General Catalog for 2010-2011
Volume 61, No. 2 • August 2010

Alvin Community College is Accredited by:
Commission on Colleges of the
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone Number: 404-679-4501
to award associate degrees and certificates.

Also Approved and Accredited by:
Texas Higher Education Coordinating Board,
Texas College and University System

Member:
American Association of Community and Junior
Colleges
Association of Community College Trustees
Gulf Coast Intercollegiate Council
National Institute for Staff and Organizational
Development
National Junior College Athletic Association
Region XIV Athletic Conference
Texas Community College Teachers Association
Texas Association of Community Colleges

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

Financial aid cost of attendance (COA) is calculated on a yearly basis; therefore, adjustments will not be made for changes approved by the Alvin Community College Board of Regents.

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2010 fall semester.

Interpretation of Catalog
The administration of Alvin Community College acts as final interpreter of this catalog and all other college publications. The College may change requirements, regulations, as necessitated by college or legislative action. For the purpose of administering the College, class schedules published in the fall, spring, and summer are considered implementation of College policy and an extension of this catalog. Please refer to the college website www.alvincollege.edu for the most current information.

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ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, Texas 77511
Phone: 281-756-3500

PEARLAND CENTER
2319 N. Grand Blvd.
Pearland, Texas 77581
Phone: 281-756-3787
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**8-Week Fall Mini Semesters**

**First 8-Weeks**
- Jun 21-Aug 23: Registration
- Aug 23: Payment Due
- Aug 25-30: Late Registration
- Aug 26: Classes Begin
- Sep 2: Census Date
- Sep 27: Withdrawal Deadline
- Oct 14: Final Exams

**Second 8-Weeks**
- Sep 29-Oct 13: Registration
- Oct 13: Payment Due
- Oct 15-18: Late Registration
- Oct 18: Classes Begin
- Oct 25: Census Date
- Nov 15: Withdrawal Deadline
- Dec 3: Final Exams

**Three (3) Week Mini Semester**
- Nov 8-Dec 14: Registration
- Dec 14: Payment Due
- Dec 15-20: Late Registration
- Dec 20: Classes Begin
- Dec 21: Census Date
- Jan 4: Withdrawal Deadline
- Jan 6: Final Exams

**SPRING SEMESTER 2011**
- Nov 1-Jan 5: Spring Registration
- Dec 15-Jan 3: Winter Break
- Jan 5: Payment Deadline
- Jan 7-10: Late Registration
- Jan 17: Martin Luther King, Jr. Day
- Jan 26: Census Date
- Jan 28: TCCTA Convention. No day classes on Friday.
  Weekend classes (Fri. eve, Sat., Sun.) will meet.
  Offices close 12 noon, Friday
- Mar 7: Deadline - May Graduation
- Mar 14-18: Spring Break
- Apr 11: Withdrawal Deadline

*Students must refer to more detailed calendars included in each semester’s class schedule*
### 2011 Academic Calendar

Students must refer to more detailed calendars included in each semester's class schedule.

#### Spring 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Apr 20-May 25</td>
<td>Summer One &amp; 11-Week Registration</td>
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<tr>
<td>Apr 22</td>
<td>Spring Holiday</td>
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<td>Apr 25</td>
<td>Final Exam Study Day</td>
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<td>Awards Day</td>
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<td>May 2-7</td>
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<td>May 5</td>
<td>ADN Pinning Ceremony</td>
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<td>May 10</td>
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<td>May 16</td>
<td>TDCJ Graduation</td>
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<td>May 18</td>
<td>GED Commencement</td>
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### 8-Week Spring Mini Semesters

**First 8-Weeks**

- Nov 1-Jan 5: Registration
- Jan 5: Payment Due
- Jan 7-10: Late Registration
- Jan 10: Classes Begin
- Jan 18: Census Date
- Feb 14: Withdrawal Deadline
- Mar 1: Final Exams

**Second 8-Weeks**

- Feb 17-28: Registration
- Feb 28: Payment Due
- Mar 2-3: Late Registration
- Mar 3: Classes Begin
- Mar 10: Census Date
- Apr 18: Withdrawal Deadline
- Apr 29: Final Exams

### Three (3) Week Mini Semester

- April 4-May 9: Registration
- May 9: Payment Due
- May 10-11: Late Registration
- May 11: Classes Begin
- May 12: Census Date
- May 23: Withdrawal Deadline
- May 26: Final Exams

### SUMMER 2011

#### Summer One and 11 Week

- Apr 20-May 25: Summer One and 11-Week Registration
- May 25: Payment Deadline
- May 27-Jun 1: Late Registration and schedule changes
- May 30: Memorial Day Holiday
- Jun 1: Classes Begin
- Jun 7: Census Date - Summer One
- Jun 20: Deadline - August graduation
- Jun 14: Census date - 11-Week
- Jun 23: Withdrawal Deadline - Summer One
- Jul 4: 4th of July Holiday
- Jul 6: Summer One Final Exams

#### Summer Two and 11 Week

- Jun 27-Jul 6: Registration
- Jul 6: Payment Deadline
- Jul 8-11: Late Registration & schedule changes
- Jul 11: Classes Begin
- Jul 14: Census Date - Summer Two
- Aug 1: Withdrawal Deadline
- Aug 16: Final Exams

### JANUARY

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## Alvin Community College Phone Directory

281-756-3500 (For numbers not listed)

**Administrative Offices**

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<tbody>
<tr>
<td>President</td>
<td>756-3598</td>
</tr>
<tr>
<td>Assistant to the President/Executive Director of Development</td>
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<tr>
<td>Dean of Academic Programs</td>
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<tr>
<td>Dean of Financial &amp; Administrative Services</td>
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<tr>
<td>Dean of Instruction, Provost</td>
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<td>756-3639</td>
</tr>
<tr>
<td>Director of Physical Plant</td>
<td>756-3583</td>
</tr>
<tr>
<td>Director of Institutional Effectiveness/Research</td>
<td>756-3663</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>756-3691</td>
</tr>
</tbody>
</table>

**Departmental and Staff Offices**

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Enhancement Center</td>
<td>756-3565</td>
</tr>
<tr>
<td>Accounting</td>
<td>756-3660</td>
</tr>
<tr>
<td>Admissions/Academic Advising</td>
<td>756-3531</td>
</tr>
<tr>
<td>Agriculture</td>
<td>756-5669</td>
</tr>
<tr>
<td>Art</td>
<td>756-3605</td>
</tr>
<tr>
<td>Astronomy</td>
<td>756-5670</td>
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<tr>
<td>Biology</td>
<td>756-5669</td>
</tr>
<tr>
<td>Business Programs</td>
<td>756-3660</td>
</tr>
<tr>
<td>Business Office/Cashier</td>
<td>756-3516</td>
</tr>
<tr>
<td>Campus Café</td>
<td>756-3879</td>
</tr>
<tr>
<td>Career Planning and Placement</td>
<td>756-3560</td>
</tr>
<tr>
<td>Campus Police</td>
<td>756-3700</td>
</tr>
<tr>
<td>Center for Professional &amp; Workforce Development</td>
<td>756-3789</td>
</tr>
<tr>
<td>Chemistry</td>
<td>756-5670</td>
</tr>
<tr>
<td>Child Development Laboratory School</td>
<td>756-3644</td>
</tr>
<tr>
<td>Child Development/Early Childhood</td>
<td>756-3644</td>
</tr>
<tr>
<td>Communications</td>
<td>756-3767</td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td>756-3783</td>
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<td>Continuing Education Office</td>
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<tr>
<td>Court Reporting</td>
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</tr>
<tr>
<td>Criminal Justice/Police Academy</td>
<td>756-3951</td>
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<tr>
<td>Culinary Arts</td>
<td>756-3949</td>
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<td>Diagnostic Cardiovascular Sonography</td>
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<td>Distance Education</td>
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<td>Drama</td>
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<td>Electroneurolidocistics</td>
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<td>Emergency Medical Technology</td>
<td>756-3650</td>
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<tr>
<td>English</td>
<td>756-3712</td>
</tr>
</tbody>
</table>

