory Therapy Procedures I	3	10	4
HRTT 120	Pharmacology	3	0	3
MATH 121	College Algebra	3	0	3
		15	12	17
Second Semester (Spring)				
HRTT 116	Clinical Medicine & Pulmonary Disorders	4	0	3
HRTT 117	Respiratory Therapy Procedures II	3	2	4
HRTT 112	Clinical Practical I	0	16	2
BIOL 121	Anatomy & Physiology I	3	2	4
ENGL 121	Composition & Rhetoric I	3	0	3
		13	20	16
Third Semester (Summer Session I)				
ENGL 122	Composition & Rhetoric II	3	0	3
PSYC 120	General Psychology	3	0	3
		6	0	6
Fourth Semester (Summer Session II)				
HRTT 115	Pediatrics	2	0	2
HRTT 210	Clinical Practical IV	0	9	3
		2	9	5
Fifth Semester (Fall)				
HRTT 211	Clinical Management & Education	3	8	3
HMLT 123	Medical Microbiology	2	3	3
BIOL 122	Anatomy & Physiology II	3	2	4
HRTT 216	Advanced Pathophysiology	3	0	3
PHED	Physical Education	0	3	1
		11	16	14

Sixth Semester (Spring)

HRTT 212	Clinical Practical V	0	16	2
HRTT 217	Advanced Intensive Care Procedures	3	0	3
CHEM 111	Introductory Chemistry I	3	3	4
Elective		3	0	3
PHED	Physical Education	0	3	1
		<u>9</u>	<u>22</u>	<u>13</u>

Seventh Semester (Summer Session I)

HRTT 218	Review and Seminar	2	0	1
HRTT 219	Specialty Rotations	0	12	4
		<u>2</u>	<u>12</u>	<u>5</u>

Total Credits Required for an
Respiratory Therapy Degree 76

SECRETARIAL SCIENCE

Executive Secretary

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the secretarial field. It is designed for those seeking first employment and for those seeking promotion in the secretarial field. The program meets the need for efficient executive secretaries in businesses in the fast-growing Gulf Coast area.

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

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

SECRETARIAL SCIENCE

Executive Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
---------------	--------------	---------------	-----------	----------------

First Semester

*SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
**ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>9</u>	<u>16</u>

Second Semester

**ENGL 112	Communication Skills II	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>

Third Semester

SECT 250	Word Processing	2	3	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
SOCI 111	Principles of Sociology	3	0	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	2	3	3
		<u>16</u>	<u>8</u>	<u>18</u>

Fourth Semester

SECT 230	Records Management	2	2	3
SECT 140	Secretarial Practice	3	2	3
*SECT 260	Word Processing Applications	2	3	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 120	Business Law I or Elective	3	0	3
		<u>13</u>	<u>7</u>	<u>15</u>

*Curriculum Pending T.E.A. Approval
**ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for
Secretarial Science Degree 65

SECRETARIAL SCIENCE

Legal Secretary

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the legal secretarial field. The program meets the need for efficient legal secretaries in businesses in the fast-growing Gulf Coast area.

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

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

SECRETARIAL SCIENCE

Legal Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
**ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		13	9	16
Second Semester				
BUAD 120	Business Law I	3	0	3
*ENGL 112	Communication Skills II	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		13	11	16
Third Semester				
SECT 250	Word Processing	2	3	3
SECT 230	Records Management	2	2	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	2	3	3
		15	10	18

Fourth Semester

SECT 143	Legal Secretarial Practice	3	2	3
SECT 144	Legal Terminology	4	1	3
*SECT 260	Word Processing Applications	2	3	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 122	Business Law II			
or				
REAL 130	Real Estate Principles	3	0	3
		15	6	15

*Curriculum Pending T.E.A. Approval

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

Total Credits Required for Secretarial Science Degree 65

SECRETARIAL SCIENCE

Medical Secretary

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the medical secretarial field. The program meets the need for efficient medical secretaries in businesses in the fast-growing Gulf Coast area.

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

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

SECRETARIAL SCIENCE

Medical Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
**ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3

SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>9</u>	<u>16</u>

Second Semester

**ENGL 112	Communication Skills II	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>

Third Semester

SECT 250	Word Processing	2	3	3
SECT 230	Records Management	2	2	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
GOVT 211	American National and State Governments	3	0	3
SECT 220	Typewriting III	2	3	3
		<u>15</u>	<u>10</u>	<u>18</u>

Fourth Semester

SECT 141	Medical Secretarial Practices	3	2	3
*SECT 260	Word Processing Applications	2	3	3
SECT 142	Medical Terminology	4	1	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 120	Business Law I or Elective	3	0	3
		<u>15</u>	<u>6</u>	<u>15</u>

*Curriculum Pending T.E.A. Approval

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

Total Credits Required for Secretarial Science Degree 65

WELDING

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Welding prepares the student for full-time employment in the career of welding upon graduation. The basic objective of the program is to develop the skills in ferrous and nonferrous metals for employment in construction trades and area industries.

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

WELDING

Associate in Applied Science Degree Program

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

Second Semester

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

Third Semester

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

Fourth Semester

WELD 242	Adv. Layout Design and Fabrication	1	4	3
WELD 252	Pipe Welding II	2	6	4
SOCI 111	Principles of Sociology	3	0	3
**Electives		6	0	6
		<u>12</u>	<u>10</u>	<u>16</u>

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

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

Total Credits Required for the Welding Degree 63

CERTIFICATE PROGRAMS

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

Air Conditioning & Refrigeration	Law Enforcement
Automotive Technology	Mid-Management
Certified Laboratory Assistant	Banking
Child Care and Development	Fashion Merchandising
Clerical	Production
Communications	Real Estate
Computer Science	Retail
Criminal Justice	Nursing Assistant
Correctional Administration	Respiratory Therapy Technician
Correctional Science	Stenography
Law Enforcement & Police Administration	Vocational Nursing
Drafting	Welding
Electronics	

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

AIR CONDITIONING AND REFRIGERATION

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

AIR CONDITIONING AND REFRIGERATION

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

Second Semester

ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3

ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		12	10	15

First Summer Session

ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2
Total Credits Required for the Air Conditioning & Refrigeration Certificate		35		

AUTOMOTIVE TECHNOLOGY

Degree: Certificate

Length: Two-Semester (One-Year) Program

Purpose: The Certificate in Automotive Technology provides students with an introduction to automotive technology repair and allows persons already engaged in industry to increase their automotive technology knowledge.

Program Requirements: The curriculum includes technical courses in automotive mechanics and courses in related subjects as well as general education courses. Each student is urged to consult with the Department Chairperson of Automotive Technology in planning his/her program.

