Vocational Nursing Certificate Program

Length: Twelve months; three semesters, 44 credit hours.

Purpose: The purpose of the ACC Vocational Nursing program is to provide an approved educational curriculum 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 under the supervision of a registered nurse and/or physician. Graduates are eligible to write the National Counsel of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN). Those passing this examination will be licensed to practice as a Licensed Vocational Nurse (LVN) in the State of Texas.

Accreditation: The program is accredited by the Board of Vocational Nurse Examiners of the State of Texas and the Texas Higher Education Coordinating Board.

Admission Requirements: A new class begins each Summer Session I. Enrollment is limited to 40 qualified applicants per class. To be eligible for admission to the program, each applicant must:
1. be a high school graduate or hold a certificate of equivalency (GED);
2. meet all College admission requirements;
3. submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a composite ACT score of 18, or a combined SAT score of 860. Scores must be less than five (5) years old.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;
5. upon registration, provide documentation of: (1) a physical examination which includes blood studies, serology, tuberculosis screening, and immunization updates in accordance with the department's immunization guidelines; and (2) current certification in American Heart Association Class "C" CPR for Healthcare Providers.
6. Individuals that have been convicted of a felony may not be licensed in the State of Texas.
7. Deadline for 2007 class applications is December 1, 2006.

Program Requirements:
1. Expenses for the entire program are approximately $4,000. This includes ACT/SAT test fee, CPR certification requirement, all tuition and fees, malpractice insurance, books, miscellaneous supplies, uniforms, and costs related to graduation and licensure. Additional costs of health insurance and transportation are the student's responsibility.
2. A passing average of at least 80 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least an 80 average in each component. An average below 80 will constitute grounds for student withdrawal from the program.
3. Maximum allowable absences is three (3) days per semester. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute grounds for student withdrawal from the program.
4. The Vocational Nursing department reserves the right to at any time request the withdrawal or dismissal of any student whose attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue in the program.
5. Transfer and re-entry students will be admitted only as space permits, and must fulfill current admission criteria, including current physical examination, current CPR certification, and current CDC instruction. Students will be allowed to transfer into the program or re-enter the program one time only. Only courses having a letter grade of B or higher, awarded within 2 years of enrollment in the program, will apply towards the vocational nursing certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing program in order to graduate. Students who withdraw and later wish to re-enroll must reapply within one year from the date of withdrawal in order to finish the curriculum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester - Summer 12 Week				
VNSG 1122	Vocational Nursing Concepts	1	0	1
VNSG 1160	Clinical - Practical Nurse I	0	5	1
VNSG 1420	Anatomy & Physiology for Allied Health	4	0	4
VNSG 1423	Basic Nursing Skills	3	4	4
		8	9	10
Second Semester - Fall				
VNSG 1226	Geriatrics	2	0	2
VNSG 1227	Essentials of Medication Administration	1	2	2
VNSG 1230	Maternal-Neonatal Nursing	2	0	2
VNSG 1331	Pharmacology	3	0	3
VNSG 1234	Pediatrics	2	0	2
VNSG 1660	Clinical - Practical Nurse II	0	24	6
		10	26	17
Third Semester - Spring				
VNSG 1136	Mental Health	1	0	1
VNSG 1219	Professional Development	2	0	2
VNSG 1238	Mental Illness	2	0	2
VNSG 1329	Medical-Surgical Nursing I	3	0	3
VNSG 1332	Medical-Surgical Nursing II	3	0	3
VNSG 1661	Clinical - Practical Nurse III	0	24	6
		11	24	17

Total Credits Required for Vocational Nursing Certificate 44

Educational Programs

Office Administration - Office Professional Degree Program

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.
Program Requirements: The two-year curriculum in office administration provides instruction in areas required for competence as an administrative assistant in an office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1301	Business English	3	0	3
ACNT 1303	Introduction to Accounting I	3	1	3
SOCI 2319	American Minorities	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
POFT 1421	Business Math	3	3	4
		15	7	17
Second Semester				
ENGL 1301	Composition and Rhetoric	3	0	3
MATH 1314 or	College Algebra or	3	0	3
MATH 1332	College Mathematics for Liberal Arts			
POFI 1401	Computer Applications I	3	3	4
POFT 1331	Business Machine Applications	3	1	3
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		15	7	17
Third Semester				
POFI 1441	Computer Applications II	3	2	4
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
POFT 1380	Cooperative Education - Administrative Assistant/Secretarial Science General	1	20	3
POFT 2433	Advanced Document Formatting and Skillbuilding	3	3	4
PHED	Physical Activity	0	3	1
		10	28	15
Fourth Semester				
POFT 1419	Records and Information Management I	3	3	4
POFT 2331	Administrative Systems	3	0	3
POFT 2380	Cooperative Education - Admin Assistant/ Secretarial Science General	1	20	3
POFT 1309	Administrative Procedures I	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		13	26	17

Total Credits Required for A.A.S. Office Professional...66

Office Administration- Legal Office Professional Degree Program

Degree: Associate of Applied Science (A.A.S.)
Length: Five-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the legal secretarial field.