**Enrollment Services Center**

- Admission, Financial Aid, Transcript Services, Testing Services, Registration, Graduation | 756-3531
- Financial Aid Office | 756-3524
- Fitness Center | 756-3691
- Foreign Language | 756-3709
- Geology | 756-5670
- Honors Program | 756-3736
- Human Service-Substance Abuse Counseling | 756-3652
- Industrial Design Technology | 756-3784
- Information Technology | 756-3536
- International Students | 756-3531
- KACC Radio-TV | 756-3767
- Library | 756-3559
- Management Development | 756-3812
- Marketing | 756-3550
- Mathematics | 756-3707
- Media Center | 756-3567
- Music | 756-3587
- Nursing-Associate Degree | 756-5610
- Nursing - Vocational | 756-3811
- Office Administration | 756-3811
- Paralegal | 756-3642
- Pearland Center | 756-3900
- Pedi Echocardiography | 756-5650
- Pharmacy Technician | 756-3805
- Physical Plant Operations | 756-3583
- Physics | 756-5670
- Polysomnography | 756-5655
- Process Technology | 756-3785
- Public Relations Office | 756-3600
- Reading | 756-3566
- Registrar's Office | 756-3501
- FAX | 756-3834
- Graduation | 756-3506
- Transfer Evaluation | 756-3505
- Respiratory Care | 756-5660
- ROTC
  - Air Force Science | UH 713-743-3703
  - Army | UH 713-743-3880
- Social Sciences | 756-5680
- Speech | 756-3607
- Sports & Human Performance | 756-3892
- Student Activities Office | 756-3866
- Student Employment | 756-3560
- Technical Programs | 756-5601
- Theater Box Office | 756-3609
- Tutoring | 756-3566
- Upward Bound Program | 756-3849
- Veteran’s Certification Services | 756-3531
- Welding | 756-3671

**Services for Students with Disabilities**

| Voice | 756-3531
| TDD | 756-3845

*Area Code is (281) for all telephone numbers*
GENERAL INFORMATION
**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 Junior 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. Then, in the spring of 1975, an $8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment. In 1998 the College expanded into its service area with the establishment of the Pearland Center in the former C.J. Harris Elementary School in Pearland.

In the Spring 2005, a 19.9 million dollar bond issue was approved, providing funds for a new Science/Health Science Building to meet the needs of expanding health programs, overcrowded classrooms, and provide up to date technology and simulation labs.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 5296 in 2010. During this period of growth, Alvin Community College has had 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. . . . . . . . . . . . . . . . . . . . . . . . .1971-1976
Dr. A. Rodney Albright . . . . . . . . . . . . . . . . . . . .1976 to present

**Philosophy**

We believe in the dignity and worth of all individuals. Learning is a lifelong process, and all individuals should have opportunities for lifelong education. Education should help people develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. Education should also provide for personal enrichment. To prosper in a complex and changing society, each individual must learn to think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people. Competent performance contributes significantly to individual health and happiness and benefits the organizations and communities in which individuals work and live. Alvin Community College is an integral part of the community it serves, and it must respond to identified needs and interests. In delivering educational services, we believe that there is no substitute for the pursuit of excellence.

**Mission**

Alvin Community College is a public, two-year, comprehensive community college with a strong educational heritage and a continuing emphasis on providing quality educational experiences for all of its students. The College seeks to implement its philosophy by providing quality post-secondary educational services (including occupational/technical, college transfer, and adult programs) for all those who can benefit from them, as well as quality occupational/technical program opportunities for area secondary students. The College also seeks to provide accessible educational services, through varied formats and schedules and full- and part-time programs, which address a wide spectrum of individual needs and abilities, along with educational programming related to the economic and employment realities of the area served, and to offer expanded career options through cooperation with industry, business, professions, government, and other educational institutions. In addition, the College seeks to offer comprehensive programs which integrate communications, math, science, humanities, interpersonal skills, and reasoning. Further, the College seeks to provide students the opportunity to develop skills needed to enter and succeed in College programs through continuing opportunities to extend and upgrade skills, knowledge, and interests; through testing, evaluation, and counseling to allow students to make informed decisions regarding their abilities, achievements, and behavior; and through experiences to develop personal, social, and cultural dimensions. The College is accountable for its mission within the limitations of its physical and financial resources.
**Institutional Goals**

To fulfill its stated Mission, the College has established specific goals that are modified as needed to meet changing circumstances. These goals are as follows:

1. To provide appropriate academic courses in the arts and sciences for those pursuing associate degrees or planning to transfer to a senior institution.
2. To provide one and two-year technical programs that prepare graduates to enter business or industry with marketable skills.
3. To provide programs that assist students to master skills that are fundamental to academic and career achievement.
4. To provide continuing education programs that incorporate current and new technical courses, training partnerships with business and industry, and other opportunities for individuals to acquire and upgrade skills or seek personal enrichment.
5. To provide an environment that supports and encourages students in their academic advancement and assists them in their personal and social development.
6. To provide for the systematic measurement of academic excellence and institutional effectiveness and evaluate the progress of the institution's achievement of its strategic objectives.
7. To provide opportunities for collaboration, cooperation, and/or articulation with area schools, community colleges, universities, industries, and local government.
8. To maintain a commitment to educational excellence through intensive efforts to recruit, retain, develop, and support an outstanding faculty and staff.
9. To provide a cost-effective use of human, physical, and fiscal resources.
10. To maintain a safe and inviting campus environment.
11. To recruit, retain, and educate students to their selected level of educational success.

In addition to the goals described above, Alvin Community College subscribes to the purpose of the public community college as outlined in Section 130.003 of the Texas Education Code.

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Technical programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Workforce development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

**Facilities**

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of seventeen buildings: Learning Resources Center, Fine Arts Center, Childcare Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Continuing Education - Workforce Training/Health Science Center, Occupational Technical Building, Court Reporting Center/KACC Radio-TV Building, Nolan Ryan Center, Maintenance Complex, Transportation Center, Shipping & Receiving Building, Science/Health Science Building, Art Instruction Laboratory.

The first floor of the Learning Resources Center contains the Department of Information Technology, Office of the Dean of Students, Enrollment Services Center, Advising Services, Financial Aid Office, Registrar's Office, Veterans and Graduation Offices, Cyberlink Lab and Business Office. The second floor houses the Learning Lab, Career Planning and Placement Office, classrooms, the Library, GED, and various faculty. The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, offices, an art gallery, and the Theater/auditorium.

The first floor of the Childcare Center houses classrooms, offices and kitchen facilities used by the Childcare Development Laboratory School. The second floor contains faculty offices and classrooms, as well as, offices used by the Upward Bound program and the Marketing and Communications department. In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an open-concept office administration lab and a crime lab. Facilities for instruction in industrial programs include an electronics lab, a welding lab and fabrication shop. Also in this building are offices and a classroom for the Kindergarten program.

The Student Center consists of the Texas Room, Student Activities offices, campus cafe and College Store.

The Physical Fitness Center includes the athletic offices, the gym, weight room, dance exercise studio, four racquetball courts, saunas, dressing rooms, lockers, eight tennis courts, a baseball field, two-mile jogging track, a soccer/football field, a softball field, and related fitness equipment.

The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Dean of Academic Programs, and the Academic Division Chairs.

The Art Instruction Laboratory contains offices, storage, and space for art instruction and creation.

The Continuing Education-Workforce Training/Health Science Center contains offices, classrooms, and laboratories supporting workforce training in Health Sciences offered through the College's Continuing Education.

The Science/Health Science Building contains four teaching theaters, laboratories, classrooms, faculty suites, offices of Allied...
Access to Programs: Admission to College programs is based on requirements outlined in this catalog. Alvin Community College will take steps to assure that lack of English language skills will not restrict admission to and participation in its programs.

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Students Right-To-Know
Student Right-To-Know (SRTK) is a federally-mandated public disclosure requirement which provides data about Alvin Community College's completion and transfer rates. The purpose of SRTK is to provide the public with standardized information that might be helpful in making a college determination. Information about this data may be obtained from the Office of Institutional Effectiveness and Research. SRTK rates are reported annually on the IPEDS-GSR (Integrated Postsecondary Educational Data System-Graduation Rate Survey).

Campus crime statistics are reported on the college home page - www.alvincollege.edu.

FERPA:
Family Education Rights and Privacy Act and Access to Student Records: The Family Education Rights and Privacy Act of 1974 (PL 93-380), commonly known as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student.

The student must complete the FERPA Non-release Form in person and provide picture identification. The student also has the right to allow designated individuals to view their non-directory information. The student must complete the Limited FERPA Release Form in person and provide picture identification at the ESC at any time. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification at the ESC. No information will be given over the phone.

Students have the right under FERPA to inspect and review their education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. Records not maintained by the registrar will also be made available.