A certificate student takes seven courses from Group I and three courses from Group II. Course selection is determined by consultation with the Department Chairperson, after he/she is familiar with the student's background, abilities, and goals.

Certificate in Automotive Technology

Course	Lecture Hours	Lab Hours	Course Credits
Group I	14	28	28
Group II	9	0	9
			Total - 37

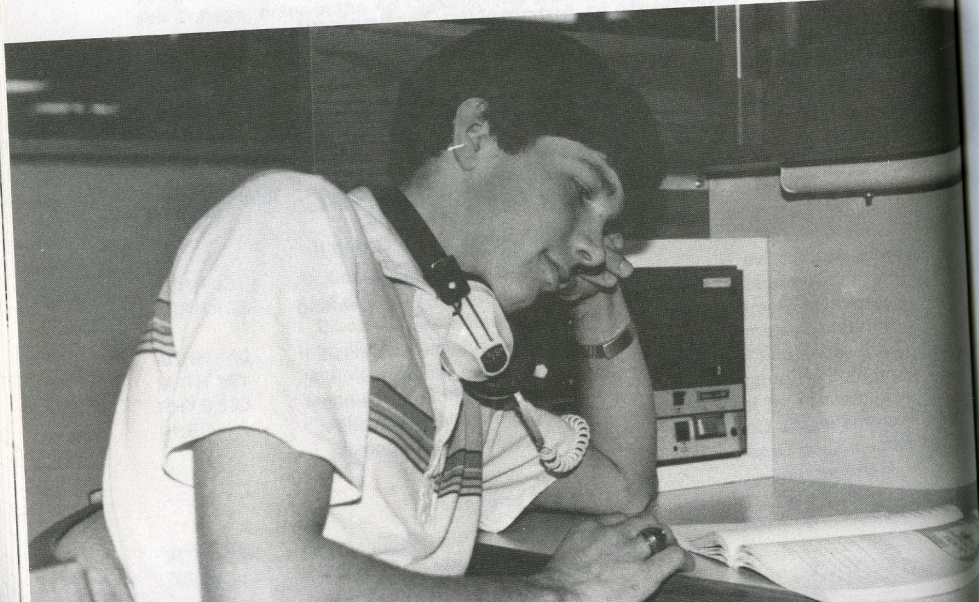
Group I

Basic Automotive
Internal Combustion Engine
Automotive Electricity and Ignition System
Carburetion and Fuel System
Automotive Transmission
Automotive and Truck Chassis
Automotive Air Conditioning
Repair Shop Organization and Management

Group II

Technical Math I
Fundamentals of Drafting
Technical Math II
Communication Skills I
Welding Processes
Introduction to Business
Communication Skills II
Automotive Diagnosis

Total Credits Required for Automotive Technology Certificate 37



CHILD CARE AND DEVELOPMENT

Degree: Certificate

Length: Thirty-Two Semester Hours

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

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

Child Care and Development

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

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

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

Total Credits Required for
 Child Care & Development Certificate 32

COMMUNICATIONS

Degree: Certificate

Length: Two-Semester (One-Year) Program

Purpose: The program prepares the student for entry into occupations in radio broadcasting or sound reinforcement and recording. Completion of this program also enhances the effectiveness of those presently employed in the field of communications.

Program Requirements: The student will be awarded a certificate upon completion of the program in his/her particular area of interest.

Certificate in Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Media	3	0	3
COMM 210	Radio News Workshop	1	4	3
COMM 220	Independent Study	3	0	3
		<u>13</u>	<u>4</u>	<u>15</u>
Second Semester				
COMM 111	Basic Recording Techniques	1	2	3
COMM 211	Radio Production	1	4	3
COMM 212	Advertising	3	0	3
COMM 221	Independent Study	3	0	3
COMM 222	Public Relations	3	0	3
		<u>11</u>	<u>6</u>	<u>15</u>

Total Credits Required for
Communications — Broadcasting Certificate..... 30

Certificate in Sound Reinforcement and Recording

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 111	Communication Skills I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 211	Radio Production	1	4	3
COMM 111	Basic Recording Techniques	1	2	3
MUSC 110	Introduction to Music	3	0	3
		<u>11</u>	<u>6</u>	<u>15</u>
Second Semester				
ELEC 110	Introduction to Electronics Technology	3	0	3
ELEC 115	Introduction to Electronics Technology Lab	0	3	1
COMM 112	Advanced Recording Techniques	1	2	3
BUAD 110	Introduction to Business	3	0	3
MUSC 105	Business of Music	3	0	3
COMM 220	Independent Study	3	0	3
		<u>13</u>	<u>5</u>	<u>16</u>

Total Credits Required for
Communications — Sound Reinforcement &
Recording Certificate..... 31

Certificate in Television

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Communications	3	0	3
COMM 113	TV Production I	3	0	3
COMM 224	Radio & TV Announcing	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
Second Semester				
COMM 212	Advertising	3	0	3
COMM 114	TV Production Workshop	3	0	3
COMM 215	TV News Workshop	3	0	3
COMM 222	Public Relations	3	0	3
DRAM 250	Theater Speech	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

Total Credits Required for
Communications — Television Certificate..... 30

COMPUTER SCIENCE TECHNOLOGY

General Computer Data Processing

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

Computer Science Technology — General Computer Data Processing

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	15	20
Group II	12	0	12
			<u>32</u>
Total			32

Group I
 CSCI 110 Intro. to Computer Science
 CSCI 120 RPG Programming
 CSCI 130 COBOL Programming
 CSCI 210 FORTRAN Programming
 CSCI 200 Special Topics
 CSCI 230 Advanced COBOL
 CSCI 240 System Analysis
 CSCI 250 Assembly Programming
 CSCI 114 Basic Programming
 CSCI 215 Digital Computer Fundamentals
 CSCI 260 Mini/Micro Computers

Group II
 BUAD 110 Intro. to Business
 BUAD 130 General Business Mathematics
 ACCT 110 Office Accounting
 ACT 221 Principles of Accounting I
 ACCT 222 Principles of Accounting II
 SOCI 111 Principles of Sociology
 MATH 180 Finite Mathematics
 MATH 190 Analysis
 MATH 121 College Algebra
 MATH 132 Plane Trigonometry
 ENGL 111 Communication Skills I
 ENGL 112 Communication Skills II
 ENGL 121 Composition & Rhetoric I
 ENGL 122 Composition & Rhetoric II
 HIST 111 Western Civilization to 1660
 HIST 112 Western Civilization since 1660
 GOVT 211 American National & State Gov't.
 GOVT 212 American National & State Gov't.
 PHYSICAL EDUCATION

CRIMINAL JUSTICE

Correctional Administration

Certificate Program: Certificate in Correctional Administration

Length: Thirty-Four Semester Hours

Purpose: The Correctional Administration Certificate program is designed for persons who are working in the Correctional field in management-type positions. Interested non-inservice persons should obtain permission from the Department Chairperson of Criminal Justice.