Program Requirements: The two-year curriculum in office administration provides instruction in areas required for competence as an administrative assistant in a legal office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree in Office Administration.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
POFT 1301	Business English	3	0	3
HIST 1302 or	The United States Since 1877 or	3	0	3
GOVT 2302	American National and State Governments II			
LGLA 1311	Introduction to Law	3	0	3
POFL 1305	Legal Terminology	3	0	3
PHED	Physical Activity	0	3	1
POFT 1429	Keyboarding and Document Formatting	3	3	4
		15	6	17
Second Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
LGLA 1301	Legal Research & Writing	3	0	3
Math 1314 or	College Algebra or	3	0	3
Math 1332	College Mathematics for Liberal Arts			
POFI 1401	Computer Applications I	3	3	4
PHED	Physical Activity	0	3	1
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		15	10	18
Summer Semester				
LGLA 1355	Family Law	3	0	3
POFL 1303	Legal Office Procedures	3	0	3
POFT 1419	Records and Information Management I	3	3	4
		9	3	10
SECOND YEAR				
First Semester				
LGLA 1347	Civil Litigation II	3	0	3
POFI 1441	Computer Applications II	3	2	4
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
POFL 1380	Cooperative Ed – Legal Adm Asst/Secretary	1	20	3
		10	22	13
Second Semester				
LGLA 2305	Interviewing & Investigating	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
SPCH 1315	Public Speaking	3	0	3
POFL 2380	Cooperative Ed – Legal Adm Asst/Secretary	1	20	3
		10	20	12

Total Credits Required for Legal Office Professional 70

Enhanced Skills Certificate - Legal Office Professional

LGLA 2309	Real Property	3	0	3
LGLA 2303	Torts and Personal Injury Law	3	0	3
LGLA 1353	Wills, Trust, and Probate Administration	3	0	3
		9	0	9

Total Credits Required for Enhanced Skills Certificate - Legal Office Professional 79

Office Administration - Medical Office Professional Degree Program

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the medical secretarial field. The program is designed to meet the need for efficient medical secretaries in the medical field.
Program Requirements: The two-year curriculum in office administration provides instruction in areas required for competence as an administrative assistant in a medical office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree in Office Administration.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1301	Business English	3	0	3
HITT 1305	Medical Terminology I	3	0	3
POFM 1317	Medical Administrative Support	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
PHED	Physical Activity	0	3	1
		15	7	17
Second Semester				
POFI 1401	Computer Applications I	3	3	4
HITT 2331	Medical Terminology Advanced	3	0	3
PHED	Physical Activity	0	3	1
POFT 2401	Document Formatting and Skillbuilding	3	3	4
PSYC 2314	Life Span-Growth & Development	3	0	3
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
		15	9	18
SECOND YEAR				
First Semester				
HITT 1349	Pharmacology	3	0	3
POFM 1300	Medical Coding Basics	3	0	3
POFM 1380	Cooperative Ed Medical Admin Assistant/Secretary	1	20	3
POFT 1419	Records and Information Management I	3	3	4
POFI 1441	Computer Applications II	3	2	4
		13	25	17
Second Semester				
MATH 1314 or	College Algebra or	3	0	3
MATH 1332	College Mathematics for Liberal Arts			
POFT 1421	Business Math	3	3	4
SPCH 1315	Public Speaking	3	0	3
POFM 2380	Cooperative Ed Medical Admin Assistant/Secretary	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
		13	23	16

Total Credits Required for A.A.S. Medical Office Professional 68

Office Administration - Office Assistant Certificate Program

Length: Two-Semester (One-Year) Program

Purpose: The one-year program prepares the student for employment in office occupations.

Program Requirements: The one-year programs for the Office Assistant, Lawyer's Assistant, Medical Coding and Billing Specialist and Medical Transcriptionist combine instruction and classroom participation on competencies required in the office environment. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1301	Business English	3	0	3
SPAN 2316 or	Career Spanish I or			
SPAN 2317	Career Spanish II	3	0	3
POFT 1421	Business Math	3	3	4
POFT 1429	Keyboarding and Document Formatting	3	3	4
		15	7	17
Second Semester				
POFI 1401	Computer Applications I	3	3	4
POFT 1331	Business Machine Applications	3	1	3
POFT 1419	Records and Information Management I	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		12	10	15
Third Semester				
POFT 1382	Cooperative Ed - Gen Office/Clerical	1	20	3
POFT 2331	Administrative Systems	3	0	3
POFT 1309	Administrative Office Procedures I	3	0	3
		7	20	9

Total Credits Required for Certificate Office Assistant 41

Office Administration - Legal Office Assistant Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1419	Records and Information Management I	3	3	4
LGLA 1311	Introduction to Law	3	0	3
POFL 1305	Legal Terminology	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
		12	6	14
Second Semester				
POFT 1301	Business English	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
POFL 1303	Legal Office Procedures	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFT 2303	Speed and Accuracy Building	3	1	3
		15	4	16
Third Semester				
LGLA 2305	Interviewing & Investigating	3	0	3
LGLA 1347	Civil Litigation II	3	0	3
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
POFT 1382	Cooperative Ed – Gen Office/Clerical	1	20	3
		10	20	12

Total Credits Required for Lawyer's Assistant Certificate. 42

Office Administration - Medical Coding and Billing Specialist Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
HITT 1305	Medical Terminology I	3	0	3
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
POFM 1317	Medical Administrative Support	3	0	3
POFT 1329	Keyboarding and Document Formatting	3	1	3
HPRS 2301	Pathophysiology	3	0	3
		15	1	15
Second Semester				
POFM 1300	Medical Coding Basics	3	0	3
HITT 2331	Medical Terminology Advanced	3	0	3
POFI 1401	Computer Applications I	3	3	4
HITT 1349	Pharmacology	3	0	3
HITT 1341	Coding and Classification Systems	3	0	3
		15	3	16
Third Semester				
HITT 2346	Advanced Medical Coding	3	0	3
HITT 2335	Coding and Reimbursement Methodologies	3	0	3
POFM 1380	Cooperative Ed – Medical Admin Assistant	1	20	3
		7	20	9

Total Credits Required for Medical Coding and Billing Specialist Certificate 40

ACC students take time from classes to de-stress during our "Big Event" day.