Rights of Individuals with Disabilities:
Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans With Disabilities Act (P.L. 101-336), and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution’s academic and employment requirements will be provided with a variety of academic services and resources. ACC supports efforts in making the campus more accessible and encourages students with disabilities to participate in all activities. Students seeking assistance should contact the Advising Services. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Dean of Students.

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Release of Directory Information
The following items of directory information may be released without the written consent of the student: name, address, telephone numbers, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance, most recent educational institution attended and enrollment status. The student is responsible for notifying the Registrar's Office by the 12th class day of every fall/ spring semester and by the 4th class day of the summer sessions if any of the information listed above is not to be released.

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Public Notice, Compliance Statements

Civil Rights:
In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 95-256), 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, age, handicap, national origin, or veteran status.

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Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment.

Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the United States Department of Education concerning alleged failures by Alvin Community College to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605
Phone: (202) 260-3887

Photo and Videotape Policy
The ACC's Marketing Office takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending events, etc. ACC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at ACC do so with the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

Sex Offender Information: To comply with the Campus Sex Crime Prevention Act (section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education, or working on college campuses, Alvin Community College provides a website: www.alvincollege.edu/police/sexoffenderinfo.htm. To access the website simply click on the address, then read the caveats and agree to the terms. You will be able to search by name or location.

Religious Holy Days: In compliance with Texas Education Code 51.911, Alvin Community College allows a student to be absent for the observance of a religious holy day. Students may request permission for this absence in the office of Dean of Students.

Illegal Drugs: In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus. Any student caught with an illegal drug will be liable to disciplinary action as described in the Alvin Community College Student Handbook.

Smoking Policy: ACC is a tobacco free campus. This policy applies to all college facilities (except parking lots), owned or leased, regardless of location, all athletic facilities and college vehicles.

Standard of Conduct: The college student is considered a responsible adult. The student’s enrollment indicates acceptance of the standards of conduct published in the Student Handbook.

Sexual Harassment Policy
It is the policy of Alvin Community College to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited, and offenders are subject to disciplinary action. “Sexual harassment” is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by an employee of the college, when:

(1) submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement;
(2) submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
(3) the intended effects to or reasonably foreseeable effect of such conduct is to create an intimidating, hostile, or offensive environment for the student.

For information about your rights and grievance procedures, contact the Dean of Students, (281) 756-3517, or the Director of Human Resources, (281) 756-3639, at 3110 Mustang Road, Alvin, Texas 77511-4898.

Filing a Grievance
The Office of the Dean of Students and the Director of Human Resources have been given the primary responsibility for responding to questions about and receiving complaints of sexual harassment or violation of civil rights of students. Students may also address their questions or complaints to the department chairperson or other college administrative personnel. In such cases, the chairperson or the administrator should immediately contact the Dean of Students and/or the Director of Human Resources for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a written and signed statement by the student to the Dean of Students. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected. Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances.
ACADEMIC POLICIES
& REGULATIONS
Academic Policies & Regulations

Admissions
To apply or to request information in person, visit the Enrollment Services Center. Correspondence regarding admission should be addressed to the Registrar’s Office.

Alvin Community College is an open admission institution. However, admission to the College does not guarantee admission to specific programs. Some departments require that the student obtain departmental approval before registering for their programs and courses, and special requirements may apply.

Admission to the college is required for admission to all departmental programs. See the Admission to Specific Curriculums section.

Enrollment Services Center
The Enrollment Services Center, located at the front entrance of Building A, is a one stop shop for prospective and current students. The ESC provides a full range of services which include admission, registration, financial aid, dissemination of general information, placement testing and GED registration, grants, loan and scholarship processing, graduation application, enrollment verification, transcript requests, student program changes, nontraditional credit applications, residency reclassifications, data change requests and course withdrawals.

Admission Requirements
Students entering college for the first time must be advised by Advising Services. Students should complete testing before their advising session, or bring TASP, THEA, ACCUPLACER, ASSET or COMPASS scores or proof of Texas Success Initiative (TSI) exemption to the session (see Testing section).

Students must provide the records and/or forms listed under the appropriate category. Personal copies may be used for advising; however, an official copy of test scores must be on file before the student may register. (Note: See also Testing and TSI sections.)

Admission Categories

- Graduates from accredited high schools: Admission Application, high school transcript with graduation date, and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores.

- Students with GED Certificates: Admission Application, GED scores and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores.

- College transfer students: Admission Application, transcripts from previous colleges and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores. Students on probation or suspension must obtain approval from the Dean of Students. Call 281-756-3517 for an appointment.

- Former ACC students: All returning students must provide current transcripts from colleges attended since last attending ACC and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores.

Former ACC students on academic probation or suspension at another institution must obtain approval from the Dean of Students, 281-756-3517. Returning students who have not attended ACC for one or more years must complete a new admission application.

- Graduates from home school programs: Admission Application, home school transcript verifying graduation date with school official name and signature and THEA, ACCUPLACER, ASSET or COMPASS test scores.

- Dual Credit, Concurrently enrolled high school students or Home School students. Admission Application, Early Admission Contract, official high school transcript and THEA, ACCUPLACER, ASSET or COMPASS test (if not exempt).

- Individual approval - includes graduates of non-accredited schools or individuals without a regionally accredited high school diploma or GED. Admission Application and THEA, ACCUPLACER, ASSET or COMPASS test scores. Note: Students admitted under Individual Approval should take the ACCUPLACER or COMPASS test if applying for financial aid.

- International students (Students born in another country who are not U.S. citizens or resident aliens): Approval from the Advisor for International Students is required. For additional requirements, call 281/756-3531.

International Student Regulations
International students are citizens of a country other than the United States who have an F-1 or M-1 visa for educational purposes and who intend to return to their home country upon completion of their educational program. International students must carry a minimum of twelve semester hours to meet the requirements of the United States Bureau of Immigration and Customs Enforcement. Before any admission action can be taken, international students must complete and file the following with the Counselor for International Students four months prior to the beginning of the semester in which they plan to enroll:

1. A completed application form
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. 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 translations. See Credit from Foreign Institutions.
3. A score of at least 500 on the written Test of English as a Foreign Language (TOEFL), 173 on the computerized test and 61 on the IBT (Internet Based Test) test administered by Educational Testing Services, Princeton, NJ, or possess adequate competency in English instruction. Tests must have been taken within the last two years.
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country
5. A health form or physician’s statement verifying student’s immunization record
6. For students transferring from another U.S. college or university, the student must have an international students Advisor's Report from the International Student Office at the institution.

Once admitted, students must obtain personal health insurance for the duration of their studies, make a $500 security deposit and complete the Texas Higher Education Assessment (THEA); this test must be taken before enrolling at ACC. Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service (see page 16).

International students interested in receiving admission information should send an international money order for $25 to the Office of International Student Affairs, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, or call 281-756-3531.

Admission to Specific Curriculums
To enter the following curriculums, students must meet specific departmental requirements in addition to the general college admission requirements:
- Child Development/Early Childhood
- Court Reporting
- Diagnostic Cardiovascular Sonography
- Electroneurodiagnostic Technician
- Emergency Medical Technology
- Nursing
- Nursing-Transition
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

Departmental admission requirements are listed in the Educational Programs section of the catalog.

Students will be admitted to a curriculum, subject to enrollment limits, when all of the listed departmental requirements are met. Students who do not meet the admission requirements for a specific curriculum may be eligible to enter that curriculum after satisfactorily completing preparatory course work. Admission to these curriculums is determined by the departments.

Transcript Requirement
Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ACC Registrar's Office or when presented in a sealed envelope issued by the institution. Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester unless otherwise noted. Once submitted, transcripts become the property of ACC and cannot be returned. Students applying for financial aid funds must have academic transcripts in the Registrar's Office before funds will be awarded.

Placement Testing Requirement
Although testing is not an admission requirement, it is a requirement for registration. All students who have not provided official documentation for an exemption from TSI (see TSI Exemptions) must have official TASP, THEA, ACCUPLACER, ASSET, or COMPASS test scores prior to registration. Testing information may be obtained from class schedules or by calling 281-756-3531. Test scores are used only to place students in appropriate courses.

Residency Information
When students are admitted, they are informed of their residence classification based on information on their application's Core Residency Questions and supporting documentation. Tuition is based on this classification. Transfer students will maintain the residence classification issued by the last public institution attended during the 12 months prior to the term for admission.

Proof of Residence
An independent student may be asked to provide documentation for both state and in-district classification that shows the student's name and address. A dependent student may be asked to provide their dependency upon their parent(s) and their parent's current state residence documentation including parent's name and address.