Program Requirements: Approximately one-half of the certificate program includes required courses in Correctional Science and Mid-Management. The remaining courses are selected from related areas.

A certificate student takes the seven required courses from Group I and four courses from Group II. Course selection is determined by consultation with the Department Chairperson, after he/she is familiar with the student's vocational goals.

Correctional Administration

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	12	1	13
Total			34

Required Courses Group I

Introduction to Criminal Justice
 Institutional Procedures
 Contemporary Practices in Corrections
 Corrections I:
 Organization & Operations
 Principles of Management
 Personnel Management
 Problems in Management

Elective Courses Group II

Principles of Accounting I
 Principles of Accounting II
 Principles of Sociology
 Business Speech
 Farm Management

Total Credits Required for
 Correctional Administration
 Certificate 34

CRIMINAL JUSTICE

Correctional Science

Certificate Program: Certificate in Correctional Science

Length: Thirty-Two Semester Hours

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

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

A certificate student takes seven courses from Group I, three courses from Group II, and physical education. Course selection is determined by consultation with the Department Chairperson, after he/she is familiar with the student's background, abilities, and goals.

Correctional Science

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	6	23
Group II	9	0	9
			Total 32

Group I		Group II	
Introduction to Criminal Justice		Composition and Rhetoric	
Penology		General Psychology	
American Legal System		Principles of Sociology	
Juvenile Delinquency		Communication Skills	
Probation and Parole		American, National & State Govt.	
Institutional Procedures, Jails & Detention		U. S. History	
Contemporary Practices in Corrections			
Corrections I. Organization and Operations			
Corrections II. Theory and Practice			
Physical Education			
Total Credits Required for Correctional Science Certificate		32	

CRIMINAL JUSTICE

Law Enforcement and Police Administration

Degree: Certificate in Law Enforcement and Police Administration

Length: Thirty Semester Hours

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

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

Law Enforcement

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

Group I	Group II
Introduction to Criminal Justice	Composition and Rhetoric
Criminal Investigation	General Psychology
Legal Aspects of Law Enforcement	Communication Skills
Criminal Procedure and Evidence	American National and State Governments
Element of Police Supervision	U. S. History
Principles of Sociology	
Social Problems	
Juvenile Delinquency	
Police Organization and Administration	
Patrol Administration	
Total Credits Required for Certificate in Law Enforcement	
32	

DRAFTING TECHNOLOGY

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

DRAFTING TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 111	Engineering Drafting	2	6	4
DRFT 107	Industrial Blueprint Reading	3	1	3
DRFT 241	Architectural Drafting I	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills I	3	0	3
		13	13	17
Second Semester				
DRFT 130	General Drafting	2	6	4
*DRFT	Elective	2	6	4
MATH 152	Technical Math II	3	0	3
ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education or **Related Elective	0	3	1
		10	15	18

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

Total Credits Required for Drafting Technology Certificate 35

ELECTRONIC TECHNOLOGY

Degree: Certificate

Length: Two-Semester (One-Year) Program

Purpose: The one-year certificate in Electronic Technology is designed to prepare the student for full-time employment in the field of electronics. The basic objective of the program is to develop electronic skills and knowledge to provide entry level positions in electronics.

Program Requirements: A certificate student will take a minimum of five courses from Group I; four laboratory courses from Group II (corequisites of courses in Group I); four courses from Group III; and two semesters of Physical Education or one 3 hour elective.

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	0	15
Group II	0	12	4
Group III	12	0	12
Physical Education	0	6	2
or		0	3
Elective	3		
Total	27 or 30	12 or 18	33 or 34

Group I	Electronic Technology Courses
Group II	Corequisite Electronic Technology Laboratory Course
Group III	Composition & Rhetoric
	Mathematics
	Government
	U.S. History
	General Psychology

Total Credits Required for Certificate in Electronic Technology 33 or 34

ELECTRONIC TECHNOLOGY

One Year Certificate

Group I Course Number	Course Title	Course Credit
ELEC 110	Introduction to Electronic Technology	3
ELEC 120	D.C. Theory and Circuit Analysis	3
ELEC 130	A.C. Theory and Circuit Analysis	3
ELEC 140	Electronics I	3
ELEC 151	Electronic Problems I	3

ELEC 152	Electronic Problems II	3
ELEC 160	Electronic Drafting and Design	3
ELEC 210	Electronics	3
ELEC 220	Electronics III	3
ELEC 230	Electronic Instrumentation & Measurement Techniques	3
ELEC 240	Electronics Seminar and Project	3
ELEC 250	Electronic Logic Design	3
ELEC 260	Communications Circuits and Systems	3
ELEC 270	Survey of Digital Electronic Systems	3
ELEC 280	Industrial Instrumentation and Control	3
ELEC 290	Computers and Computer Controlled Systems	3
ELEC 291	Microprocessors and Microcomputer Systems	3

Group II

ELEC 115	Introduction to Electronic Technology	1
ELEC 125	D.C. Theory and Circuit Analysis Laboratory	1
ELEC 135	A.C. Theory and Circuit Analysis Laboratory	1
ELEC 145	Electronics I Laboratory	1
ELEC 165	Electronic Drafting and Design Laboratory	1
ELEC 215	Electronics II Laboratory	1
ELEC 225	Electronics III Laboratory	1
ELEC 235	Electronic Instrumentation & Measurement Techniques	1
ELEC 245	Electronics Project Laboratory	1
ELEC 265	Communications Circuits & Systems Lab	1
ELEC 295	Computers and Computer Controlled Systems Lab	1
ELEC 296	Microprocessors and Microcomputer System Lab	1

Group III

MATH 151	Technical Mathematics	3
MATH 152	Technical Mathematics II	3
*MATH 121	College Algebra	3
**MATH 132	Plane Trigonometry	3
SOCI 111	Principles of Sociology	3
ENGL 111	Communication Skills I	3
ENGL 112	Communication Skills II	3
ENGL 121	Composition and Rhetoric I	3
ENGL 122	Composition and Rhetoric II	3
HIST 141	The United States to 1877	3
HIST 142	The United States since 1877	3
GOVT 211	American National & State Government	3
GOVT 212	American National and State Governments	3
PSYC 120	General Psychology	3

*If ELEC 151 is selected, MATH 121 may not be used.
**If ELEC 152 is selected, MATH 132 may not be used.

LEGAL STENOGRAPHY

Degree: Certificate

Length: Two-Semester (One-Year) Program

Purpose: The one-year certificate in Legal Stenography prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the legal field.

but do not care for pressures of Court Reporting, or who find they must secure employment within a shorter time.