Residency Statuses:
Texas Resident - The following persons will be classified as Texas residents are entitled to pay in-state resident tuition at ACC if:

1) - graduated from a public or accredited private high school in Texas or received, as an alternative to a high school diploma, the equivalent (GED) in this state; and
   - maintained a residence continuously in Texas for the 12 months immediately preceding the date of high school graduation or receipt of the GED and continuously maintained a residence in Texas for the 12 months preceding the census date of the academic semester in which the person enrolls at ACC.
2) - established a domicile in this state not less than 12 months before the census date or the academic semester in which the person enrolls at ACC; and
   - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls at ACC.
3) You are a dependent of a parent who:
   - established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC; and
   - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

Residency Terms and Definitions:
Maintained a Residence: Physically reside in Texas, which could not have been interrupted by a temporary absence from the state.
Establish a Domicile: For at least 12 months prior to the census date of the semester in which the student enrolls, the student:
- owns real property (land, home) in Texas
- owns a business in Texas
- has a state or local license to conduct a business or practice profession in Texas
- has been gainfully (full-time) employed in Texas
- has marriage certificate with documentation to support the spouse is a resident of Texas with any of the above.

Non-Resident - An individual who does not qualify under any of the three Texas resident categories will be classified a non-resident student.

In-District - A Texas resident who physically resides within the geographic boundaries of the ACC District at the time of admission will be classified an in-district student.

Out-District - A Texas resident who physically resides outside the geographic boundaries of the ACC District at the time of their admission will be classified an out-district student.

Reclassification Based on Additional or Changed Information
If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Enrollment Services Center and provide supporting documentation proving the new classification. Changes made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the term census date; changes made prior to or on the census date, will apply to the current semester.

Out-District to In-District: Independent students must prove residence prior to the census date for the given semester by providing one of the documents listed with their name and address. Dependent students must prove residence prior to the census date for the given semester by providing one of documents listed with their parent's name and address, along with their parent's IRS federal tax return showing the student as a dependent. (P.O. Box excluded)
- Texas permanent driver's license showing ACC District address
- Current tax receipt showing ACC District tax status (available at the Brazoria County Substation on Hwy 35, north of Alvin)
- Texas Voter Registration card showing ACC District address
- Lease agreement showing ACC District address and student's name
- Current utility bill showing service at ACC District address (P.O. excluded)
- Other third party documentation (check with Registrar)

Non-resident to Resident: Independent students must prove their gainful employment, established domicile and maintained residence in Texas for at least 12 months prior to the census date for the given semester by providing the documentation listed with their name and address. Dependent students must prove their parent's gainful employment, established domicile and maintained residence in Texas for at least 12 months prior to the census date for the given semester by providing the documentation listed with their parent's name and address, in addition to their parent's IRS federal tax return showing the student as a dependent.

A) An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months.

B) Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one type of document listed in section C.
- Title to real property in Texas
- Marriage certificate with documentation to support that spouse is a resident of Texas
- Ownership of business in Texas with documents that evidence the organization or the business as a partner ship or corporation and reflect the ownership of the person or dependent's parent.
- State or local licenses to conduct a business or practice a profession in Texas.

C) Documentation must accompany at least one type of documents listed in section B.
- Utility bill for the 12 months preceding the census date
- Texas high school transcript for full senior year preceding the census date
- Transcript from a Texas institution showing presence in the state for the 12 months preceding the census date
- Texas driver's license or Texas ID card with an expiration date of not more than four years
- Texas voter's registration card that has not expired
- Pay stubs for the 12 months preceding the census date
- Bank statements reflecting a Texas address for the 12 months preceding the census date
- Lease or rental of real property in the name of the person or dependent's parent for the 12 months preceding the census date
- Current credit report that documents the length and place of residence of the person or the dependent's parent
- Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date

A student's residence status may be affected by the 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 student's parents, temporary assignments of the student's parents out of Texas, etc. Further details about residency may be obtained from the Registrar's Office. Information about tuition waiver programs for non-resident individuals may be obtained from the Business Office.

**Texas Success Initiative (TSI)**
The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062) to give Texas public higher education more flexibility in its efforts to develop better academic skills among students who need them for success in college.
Alvin Community College academic advisors and counselors will work with students who are skill-deficient, as evidenced through required placement testing, to develop an educational plan to achieve college readiness in weak academic areas. Successful completion of the required developmental sequence of courses will enable students to become “College Ready.”

**Required Scores to meet College Readiness Standard**

The state minimum passing standard is a score of 230 in reading and in mathematics and a score of 220 in writing. For students who tested before September 1995, the minimum passing standard is 220 in each skill area (reading, math, and writing).

**Placement Chart**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>THEA (TASP) from 9/95</th>
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<td>81+</td>
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<td>1-50</td>
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<tr>
<td></td>
<td>0310 210-229</td>
<td>51-62</td>
<td>26-38</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>1314*** 270+</td>
<td>86</td>
<td>70+</td>
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<tr>
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<td>0-70</td>
<td>0-45</td>
</tr>
<tr>
<td></td>
<td>0310 166-219</td>
<td>71-79</td>
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<td>1301 220+</td>
<td>80</td>
<td>59+</td>
</tr>
</tbody>
</table>

* Remediation not required but Math 0312 to be taken if a math course is selected.
** Essay scores take precedence over all English scores except THEA (TASP).
***Placement with an essay score of 5 is based on the multiple choice score.
****Additional scores/standards used for Math 1314 placement include:

TAKS - 2400, ACT-21, SAT-550 or High School Pre-Calculus with grade of A or B.

**TSI Exemptions**

- **ACT** - a combined score of 23 or higher with a minimum of 19 on English and math grants a full exemption. A combined score of 23 or higher with a minimum score of 19 on English grants a partial exemption. A combined score of 23 or higher with a minimum score of 19 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- **SAT** - a combined score of 1070 or higher with a minimum of 500 on both English and math grants a full exemption. A combined score of 1070 with a minimum of 500 on verbal grants a partial exemption in English; a combined score of 1070 or higher with a minimum score of 500 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- **TAKS**-minimum score of 2200 on the English Language Arts with a minimum score of 3 on the writing subscore; 2200 on math. Scores must be no more than 3 years old.
- **Associate or Baccalaureate degree graduates from a Texas public institution of higher education**
- **Transfer students from private or independent institutions of higher education or an accredited out of state institution and who have satisfactorily completed college-level course work as determined by the receiving institution.**
- **Transfer students who have been determined to have met college readiness standards.**
- **A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or member of the armed forces reserve and has been serving for at least 3 years preceding enrollment.**
- **A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, or the Texas National Guard or served as a member of the armed forces reserve.**

**Waived Level One Certificate Programs**

Students enrolled in any waived program are waived from the requirements of the ACC Developmental Education Plan. Course prerequisites will apply. Students concurrently enrolled in an active Associate Degree or Level Two Certificate program are not eligible for this waiver. Eligible certificate programs include:

- Accounting Clerk
- Basic Law Enforcement Academy
- Child Develop/ Early Childhood
- Child Develop/ Early Child. Adm
- Computer Info. Tech.- Data Processing
- Computer Info. Tech.- Networking
- Correctional Administration
- Correctional Science
- Court Reporting Scopist
- Crime Scene Technician
- Culinary Arts
- Industrial Design Technology
- Paralegal
- Industrial Technology
- Legal Office Assistant
- Management Development
- Medical Coding
- Medical Transcriptionist
- Office Assistant
- Paralegal
- Peace Officer
- Radiologic Technology
- Substance Abuse Counseling
- Vocational Nursing
- Word Processing

**Developmental Course Requirement**

Students who fail one or more sections of the THEA (TASP) or an approved placement test must enroll and attend a developmental course for at least one of the failed sections until all sections are passed or required developmental courses are completed with a grade of “C or better”. **Students could be withdrawn from ALL courses for non-attendance of the developmental class.**

**Individual Educational Plan**

Students who do not pass one or more of the minimum passing standards on the placement test at Alvin Community College are required to complete an Individual Educational Plan with an academic advisor before beginning their first semester of college. The Individual Educational Plan shall include:

- the developmental courses required to meet the college readiness standard
- non-developmental courses for which the student is eligible.

**TSI Developmental Sequence**

Students may complete their TSI obligation for any of the three subject areas (reading, writing, and mathematics) when the following sequence is completed:
1. The student must take the THEA, ACCUPLACER, ASSET or COMPASS and pass.
2. The student must pass the required developmental course sequence for the subject area not passed with a grade of C or better.

Developmental Courses
The College offers developmental courses in basic math, reading and English. Students who need full-time status may register for up to 12 semester hours of developmental courses. TSI obligated students who have a placement score below the college level must enroll and participate in the appropriate developmental course. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course. For more information, contact Advising Services.

Developmental Courses:
- English 0309, English 0310
- Math 0309, Math 0310, Math 0312
- Reading 0309, Reading 0310, Reading 0312

Developmental courses receive local credit; however, they may not be used to fulfill the requirements for a degree or certificate and do not transfer. Grades earned in developmental courses will not be used to qualify for the Dean’s or Merit list or graduation with honors status.

PSYC 1300 – Learning Strategies Requirement
Students enrolled in the Associate of Arts, Associate of Science, Associate of Arts in Teaching and undeclared majors who score at the developmental level on any one section of the placement exam (Accuplacer, THEA, Compass, or Asset) are required to enroll in PSYC 1300 during their first semester of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement.

Learning Strategies teaches students how learning takes place and provides opportunities to practice various learning and study strategies. Students will be able to identify their own strengths and weaknesses and apply the skills that are taught to maximize their success in college.

Responsibility for Course Selection
The College provides students with information and academic advice to assist them in making academic decisions. Advising Services, program directors, and department chairs are responsible for providing current and accurate information and advice concerning the academic and technical programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected course, degree, or certificate program, and for enrolling in appropriate courses. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

The student is also responsible for knowing and meeting TSI and other testing requirements. Students transferring credit are responsible for knowing the transfer policies of the receiving college or university.

Placement Regulations
Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as prerequisites or co-requisites). These requirements may be satisfied by successful completion of previous courses; by passing scores on the THEA, TASP, ACCUPLACER, ASSET, or COMPASS test, or by concurrent enrollment in a specific course. Compliance with prerequisites and co-requisites is mandatory for TSI-obligated students.

Prerequisites and co-requisites are identified in the Course Descriptions section of this catalog.

Texas Common Course Numbering System
Alvin Community College participates in the Texas Common Course Numbering System. This system is a voluntary, cooperative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic coursework. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

In the Texas Common Course Numbering System each course is identified by a four-character "rubric" (i.e. prefix or department abbreviation) and a four-digit number:

The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the third and fourth digits establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric.

"0" (zero) as the first digit of the number identifies a course as subfreshman-level and therefore remedial/developmental in content. Such courses are not presumed transferable under TCCNS guidelines, though receiving institutions are free to recognize them without obtaining special permission from the Texas Higher Education Coordinating Board.

Evaluation of Previous Education
Traditional Education
(For additional information regarding transfer of credits, see the Core Curriculum and Transfer section.)

Students are required to provide official transcripts from all regionally accredited colleges and universities previously attended as part of the admission process. An incoming transcript is evaluated no later
than one semester after the student’s enrollment, if the student is degree seeking. Evaluated coursework will not appear on the ACC official transcript.

Courses are freely transferable to Alvin Community College from regionally accredited institutions of post secondary education when content and credit hours are equivalent to ACC courses. If the core curriculum is completed at a single Texas public institution, the core will transfer to ACC and satisfy ACC’s core curriculum. Individual core courses transfer to ACC on a one-for-one basis, e.g. math for math, science for science, etc., until ACC’s core requirement is met. College-level course work for which there is no ACC equivalent may be transferred as elective credit. Transferred grades must meet departmental degree criteria. Transferred course work is posted to the student’s record using Texas common course numbers to assist transfer students with course selection. Proper course selection and the non duplication of course work remain the responsibility of the student. Counselors and advisors are available to assist the student with course selection.

Evaluation of Credit from Foreign Institutions
Alvin Community College accepts credit from foreign institutions when evaluated from one of the following Evaluation Services. Inquiries regarding these services should be directed to the International Student Affairs Office at 281-756-3531.

Final determination of any credit awarded will be made by respective department chairs of the course subject.

American Association of Collegiate Registrars & Admissions Officers (AACRAO)
International Education Services
One Dupont Circle, NW; Suite #520
Washington DC 20036-1135
Phone: 202-296-3359, FAX: 202-822-3940

Educational Credential Evaluators, Inc.
P. O. Box 514070
Milwaukee, WI 53203-3470
Phone: 414-289-3400, Fax: 414-289-3411
http://www.ece.org

Education Evaluators International, Inc.
11 South Angell Street #348
Providence, RI 02906
Phone: 210-745-1015 or 401-521-5340, FAX: 401-437-6474

Foreign Credentials Service of America
1910 Justin Lane
Austin, TX 78757
Phone: 512-459-8428, Fax: 512-459-4565
http://www.fcsa.biz/

Education Evaluators International, Inc.
11 South Angell Street #348
Providence, RI 02906
Phone: 210-745-1015 or 401-521-5340, FAX: 401-437-6474
http://www.eduei.com/

GCE Southeast
Global Credential Evaluators, Inc.
Evaluation Processing Center
P.O. Box 1904
Ocean Springs, MS 39566
Phone: 228-818-4487
http://www.gcevaluators.com/

GCE Southwest
Global Credential Evaluators, Inc.
P.O. Box 9203
College Station, TX 77842-9203
Phone: 512-528-0908, Fax: 512-528-9293
http://www.gcevaluators.com/

International Education Research Foundation, Inc
Credentials Evaluation Service
P.O. Box 3665
Culver City, CA
Phone: 310-258-9451, Fax: 310-342-7086
http://www.ierf.org/

RIA International Education Consultants
9461 LBJ Freeway, Suite 206
Dallas, TX 75243 (corner of Highway 635 and Abrams)
Phone: 214-575-5404, Fax: 214-575-5608
Mobile: 214-770-4919
International: 800-895-4021 Ext 0
International Fax: 800-895-4021 Ext 1
http://www.riainternationaleducation.com

Span Tran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205
Houston, Texas 77036-3197
Phone: 713-266-8805, Fax: 713-789-6022
http://www.spantran-edu.com/

Worldwide Education Consultant Services
5521 N. Expressway 77
Brownsville, TX 78520
Phone: 956-350-4660, Fax: 956-350-2462
Email: info@wecseval.com

World Education Services Foreign Academic Credential Evaluation
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
Phone: 212-966-6311, Fax: 212-739-6100
www.wes.org/splash.html
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<td>Macroeconomics, Principles</td>
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<td>ECON 1301</td>
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<td>Management, Principles</td>
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<td>Marketing, Principles</td>
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<td>PHYS 1401 / 1402</td>
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<tr>
<td>Physics C Electricity and Magnetism</td>
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<td>4</td>
<td></td>
<td>PHYS 2426</td>
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<td>Physics C Mechanics</td>
<td>3</td>
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<tr>
<td>Statistics</td>
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<td>US History</td>
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<tr>
<td>Western Civilization I:1648 to present</td>
<td>50</td>
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<td>HIST 2312</td>
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</table>

- CLEP general exams are not accepted.
- Credit will be evaluated from an official score report sent directly to the Registrar's Office from the testing service.
- Credit will be based upon ACC recommended passing scores. A letter grade of S (satisfactory) will be awarded.
- There is no charge for this service; request evaluation in the Enrollment Services Center.
The International Baccalaureate Diploma Program is a pre-college course of study for secondary school students. The IB program leads to examinations that provide documentation of achievement that qualifies a student for advanced standing. Students who successfully complete the IB Diploma Program will receive 24 semester credit hours of college credit, if certain score levels are met. The student must request that the IB office send official scores to the Alvin Community College Registrar’s Office. The credit is not posted automatically, therefore, the student must request that the scores be evaluated for credit by completing the Credit by Examination Form at the Registrar’s Office. Students will not be charged for this evaluation of credit. After the evaluation, IB credit will be posted to the student’s transcript as credit by examination depicting the course articulated and an S (satisfactory) grade. Credit awarded by another college or university for the IB coursework is not considered transferable without an official report. The courses and the examination scores used as the basis for credit are listed below:

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<tr>
<th>IB EXAM</th>
<th>MINIMUM SCORE</th>
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<td>Biology HL</td>
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<td>BIOL-1406, 1407</td>
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<td>Business &amp; Management</td>
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<td>Chemistry HL</td>
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<td>Computing Studies HL</td>
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<td>Economics HL</td>
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<td>English HL Lang A1 or A2</td>
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<td>English HL Extended Essay</td>
<td>A,B,C</td>
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<td>Environmental Systems</td>
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<tr>
<td>German</td>
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<tr>
<td>Language B (SL)</td>
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<td>Language AB</td>
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<tr>
<td>Spanish</td>
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<tr>
<td>Language A1 or A2 or B (HL)</td>
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<tr>
<td>Language B (SL)</td>
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<td>Language AB</td>
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<td>Information Technology in a Global Society</td>
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<td>Psychology</td>
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<td>Theater Arts</td>
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<tr>
<td>Visual Arts</td>
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<td>ARTS-1301</td>
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</tbody>
</table>
Tech-Prep Program

Tech Prep programs are an approved sequence of courses that begin in high school and continue with an Associate of Applied Science or technical certificate at Alvin Community College. Agreements and six year plans are created with participating independent school districts to show the process of articulating FREE college credit with ACC. To receive Tech Prep credit a high school student must finish the sequence during the junior and senior year of high school with an 80 or above in the articulated class, must apply for the credit by filing a petition for credit at ACC within 15 months of high school graduation and must major in an associate of applied science program at ACC. If approved, credit will be posted to the college transcript after attending ACC for one semester.