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

COURT REPORTING

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
		<u>17</u>	<u>10</u>	<u>18</u>
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
		<u>17</u>	<u>15</u>	<u>20</u>

Total Credits Required for
Legal Stenography Certificate 38

MID-MANAGEMENT

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

Program Requirements: A certificate student takes six courses from Group 1, three courses from Group 2, two courses from his/her area of specialization (Retail, Production, Fashion Merchandising, Banking, and Real Estate), and two semesters of physical education or one three-hour elective.

MID-MANAGEMENT

Course	Lecture Hours	Lab Hours	Course Credits
Group 1	12	40	18
Group 2	9	0	9
Specialization	6	0	6
Physical Education	0	6	2
or			
Elective	3	0	3
Total	<u>27</u>	<u>40 or 46</u>	<u>35 or 38</u>

Group 1

Supervision
Internship
Personnel Management
Principles of Management
Internship
Problems in Management

Group 2

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

Specialization Area

Retail

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

Fashion Merchandising

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

Banking

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

Real Estate

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

Production

Industrial Management
Production Planning and Control
Materials Management

Methods Analysis and Work
Measurement

Total Credits Required for
Mid-Management Certificate..... 35 or 36

NURSING ASSISTANT PROGRAM

Degree: Certificate

Length: One Semester

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

Admission Requirements:

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

Program Requirements:

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

Program Content:

COURSE UNITS

Pre-clinical:

Orientation
Introduction to the Patient
The Working Environment
Communication Skills

Clinical:

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

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

Total nursing lecture	44
Total nursing lab hours	240
Total Liberal Arts hours	36
Total Contact Hours	320

RESPIRATORY THERAPY PROGRAM

Degree: Certificate

Purpose: The purpose of Alvin Community College Respiratory Therapy is to provide an approved, formalized, educational program that will prepare competent men and women for careers in respiratory therapy. The certificate program prepares individuals for an allied health speciality in clinical care and management of respiratory disorders. The twelve-month program leads to a certificate and qualifies the graduate to apply for the Certified Respiratory Therapy Technician Board Examination.

For Admission Requirements, Alternate Enrollment, and Progression Policies, see Respiratory Therapy Program Degree in Applied Science, page 99.

RESPIRATORY THERAPY PROGRAM

Proposed 1 + 1 Curriculum Certificate Option

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester (Fall)				
HRTT 109	Cardiopulmonary Anatomy & Physiology	3	0	3
HRTT 111	Introduction to Respiratory Therapy	3	2	4
HRTT 114	Respiratory Therapy Procedure I	3	10	4
HRTT 120	Pharmacology	3	0	3
MATH 121	College Algebra	3	0	3
		15	12	17

Second Semester (Spring)				
HRTT 116	Clinical Medicine & Pulmonary Disorders	4	0	3
HRTT 117	Respiratory Therapy Procedures II	3	2	4
HRTT 112	Clinical Practice I	0	16	2
BIOL 121	Anatomy and Physiology I	3	2	4
ENGL 121	Composition & Rhetoric I	3	0	3
		13	20	16

Third Semester (Summer Session I)				
HRTT 113	Clinical Practical II	0	12	4
		0	12	4

Fourth Semester (Summer Session II)				
HRTT 119	Clinical Practice III	0	12	6
		0	12	6

Total Credits Required..... 43

SECRETARIAL SCIENCE

**Options: Stenographer
General Office Worker**

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

Stenographer One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 230	Records Management	3	2	3
BUAD 130	General Business Mathematics			
	or equivalent	3	0	3
ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>14</u>	<u>10</u>	<u>16</u>
Second Semester				
SECT 250	Word Processing	2	3	3
SECT 130	Business Communications	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>14</u>	<u>16</u>

Total Credits Required for Stenographer/
General Office Worker Certificate 32



General Clerical One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*SECT 160	Office Accounting	2	1	3
BUAD 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics	3	0	3
	or equivalent	2	3	3
SECT 121	Typewriting I	3	0	3
ENGL 111	Communication Skills I	0	3	1
PHED	Physical Education			
		13	7	16
Second Semester				
SOCI 111	Principles of Sociology	3	0	3
SECT 150	Office Machines	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 122	Typewriting II	2	3	3
SECT 230	Records Management	3	2	3
PHED	Physical Education	0	3	1
		13	13	16

*Curriculum Pending T.E.A. Approval

Total Credits Required for a
General Clerical Certificate 32

VOCATIONAL NURSING PROGRAM

Degree: Certificate

Length: Twelve Months

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

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

Admission Requirements:

1. Be the age of 17-59 years old. (Those older than 59 will be considered on an individual basis.)
2. Be in good physical and emotional health.
3. Be of good moral character.
4. Be a high school graduate or hold a certificate of equivalency (G.E.D.).
5. Satisfactorily score on the Pre-entrance exam for practical nurses.
6. Have a personal interview with the Chairman of Vocational Nursing.

7. Complete the application for admission into the Vocational Nursing Program, which shall also include submission of three character references, copies of transcripts or G.E.D., and physical examination including blood counts, urinalysis, serology, chest x-ray or tine skin test, and immunizations for diphtheria/tetanus within the last ten years.

Program Requirements:

1. Tuition for the twelve-month program is \$150.00 and is due in full at registration. Other fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with second hand, testing fees, and malpractice insurance.
2. Students are responsible for their transportation to health agencies and are expected to attend regularly to both class and clinical assignment.
3. A passing grade of 70 must be attained in each subject. Scores below 70 will constitute grounds for request of student withdrawal from program.
4. Observed holidays and vacation will include:
 - 1 Days — July 4th
 - 1 Days — Labor Day
 - 2 Days — Thanksgiving
 - 10 Days — Christmas/New Year vacation
 - 5 Days — Spring Vacation
 - 2 Days — Easter
 - 1 Days — Memorial Day
 - 7 Days — Faculty Workshop
 - 12 Days — Terminal Vacation
5. The Vocational Nursing Program may request at anytime the withdrawal or dismissal of a student whose health, conduct, personal qualities or abilities, and/or scholastic records indicate that it would be inadvisable for the student to continue in the program.
6. Transfer students must spend a minimum of five months in the Alvin Community College Vocational Nursing Program in order to be considered a graduate of this program.
7. A student who withdraws and wishes to be reinstated and receive credit for successfully completed courses must re-enter within one year from the date of withdrawal.