For more information on Tech Prep Programs contact the Alvin Community College Tech Prep Coordinator at 281-756-3846.

Tech Prep Programs at ACC may be found on page 34.

Nontraditional Education

Nontraditional academic credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college course work, military training, and credit by examination. Course work credit obtained through a variety of non-traditional methods including continuing education, military training and credit by examination and awarded by a regionally accredited institution of higher education will transfer to ACC. Students are advised to confer with institutions to which they plan to transfer regarding acceptance of nontraditional credit.

The evaluation of nontraditional education is based upon the guidelines of the Southern Association of Colleges and Schools. Credit may also be awarded based on recommendations contained in the National Guide to Educational Credit for Training Programs published by the American Council on Education. This guide is located in the Registrar’s Office and in Advising Services.

Nontraditional credit will be evaluated and approved by the department chair and the division chair or dean of the subject area for which credit is being requested, using the following guidelines:

- TSI requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- The fees for the award of nontraditional credit are charged according to the type of credit being requested. Fees for all types of nontraditional credit are waived for veterans with honorable or general conditions discharge upon presentation of military documentation.
- A maximum of 24 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to an ACC matriculated student after the census date of the first semester.
- Credit is noted as nontraditional on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and overlay courses.
- Applicants seeking nontraditional credit for courses that do not meet SACS criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of ACC Continuing Education overlay classes.
- There is no charge for transcription of AP/CLEP/IBD credit.

Nontraditional credit may be awarded for the following types of education:

Continuing Education Overlay Courses

An overlay course is a semester credit course offered to current or former ACC credit students for continuing education units rather than academic credit by the ACC Continuing Education Department. Circumstances may occur which would benefit the student having the CE units converted to academic credit.

- Students enrolling in an overlay class with known intent to request conversion to academic credit should take the class for academic credit.
- Overlay classes will carry the same tuition and associated fees as credit classes. However, there is no charge for converting CE units to academic credit.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form in the ACC Registrar's Office.
- Academic credit awarded will count as resident credit.
- A grade of A, B, or C will be assigned.

American Council on Education National Guide to Educational Credit for Training Programs (ACE Guide)

ACC recognizes learning acquired through corporate universities, military training, professional and volunteer organizations, and other extra institutional learning providers.

- Students desiring credit must present documentation in support of the acquired skill and training experience.
- The evaluation and award of credit will be based upon the recommendation of the ACE Guide.
- If credit is approved, the student must pay the current hourly tuition rate for each course before credit is posted to a transcript.

Departmental Credit by Examination

Departmental credit by examination is available only to currently registered students who have not attempted the course previously at ACC by either enrollment or examination. The student must:

- apply for Credit by Exam at the Enrollment Services Center and pay the current hourly tuition rate for each course prior to attempting credit by examination.

Credit and a letter grade of A, B, or C are awarded and posted to the student’s transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript.

Life Work Experience

Experiential learning (life experiences) will be considered for credit if documented by taking CLEP Subject, other nationally recognized exams, or departmental examinations.
Core Curriculum

The core curriculum described below is predicated on the judgment that a series of basic intellectual competencies -- reading, writing, speaking, listening, critical thinking, and computer literacy--is essential to the learning process in any discipline and thus should inform any core curriculum.

READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

WRITING: Competence in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

CRITICAL THINKING: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

COMPUTER LITERACY: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

Perspectives in the Core Curriculum

Alvin Community College's core curriculum is designed to help students:

1. Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibilities of living in a culturally and ethnically diverse world;
2. Acquire the capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be responsible members of society;
3. Recognize the importance of maintaining health and wellness;
4. Develop a capacity to use knowledge of how technology and science affect their lives;
5. Develop personal values for ethical behavior;
6. Develop the ability to make aesthetic judgments;
7. Use logical reasoning in problem solving; and
8. Integrate knowledge and understand the interrelationships of the scholarly disciplines.

Instruction and Content in the Core Curriculum

Education, distinct from training, demands a knowledge of various contrasting views of human experience in the world. Both the humanities and the visual and performing arts deal with the individual's reaction to the human situation in analytical and creative ways. The social and behavioral sciences deal with the principles and norms that govern human interaction in society and in the production of goods and services. The natural sciences investigate the phenomena of the physical world. Mathematics examines relations among abstract quantities and is the language of the sciences. Composition and communication deal with oral and written language. Each of these disciplines, using its own methodology, offers a different perspective on human experience. Taken together, study in these disciplines provides a breadth of vision against which students can establish and reflect on their own goals and values.

The outcomes which are specified for the disciplinary areas are thus intended primarily to provide students with a perspective on their experience through an acquaintance with the subject matter and methodology of each discipline. They provide students with the opportunity to understand how these disciplines present varying views of the individual, society, and the world, and to appreciate the methods by which scholars in a given discipline organize and evaluate data. The perspectives acquired in these studies describe the potential, as well as the limitations, of each discipline in understanding the human experience.

The objective of disciplinary studies within a core curriculum is to foster multiple perspectives as well as to inform and deliver content. Disciplinary courses within a core curriculum should promote outcomes focused on the intellectual core competencies, as well as outcomes related to establishing perspectives, and the basic concepts in the discipline -- methods of analysis and interpretation specific to the discipline.

Procedures for Requesting Credit for Nontraditional Education

1. The student initiates the request in the Enrollment Services Center by completing the appropriate form, presenting the appropriate documentation and paying required fees.
2. The Registrar's Office sends the form to the appropriate department chair for evaluation. Departmental approval is not normally required for AP/CLEP, IBD, and ACE Guide recommendations.
3. The form is returned to the Registrar's Office and a copy of the completed evaluation and transcript depicting posted credit is mailed to the student.
# Core Curriculum

## Associate of Arts and Associate of Science Degrees

**Effective June 2010**

### Core Component Course Options

<table>
<thead>
<tr>
<th>Core Component</th>
<th>Course Options</th>
<th>Total Semester Hours</th>
</tr>
</thead>
</table>
| **Communication 010** | Required (6 hours): ENGL 1301 and ENGL 1302 or ENGL 2311  
Select one (3 hours): SPCH 1315 or SPCH 1318, or SPCH 2335, SPAN 1411, SPAN 1412, FREN 1411, FREN 1412, GERM 1411, GERM 1412, CHIN 1411, CHIN 1412 | 9 |
| **Mathematics 020** | Select one (3 hours):  
MATH 1314, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 2412, MATH 2413, or MATH 2414 | 3 |
| **Natural Sciences 030** | Select two (6 - 8 hours):  
ASTR 1403, ASTR 1404, BIOL 1308, BIOL 1309, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1301, GEOL 1303, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, GEOL 1445, GEOL 1447, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, or PHYS 2426 | 6 - 8 |
| **Visual and Performing Arts 050** | Select one (3 hours):  
ARTS 1301, ARTS 1303, ARTS 1304, ARTS 1316, ARTS 2316, ARTS 2348, COMM 2366, DRAM 1310, DRAM 1351, DRAM 1352, DRAM 2361, DRAM 2362, DRAM 2366, MUEN 1125, MUEN 1126, MUEN 2125, MUEN 2126, MUEN 1122, MUEN 1123, MUEN 2122, MUEN 2123, MUEN 1135, MUEN 2135, MUEN 1141, MUEN 1142, MUEN 2141, MUEN 2142, MUEN 1143, MUEN 1144, MUEN 2143, MUEN 2144, MUEN 1151, MUEN 1152, MUEN 2151, MUEN 2152, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310 | 3 |
| **Humanities 040** | Select one (3 hours):  
COMM 1307, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1304, PHIL 2306, or any sophomore level Chinese, French, German, or Spanish course | 3 |
| **Social and Behavioral Sciences 070,060,080** | Required (6 hours): GOVT 2301 and GOVT 2302  
Select two (6 hours): HIST 1301, HIST 1302, or HIST 2301  
Select one (3 hours):  
ANTH 2346, ECON 2301, ECON 2302, GEOG 1301, GEOG 1303, PSYC 1300, PSYC 2301, PSYC 2314, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, or SOCI 2319 | 15 |
| **Basic Computer Literacy 090** | Select one (4 hours):  
BCIS 1305, BCIS 1320, BCIS 1331, BCIS 1405, BCIS 1431, COSC 1420, or COSC 2420 | 3 - 4 |

**TOTAL CORE CURRICULUM CREDITS** 43 - 45
Core Components and Related Educational Objectives

The following educational objectives have been used as basic guidelines for selected component areas within Alvin Community College’s core curriculum. Educational objectives become the basis for faculty and institutional assessment of core components.