V.N. PROGRAM

Course Number	Course Title	Minimum* Clinical Experience	Minimum* Class Hours
NURS 001	Personal and Vocational Adjustment		12 hours
NURS 002	Microbiology		12 hours
NURS 003	Anatomy and Physiology		70 hours
NURS 004	Vocational Nursing Skills		165 hours
NURS 005	Nutrition		25 hours

NURS 006	Pharmacology	1 week Functional Medication Administration and/or 8 weeks Total Pt. Care Assignment	70 hours
NURS 007	Mental Health-Mental Illness	2 weeks	25 hours
NURS 008	Maternal Child Nursing	5 weeks Obstetric 2 weeks Newborn 3 weeks Pediatric	81 hours
NURS 009	Medical-Surgical Nursing	6 weeks Medical 6 weeks Surgical	140 hours
TOTAL		1000 hours*	600 hours*

* A minimum of 600 hours lecture and 1000 hours clinical experience is required in the Vocational Nursing program.

WELDING

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

WELDING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint Reading)	2	6	4
PHED	Physical Education	0	3	1
		7	23	15
Second Semester				
WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		10	15	15

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

DIPLOMA

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

AWARD OF ACHIEVEMENT

DEVELOPMENTAL STUDIES

Degree: Award of Achievement

Length: Two-Semester (One-Year) Program

Purpose: The Developmental Studies Program prepares the student for entry into college and vocational courses at a level competitive with other students, and it develops basic skills such as reading, writing, and mathematics.

Program Requirements: Developmental Studies provides courses and instruction in the fundamental skill areas. This program benefits the following groups of students:

- those students whose placement test scores indicate that they need additional preparation before attempting college credit courses,
- those students returning to school after a long absence who feel the need for "refresher" work,
- those students whose past attempts in school have ended in failure,
- those students who simply desire to improve basic skills.

All of these courses receive *local* credit; that is, these courses may apply as elective credits towards an A.A. or an A.S. degree from Alvin Community College. They are generally not transferable to other institutions, except for Speech and Physical Education. Students may enroll either in a total schedule of Developmental Studies or only in those courses in which they are especially interested.

DEVELOPMENTAL STUDIES

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 109	Developmental Writing I	3	1	3
MATH 109	Arithmetic	3	1	3
RDNG 109	Developmental Reading I	3	1	3
PSYC 110	Human Development	3	0	3
PHED	Physical Education	0	3	1
ORIE 101	Career-Oriented Orientation	1	0	1
		13	6	14

Second Semester

ENGL 110	Developmental Writing II	3	1	3
MATH 110	Developmental Mathematics—Algebra	3	1	3
RDNG 110	Developmental Reading II	3	1	3
SPCH 105	Interpersonal Relations	3	0	3
PHED	Physical Education	0	3	1
		12	6	13
	Total			27

CONTINUING EDUCATION PROGRAM

Purpose

Alvin Community College is a comprehensive community college offering a wide variety of noncredit courses to area citizens. These courses provide general education opportunities for personal development, civic responsibility, social-cultural values, and family enhancement, and they assist the individual in achieving his personal goals through less than semester length adult noncredit courses.

The college exists to serve the post-high school educational needs of the community. An effort is directed to achieving this purpose by offering adults in the community a program of diversified noncredit courses. This program of continuing education provides the opportunity for adults to improve their knowledge and basic skills while employed or for pleasure and recreational purposes.

General Information

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

Most courses are offered in the evening and range from three to 320 hours in length. Costs vary and most courses will be offered when there is sufficient demand, suitable meeting space on or off campus, and a qualified instructor. Various types of instruction are implemented to accomplish course objectives, including lecture/laboratory practice formats, as well as seminars, workshops, and conferences. The college is interested in receiving requests for special courses.

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

Continuing Education and Adult Non-Credit Courses

Noncredit courses in the following areas are scheduled at various times from semester to semester.

VOCATIONAL

Auto Tune-Up, Drum & Brake Disc Repair	Introduction to Basic Oil & Gas Industry
Basic Bookkeeping I	Layout & Design (for women)
Basic Bookkeeping II	Machine Shop
Basic Law Enforcement (Qualifying Certificate)	Medication Administration
Blueprint Reading (Industrial Construction & Maintenance)	Medication Administration Refresher
Blueprint Reading (Machine)	Narcotics (Law Enforcement)
Cabinetmaking	Nursing Home Activities Director
Cardiopulmonary Resuscitation (CPR)	Office Machines Refresher
Communications in Industry	Police Report Writing (Law Enforcement)
Crime Scene Search (Law Enforcement)	Police Supervision (Law Enforcement)
Drafting (for women)	Property & Casualty Insurance (State approval licensing approach)
Effective Supervisory Practices	Retail Management Seminar
Emergency Care Attendant	Shorthand Review
Emergency Medical Technician Renewal	Small Engine Tune-Up & Minor Maintenance
Federal Income Tax for Consultants	Travel Agent
Filing Clerk	Typing for Beginners
Fingerprinting Techniques (Basic)	Typing Refresher
Fingerprinting Techniques (Advanced) (both Law Enforcement)	Welding (Basic Plate)
Forensic Photography (Basic)	Welding (Oxyacetylene)
Forensic Photography (Advanced)	Women in Management
Income Tax Preparation Skills	Woodworking

ART APPRECIATION

Crafts	Oils & Acrylics
Drawing	Watercolors

CONVERSATIONAL LANGUAGES

Conversational Czech I	Conversational Spanish I
------------------------	--------------------------

RECREATION & PHYSICAL FITNESS

Adaptive Gymnastics	Karate Lab (Ages 14 & over)
Aerobic Dance	Karate (6-13)
Aerobic Exercise	Racquetball
Canine Obedience Training (Beg.)	Safe Boat Handling (Coast Guard Approved)
Canine Obedience Training (Adv.)	Tennis (Beg.)
Country Western Dancing	Tennis (Int.)
Exercise for Ladies	Texas Volunteer Hunter Safety
Exercise for Men	Tumbling
Hawaiian Dance	
Karate (All Levels) (Ages 14 & over)	

MUSIC

Jazz Music Workshop

PSYCHOLOGY

Assertiveness Training	Stress Reduction
Self Hypnosis	

AVOCATIONAL & SPECIAL INTERESTS

ACT Test Preparation	Manual Communications I (Sign Language)
Aviation Ground School	Manual Communications II (Sign Language)
Cake Decorating (Beg.)	Memory Development
Cake Decorating (Adv.)	Personal Income Tax
Caligraphy	Photography
Creative Writing Workshop	Powderpuff Mechanics
Defensive Driving (DDC)	Reading Improvement
Financial Planning	Speed Reading
Free Enterprise System	Twirling
Instrument Ground School	Woodcrafts (General)
Interior Design	
Lamaze	

ABE/GED/ESL PROGRAM

Outstanding instruction and a positive, reassuring environment have become identified with this specialized program at Alvin Community College.

Adult Basic Education (ABE) is the fundamental instruction and study of materials and subject matter equivalent to grades 1 through 8.