COMMUNICATION (composition, speech)
The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

Educational Objectives
1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

MATHEMATICS
The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

Educational Objectives
1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
6. To recognize the limitations of mathematical and statistical models.
7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and to understand its connections to other disciplines.

NATURAL SCIENCES
The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the basis for building and testing theories.

Educational Objectives
1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analysis, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch on ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

HUMANITIES AND VISUAL AND PERFORMING ARTS
The objective of the humanities and visual and performing arts in a core curriculum is to expand students’ knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

Educational Objectives
1. To demonstrate awareness of the scope and variety of works in the arts and humanities.
2. To understand those works as expressions of individual and human values within a historical and social context.
3. To respond critically to works in the arts and humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
5. To articulate an informed personal reaction to works in the arts and humanities.
6. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
7. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts in intercultural experiences.

SOCIAL AND BEHAVIORAL SCIENCES
The objective of a social and behavioral science component of a core curriculum is to increase students’ knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.
Educational Objectives

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine social institutions and processes across a range of historical periods, social structures, and cultures.
3. To use and critique alternative explanatory systems or theories.
4. To develop and communicate alternative explanations or solutions for contemporary social issues.
5. To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
6. To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
7. To understand the evolution and current role of the U.S. in the world.
8. To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
9. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
10. To analyze, critically assess, and develop creative solutions to public policy problems.
11. To recognize and assume one’s responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
12. To identify and understand differences and commonalities within diverse cultures.

Resolution of Transfer Disputes

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner’s designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institution.

Field of Study Curriculum

In January of 1997, the 75th legislature passed Senate Bill (SB) 148, which allows a set of courses, a “field of study curriculum,” to satisfy the lower division requirements for a bachelor’s degree in a specific academic area at a general academic teaching institution.

Field of study curriculums are available at Alvin Community College for the following departments:
- Business Administration
- Computer Information Technology
- Criminal Justice
- Music

Students are encouraged to seek advisement from the department chair or an ACC academic advisor regarding transfer of these courses.

Teacher Preparation

Each upper division institution requires a method of evaluating the reading, writing and math skills of candidates seeking admission to educator preparation programs. It is the student’s responsibility to become acquainted with the requirements of the education department in the college or university to which he/she expects to transfer.

Registration

All credit students must be admitted and comply with TSI requirements before they may register for classes. Registration dates for semester-length courses and mini courses are listed in the Academic Calendar of this catalog. In addition, dates and other pertinent information are published each semester in the class schedule and are subject to change.

Schedule Changes

Students who need to change their schedule (classes and/or times) must do so according to procedures and dates published in the Class Schedule. There is no charge to make a class change.
Registration Requirements for Transfer Students

Transfer students must bring copies of transcripts to prove completion of pre-requisite courses to registration. Proof of TSI status (exemption, college-ready or scores) should also be brought to registration, if official transcripts have not been received by the Registrar's Office. Without these documents, the student may face delays.

Class Schedules

Class schedules are considered implementation of College policy and an extension of the catalog. The schedule contains courses being offered during the given semester and are distributed in time for all scheduled registrations. At the time schedules are published, it is the intention of the College to teach the classes according to the published information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant.

Audit Registration

Audit registration, based upon space availability only, allows a student to enroll in a course for informational purposes only. No credit or grade is assigned for audit status. Audit registration is an option for students who have previously earned credit to refresh, relearn or revisit skills.

Audit registration is conducted in the Enrollment Services Center on the last day of late registration. Students must complete all admission requirements required of credit students. Payment is due at time of registration. Audit and credit registration statuses may not be changed after the official college reporting date.

Senior Citizens Audit Registration

Residents of the ACC District who are 65 years or older are permitted to audit up to 6 hrs per semester without payment of tuition and fees, on a space-available basis, any course the College offers (Texas Education Code 54.210). Applicants need to provide evidence of age. See Audit Registration section above.

Distance Education

Distance education classes is a great option for people who don’t have time to attend class, work irregular hours, or who have family commitments. There are three different ways to take a distance education class:

- **On-line (www)**
  In the schedule these classes are located under the Internet section of each department. These courses use My Blackboard which can be accessed from any computer with Internet access from the ACC home page.

- **TBA (To Be Arranged)**
  These classes will be listed in the schedule with ACC as the location, but the Days and Times will be listed as TBA. These are independent study classes which follow a course outline. To begin the course the student will need to contact the individual instructor for the course instructions and materials.

- **Hybrid Courses (HY)**
  Hybrid courses add flexibility and combine the best of face-to-face and online courses. Typically classes meet one time a week in a traditional face-to-face classroom at a regularly scheduled time for lectures, group work, or other activities. The second part of the class is conducted online using the MyBlackboard. Online students may be required to turn in class assignments, participate in class discussions, or participate in other classroom activities. All HYbrid and Internet classes can be accessed the first day of classes by logging into MyBlackboard which is located on the ACC home page.

What kinds of courses are available?

Courses from almost all of our departments are available in one or more of the above formats. You will need to check our schedule to see which classes will be offered each semester.

How do I register for a Distance Education course?

Register for distance education just like any other class. DE classes fill quickly so it is advised to register early. Online (www) classes and Hybrid (HY) include an additional $25 fee.

Requirements for Online

If you decide to take an online course, there are some technical requirements, including: unlimited access to a computer, ability to navigate on the internet and ability to check-in to your class at least every other day.

What about my books and supplies?

Books and supplies may be purchased from the ACC College Store on-campus or on-line at www.alvinccstore.com.

How do I learn more about Distance Education?

Additional information is available at: http://www.alvincollege.edu/Current/DE.cfm

Refund Policy

Refunds will be mailed after the close of the refund period. A student’s eligibility for a refund is based on the following regulations:

- The student must officially withdraw in writing
- Withdrawals are dated the day they are received.
- Class-day count begins at 8:00 a.m. on the date identified “Classes Begin” in the Academic Calendar each semester.
- If tuition and fees are paid with financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds for Title IV grants are made according to the refund schedule available in the Financial Aid Office.
Tuition is based upon residency status on file with Alvin Community College Registrar’s Office. Alvin Community College may change tuition rates and other fees without notice or when so directed by the Board of Regents.

**Fall - Spring**

<table>
<thead>
<tr>
<th>Cred. Hrs</th>
<th>Tuition</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$108</td>
<td>$216</td>
</tr>
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<td>18</td>
<td>648</td>
<td>1,296</td>
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</table>

*Other specific course fees may apply*

**Summer**

<table>
<thead>
<tr>
<th>Cred. Hrs</th>
<th>Tuition</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>14</td>
<td>504</td>
<td>1,008</td>
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</tbody>
</table>

**Course-Related Fees**

Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as Internet courses, private music lessons, scuba diving, bowling, etc. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the Class Schedule.

**Definitions for Column Headings**

- **Res-In**: Resident-In District
- **Res-Out**: Resident-Out of District
- **Non-Res**: Non-resident
- **Gen. Svc. Fee**: General Service Fee
- **Tech Fee**: Technology Fee
- **Reg. Fee**: Registration Fee
- **Stu. Serv**: Student Service Fee
- **Sec. Fee**: Security Fee
Students who withdraw from any or all courses on the days listed below will receive the refund indicated.