General Education Development (GED) is preparation for the High School Equivalency Diploma, which may be acquired by passing the GED Exam after participating in the individualized instructional program. One of the requirements for participation in this program is that the person be at least 17 years of age and out of school for a period of one year. Persons 18 years of age and older may register in this program.

English as a Second Language (ESL) offers non-English-speaking adults an opportunity to develop an understanding of the spoken language or to improve language skills they already possess.

THERE IS NO CHARGE FOR INSTRUCTION OR BOOKS IN THESE PROGRAMS. The fee for the GED Exam is \$10.00, and arrangements are made through the ACC Counseling Center for scheduling of the exam. This program is funded through the Texas Education Agency, and interested persons may enroll and begin their studies. Both daytime and evening classes are available for the convenience of the students.

Each individual begins at whatever level is appropriate and progresses at his/her own rate. The highly qualified instructors work very closely with the students, providing the instruction and assurance necessary to encourage them to progress toward the ultimate fulfillment of their participation in the program — passing the GED Exam and receiving the High School Equivalency Diploma at GED Graduation.

Additional information concerning any of the areas of this program may be acquired by calling 331-6111, Ext. 380 or 209.

COOPERATIVE EDUCATION

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

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

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

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

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

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

Study and Work Calendar (Plan A — Alternating)

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

Study and Work Calendar (Plan B — Alternating)

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

(Plan C — Parallel)

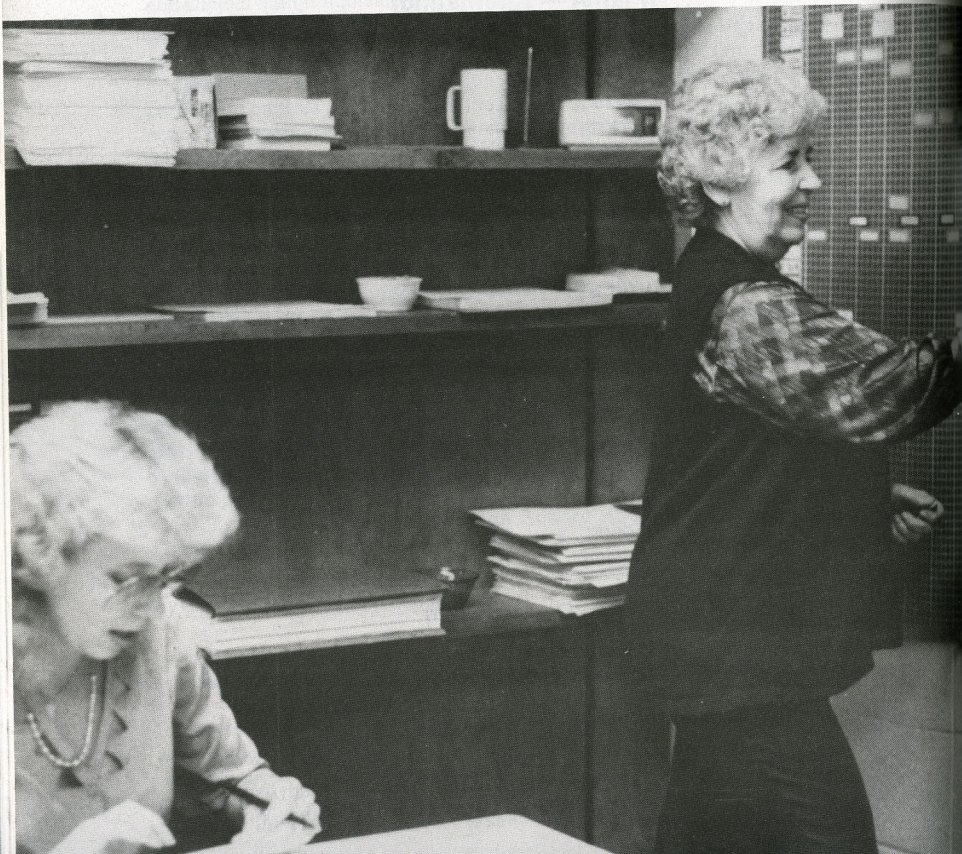
Year in College	Semester of the Year	Study or Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Study/Work
Second Year	Fall	Study/Work
	Spring	Study/Work

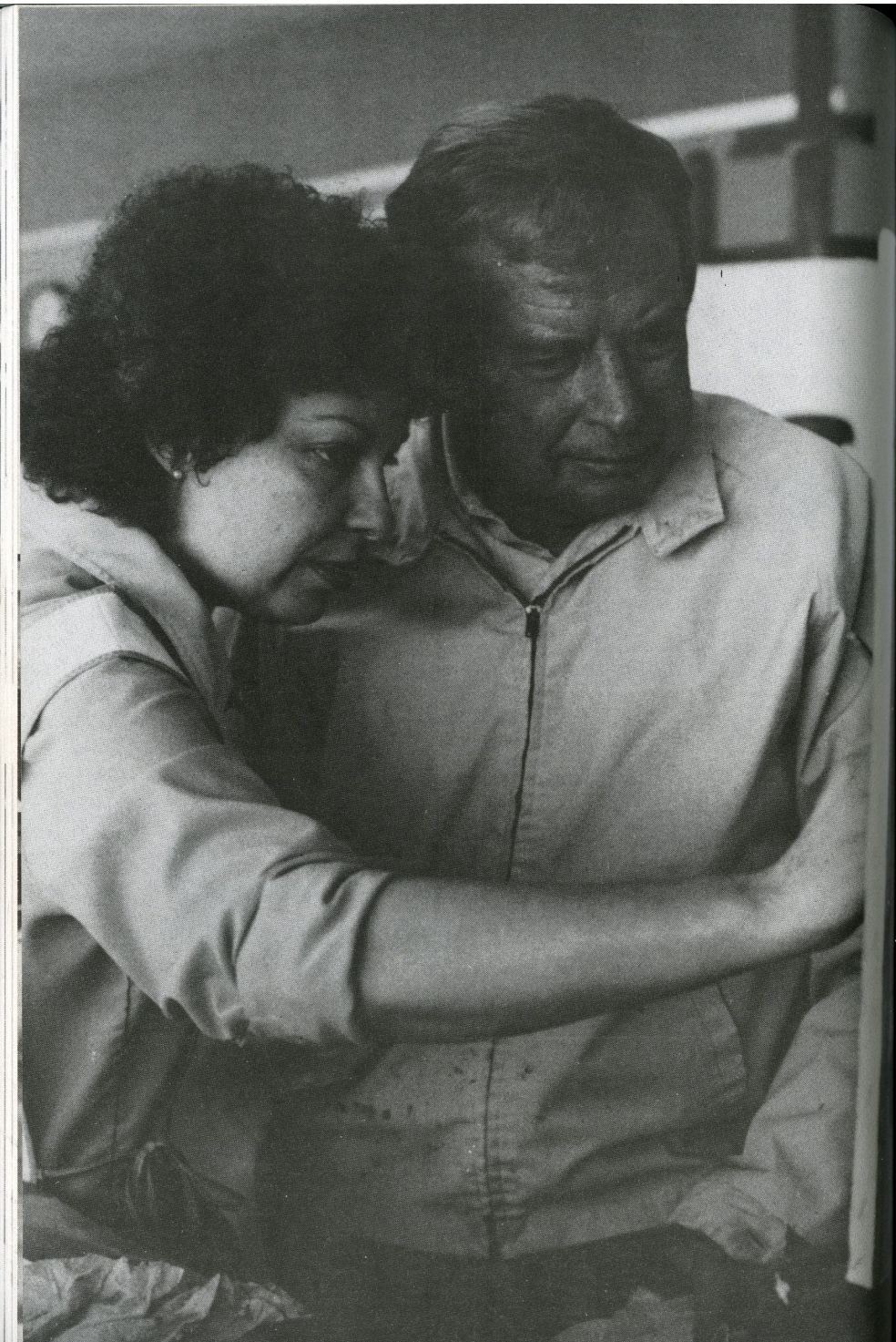
Utilizing advisory committees of citizens, students, and educators in the Alvin Community College community, cooperative education closely coordinates work experience with the campus educational program. Thus, the program:

- helps the student to greater meaning in his/her studies,
- increases his/her motivation,
- contributes to his/her sense of responsibility,
- develops a greater understanding of human relations,
- gives him/her a chance to find out more about specific jobs in relation to his/her own capabilities,
- provides him/her with earned income, and
- better prepares him/her to enter the working world or advance on his/her present job.

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

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





DESCRIPTION OF COURSES

ACCOUNTING

ACCT 101 Principles of Accounting I (3 credits) This course covers the basic principles of accounting, including the accounting cycle, journalizing, and posting. It also introduces the student to the accounting profession and the various careers available in the field.

ACCT 102 Principles of Accounting II (3 credits) This course continues the study of accounting principles, focusing on the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It also covers the use of accounting information in decision-making.

ACCT 201 Intermediate Accounting I (3 credits) This course provides a more in-depth study of accounting principles, covering the preparation of financial statements and the use of accounting information in decision-making. It also introduces the student to the various careers available in the field.

ACCT 202 Intermediate Accounting II (3 credits) This course continues the study of accounting principles, focusing on the preparation of financial statements and the use of accounting information in decision-making. It also introduces the student to the various careers available in the field.

DESCRIPTION OF COURSES

ACCT 101 Principles of Accounting I (3 credits) This course covers the basic principles of accounting, including the accounting cycle, journalizing, and posting. It also introduces the student to the accounting profession and the various careers available in the field.

ACCT 102 Principles of Accounting II (3 credits) This course continues the study of accounting principles, focusing on the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It also covers the use of accounting information in decision-making.

ACCT 201 Intermediate Accounting I (3 credits) This course provides a more in-depth study of accounting principles, covering the preparation of financial statements and the use of accounting information in decision-making. It also introduces the student to the various careers available in the field.

ACCT 202 Intermediate Accounting II (3 credits) This course continues the study of accounting principles, focusing on the preparation of financial statements and the use of accounting information in decision-making. It also introduces the student to the various careers available in the field.

DESCRIPTION OF COURSES

ACCOUNTING

Norman Bradshaw, *Department Chairperson*
Tom Branton, Lee Baker

- ACCT 211. Accounting Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled activities. Concentration of the development of a philosophy towards work including personal life planning, value clarification, and self awareness. *Prerequisite:* approval of Coordinator of Accounting Internship.
- ACCT 212. Accounting Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students may receive credit from an approved full-time job.
- ACCT 221. Principles of Accounting I.** (3 credits). Accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. (3 lecture hours and 1 laboratory hour per week). *Recommendation:* CSCI 110, MATH 180, 190, particularly for transfer students.
- ACCT 222. Principles of Accounting II.** (3 credits). Partnership, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture hours and 1 laboratory hour per week). *Recommendation:* Same as for ACCT 221. *Prerequisite:* ACCT 221.
- ACCT 231. Intermediate Accounting I.** (3 credits). Review of accounting principles, current assets and investments, plant assets, and intangibles. (3 lecture hours per week). *Prerequisite:* ACCT 222.
- ACCT 232. Intermediate Accounting II.** (3 credits). Study of liabilities, paid in capital, interpretation and analysis of financial statements, cash flow, reorganizations and price level impact on financial statements. (3 lecture hours per week). *Prerequisite:* ACCT 231.
- ACCT 233. Federal Income Tax Accounting.** (3 credits). A study is made of the various income tax acts. Relation of Federal Income Tax to individuals, to business management, and to social security and payroll tax is emphasized. (3 lecture hours per week).
- ACCT 234. Managerial Accounting.** (3 credits). A study in the use of accounting records for managerial purposes. Financial statement analysis, ratios, budgets, analytical techniques, special management reports. (3 lecture hours per week). *Prerequisite:* ACCT 221.
- ACCT 240. Accounting with the Mini-Micro Computer.** (3 credits). A comprehensive overview of the implementation, operation, and end product of mini-micro computers used in accounting for a business. Students using mini-micro computers will perform a full range of accounting functions for a typical business. (3 lecture hours and 3 laboratory hours per week).

AGRICULTURE

Stephen Wheeler, *Department Chairperson*

- AGRI 110. Animal Husbandry.** (3 credits). This basic course acquaints the student with the production systems, basic facility requirements, and markets for various types and breeds of livestock. The course also presents basic phases of feeding, breeding, disease control, and production of livestock. (3 lecture hours per week).
- AGRI 120. Fundamentals of Crop Production.** (3 credits). This course presents a scientific approach to commonly grown field crops by exploring their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement, and seed technology. (3 lecture hours per week).
- AGRI 130. Agriculture Equipment Technology.** (3 credits). This course covers the operation, storage, repair, maintenance, and economic utilization of farm machinery and tractors. The study also includes principles of internal combustion engines and hydraulic systems, service of farm engines and tractors, and adjustment of tillage and harvesting machines. (2 lecture and 2 laboratory hours per week).
- AGRI 210. Farm Management.** (3 credits). This course covers farm planning for the most efficient use of land, labor, and capital in the production of crops and livestock. The course includes discussions of the problems associated with establishing a farm. Surveys and analysis of farm or ranch organizations for the purpose of more profitable operation provide the basis for class work. (3 lecture hours per week).
- AGRI 220. Soils and Fertilizers.** (3 credits). This course examines the physical and chemical properties of soils and their relation to soil development, the relationship between crops and soils, the practical use and conservation of soils, the use of fertilizers, and soil fertility. (2 lecture and 2 laboratory hours per week).

AIR CONDITIONING AND REFRIGERATION

Alec Huffman, *Department Chairperson*
Charles Dolney

- ACRH 129. Introduction to Solar Energy.** (3 credits). This course is designed to familiarize the student with the use of solar energy as a viable energy resource. This course will cover the theory of solar applications and general use of such applications. (3 lecture hours per week).
- ACRH 130. Solar Energy Fundamentals.** (4 credits). This course is designed to provide the student with the knowledge and skills necessary to install, service, and maintain solar energy systems. Included will be a study of hot water supply, heat, and cooling systems. (2 lecture and 6 laboratory hours per week).
- ACRH 131. Air Conditioning Fundamentals I.** (3 credits). Knowledge and skills necessary to install and service air conditioning (cooling) systems. Introduction to air conditioning systems, properties of air, humidity, psychrometric charts, comfort coolers, residential central systems, chilled water systems, evaporators, refrigerant controls, condensers, electrical circuits and controls, air cleaning dehumidifiers, heat pump systems. (3 lecture hours per week).

ACRH 132. Air Conditioning Fundamentals II. (4 credits). Knowledge and skills necessary to service and maintain heat pumps, vortex tube comfort cooling, heat loads, air distribution, electronic filters, blue print reading, etc. (3 lecture and 3 laboratory hours per week). *Prerequisite:* ACRH 131.

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

ACRH 134. Industrial Electricity. (4 credits). Fundamentals of direct current and alternating current electron theory resistance, current, voltage, electromagnetism, inductance and capacitance and sinusoidal variations in passive networks of resistors and capacitors, and includes a survey of the field of electrical power distribution. (3 lecture and 2 laboratory hours per week).

ACRH 135. Air Conditioning and Refrigeration Troubleshooting. (2 credits). Additional study in any of three areas of specialization: domestic refrigeration, commercial refrigeration of air conditioning. Problems assigned individually or in groups. (1 lecture and 3 laboratory hours per week).

ACRH 140. Introduction to Refrigeration. (4 credits). This course covers fundamentals of refrigeration, cycle theory, basic refrigeration systems, compressor construction, refrigerant controls, safety practices. (3 lecture and 3 laboratory hours per week).

ACRH 141. Refrigeration Systems Servicing I. (4 credits). Knowledge and skills necessary to install and service commercial refrigeration systems. Introduction to commercial refrigeration systems, commercial compressors, condensers, and receivers, water valves, evaporators, suction-liquid lines and manifolds, constant pressure valves, solenoid valves, defrost systems, motors and fans, electrical systems, electrical circuits, heat loads and system capacitors. (3 lecture and 3 laboratory hours per week).

ACRH 170. Domestic Refrigeration. (3 credits). This course covers knowledge and skills necessary to install and service domestic refrigeration systems. Types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, safety practices. (3 lecture hours and 1 laboratory hour per week).

ACRH 234. Air Conditioning and Electrical Circuits II. (4 credits). Studies will include generation of three-phase power, its distribution and application. Theory of operation, application and servicing of three-phase motors, relays, solenoids, line starters, time-delay controls, capacitors, pressure switches, thermal relays, sequencing controls, pneumatic controls, motorized operators, low voltage controls, humidity controls and electronic controls and blue print drawing and reading. (2 lecture and 6 laboratory hours per week). *Prerequisite:* ACRH 133.

ACRH 242. Refrigeration Systems Servicing II. (4 credits). Knowledge and skills necessary to service and maintain vending machines, beverage dispensers, soda fountains, ice machines, cascade systems, etc. (2 lecture and 6 laboratory hours per week). *Prerequisite:* ACRH 141.

ACRH 250. Heating and Ventilation. (4 credits). Knowledge and skills necessary to install and service air conditioning (heating) systems. Introduction to heating systems, fuels, types of burners, warm air systems, hydronic systems, stream systems, electric heat systems, thermostats, controls, electrical circuits, heat loads, infiltration, air volumes, duct design and humidifiers. (2 lecture and 6 laboratory hours per week).

ACRH 260. Heat Load Calculations. (3 credits). The study of heat loads as prescribed by Air Conditioning Refrigeration Institute (ARI) and American Society of Heating and Refrigeration Engineers (ASHRE). (3 lecture hours per week).

ACRH 280. Automotive Air Conditioning. (4 credits). Training in refrigeration and air conditioning theory and in the installation, servicing and maintaining of all types of automobile air conditioning equipment. (3 lecture and 3 laboratory hours per week).

See p. 207 for TDC Air Conditioning and Refrigeration courses.

ARTS

Ziya N. Sever, *Department Chairperson*

ARTS 110. Art Crafts for Elementary Majors. (3 credits). This course includes a survey of art experiences for the elementary school child. The laboratory includes experiences with media and technique and stresses their use at different levels. The course includes philosophy, methodology, and organization, and it meets teacher certification requirements. (1 lecture and 5 laboratory hours per week).

ARTS 111. Design I. (3 credits). This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. (6 laboratory hours per week).

ARTS 112. Design II. (3 credits). This course provides the student with a knowledge of the application of design principles to three-dimensional work. (6 laboratory hours per week). *Prerequisite:* ARTS 111 or instructor approval.

ARTS 120. Art Appreciation. (3 credits). This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week).

ARTS 121. Drawing I. (3 credits). This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. (6 laboratory hours per week).

ARTS 122. Drawing II. (3 credits). This course is an expansion of the concepts presented in Drawing I, and it stresses the expressive and conceptual aspects of drawing in various media. (6 laboratory hours per week). *Prerequisite:* ARTS 121 or instructor approval.

ARTS 130. Ceramics. (3 credits). This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. (6 laboratory hours per week).

ARTS 131. Ceramics II. (3 credits). The course continues the exploration of clay. Students may concentrate either on the potter's wheel or on hand building. The course emphasizes sculpture. (6 laboratory hours per week). *Prerequisite:* ARTS 130 or instructor approval.

ARTS 211. Drawing III. (3 credits). The advanced course in two-dimensional drawing emphasizes individual expression. It stresses the expressive and conceptual aspects of drawing with special emphasis on the human figure. (6 laboratory hours per week). *Prerequisites:* ARTS 121 and ARTS 122 or instructor approval.

ARTS 221. Design III. (3 credits). This advanced course in two-dimensional design emphasizes individual expression. (6 laboratory hours per week). *Prerequisites:* ARTS 111 and ARTS 112 or instructor approval.