**Fall and Spring Semesters:**
- Through 6th class day: 100% refund
- 7th through 15th class day of semester term: 70% refund
- 16th through 20th class day of semester term: 25% refund
- After 20th class day of semester term: No refund

**Summer Sessions (5-week classes):**
- Through 2nd class day: 100% refund
- 3rd through 5th class day of semester term: 70% refund
- 6th class day of semester term: 25% refund
- After 6th class day of semester term: No refund

**Summer Session (11-week classes):**
- Through 4th class day: 100% refund
- 5th through 14th class day of semester term: 70% refund
- After 14th class day of semester term: No refund

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**Continuing Education Workforce Development Refund Policy**

A 100 percent refund, less a $20 service fee per class, will be given if the student submits a written, signed request for a refund no later than the fifth working day prior to class starting. No refunds will be issued after the five working days before the first class meeting unless class is cancelled by the Continuing Education Workforce Development Department. In this event, 100 percent of the tuition and fees will be refunded. Allow 3 weeks for checks to be mailed. This policy applies to all Continuing Education Workforce Development classes unless otherwise stated. Course tuition/fees are not transferable from one class to another or from one student to another.

**Academic Classifications**

Academic classification is determined as follows:
- **Freshman:** less than 30 semester hours
- **Sophomore:** 30 - 60 semester hours
- **Unclassified:** more than 60 semester hours

Students are responsible for determining the academic load they can successfully complete during each semester within compliance of college regulations. Hours taken concurrently at another college are included when determining academic load at ACC.

**Full-time Load:**
- Fall and Spring semester: 12 or more semester hours
- Summer 11-Week session: 8 - 14 semester hours
- Summer Five-Week session: 4 - 7 semester hours

**NOTE:**
- Students seeking loan deferrals should consult with the Enrollment Services Center to determine course load requirements.

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**Maximum Course Load**

<table>
<thead>
<tr>
<th>Session</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and Spring semester</td>
<td>18 semester hours</td>
</tr>
<tr>
<td>Summer 11-Week session</td>
<td>14 hours</td>
</tr>
<tr>
<td>Summer Five-Week session</td>
<td>7 semester hours</td>
</tr>
<tr>
<td>Combined Summer Five-Week and 11-Week sessions</td>
<td>14 semester hours</td>
</tr>
<tr>
<td>8-Week Mini session</td>
<td>9 semester hours</td>
</tr>
<tr>
<td>3-Week Mini session</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

**Student Course Overload Policy**

A student may petition to the Dean of Students for additional hours if his/her cumulative grade point average is a 3.0 or higher on a minimum of twelve completed hours and a justification for the increase is documented.

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**Tuition and Fees**

Tuition and fees are subject to change without notice by action of the ACC District Board of Regents or the State of Texas. Tuition and fees are based on a student's residence status and the number of hours taken. If a student's residence status changes, the student must go to the Enrollment Services Center to make corrections before registering for classes. Tuition and fees are charged for each registration: Fall, Spring, Summer One, and Summer Two. Students may not attend classes unless tuition and fees are paid.

**Higher Tuition Charged for Third Attempt Classes**

Most college level courses (excluding developmental) taken at Alvin Community College for the third time since the fall of 2002, will be billed an additional $72 per credit hour. This includes courses with grades of W (withdrawn). The provision for third attempt charges was passed by the Texas legislature to encourage students to complete the courses for which they register. Student tuition represents only a portion of the total cost of instruction. The remaining comes from state dollars that are paid by Texas taxpayers. Selected courses (listed) are exempt from the repeat charges because they are designed to be repeated for additional credit.

**Courses which are exempt from Third Attempt Charges:**

| ARTS 1311 | MUAP 1217 | MUAP 2269 |
| ARTS 1312 | MUAP 1218 | MUAP 2270 |
| ARTS 1317 | MUAP 1237 | MUAP 2281 |
| ARTS 2317 | MUAP 1238 | MUAP 2282 |
| ARTS 2327 | MUAP 1257 | MUEN 1122 |
| ARTS 2334 | MUAP 1258 | MUEN 1123 |
| ARTS 2342 | MUAP 1261 | MUEN 1125 |
| ARTS 2347 | MUAP 1262 | MUEN 1126 |
The installment plan is a legally binding contract. Installment plans are available beginning with early registration through late registration. Applications are made through WebAccess. Students whose automated payment is declined for any reason is subject to course withdrawal and associated fees/penalties.

### Non Payment Reinstall Fee
(reinstatement subsequent to the census date)
Students who are withdrawn for failure to pay by the established deadline may be assessed a Non-payment fee equal to the current out-of-district tuition rate based on the number of hours reinstated.

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### Tuition Rebate for Baccalaureate Degree

Senate Bill 1907 provides $1,000 tuition rebates to undergraduate students who complete their first baccalaureate degree while attempting no more than three credits beyond what is required for the degree. The rebates apply only to students who enroll for the first time in an institution of higher education in Fall 1997 or later. Contact the Advising Services for complete details.

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### Tuition Rebate for Early High School Graduation

Students who graduate in three years from a Texas public high school and are Texas residents may be entitled up to $3,000 in tuition credit for college level courses. The tuition credit can be used in multiple semesters until the full amount is used. Contact your high school counselor for information on how to apply.

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### Inclement Weather & Closing of the College

If severe weather or emergency situations make it advisable to discontinue classes, the college will make every effort to notify students through local television, radio stations and the ACC web site at www.alvincollege.edu or www.school-closings.net. Make-up days for official college closings will be scheduled as needed.
Emergency Management and Evacuation Plan

Alvin Community College has an Emergency management Plan found on the college web site that outlines procedures for various emergency situations that may occur on campus. Training and evacuation procedures are conducted annually for staff and students to ensure the safe evacuation of individuals should an emergency arise. Staff and students should immediately report all offenses, incidents, accidents, and suspicious activities to the campus police so that an investigation can be promptly conducted. All crime statistics are published on the ACC web site, in the Parking Rules and Regulations brochure, and in the ACC Student Handbook.

HyperAlert

HyperAlert is the Alvin Community College emergency notification system. All students, faculty and staff are encouraged to register and become part of this system. It is designed to quickly warn the college community of possible threats, severe weather and school closings. For more information visit the college web site www.alvincollege.edu and view HyperAlert.

HyperAlert Student Registration

Follow these simple steps to register your contact information:

1. Enter www.HyperAlert.com
2. User name and password are the same for your initial set up:
   - User Name:
     - Enter - Alvin, first initial, last name (without spaces or commas, case sensitive)
     - e.g. User Name: alvinjdoe
   - Password:
     - Enter Student ID Number: (be sure to include leading zeroes) - e.g. - 0775333
3. Choose the method of notification

Emergency Student Notification

In case of an emergency, students may be contacted through the Alvin Community College Campus Police Office, 281-756-3700.

Attendance Policy

Students may not attend classes without completing registration, including payment of all tuition and fees. Students who fail to meet payment deadlines may be withdrawn. Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed may affect the grade of the student regardless of the reason for the absence.

Students who are enrolled in developmental courses because of TSI requirements must attend classes and participate in instructional activities. Failure to attend and participate could result in being dropped from all classes. Students unable to attend should contact their instructors as soon as possible concerning the absence.

Denial/Suspension/Revocation of Admission Limitation on Classes/Attendance

The College may deny, suspend, or revoke the admission of a student, and/or may limit the ability of a student to take certain classes or be present on campus at anytime if there is evidence that the student’s admission, continued admission, or presence on campus may pose a safety threat to the safety of the student, other students, the faculty/staff of the College, or College property.

The decision to deny, suspend or revoke admission or to limit classes or presence on campus will be made by the College President or designee in his sole discretion based on written and/or oral evidence. The student will have an opportunity to respond to the evidence in a conference with the College President or designee.

Classroom Conduct

Instructors are authorized to establish rules of conduct within the classroom. He/she has the right to suspend a student from class whenever the behavior is believed to be disruptive or inappropriate.

Cell Phones and Pagers

Cell phones and other electronic devices are to be kept in the silent or off position while in the classroom. Violators are subject to disciplinary action as outlined in the Alvin Community College Student Handbook.

Children in Class / Unattended Minors

The college wishes to promote an educational environment that optimizes learning for all enrolled students. Infants and minor children are not allowed in the classroom, laboratories, or other facilities of the college. Children who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted to be left anywhere on campus.

Class Withdrawal

Students should talk to the course instructor before withdrawing. The withdrawal process begins in the Enrollment Services Center and is finalized with a college advisor. Course withdrawal can be completed on campus or by fax. Online withdrawal is NOT permitted. Faxed requests should be submitted to the Enrollment Services Center. Include full name, student ID or SSN, course and section number, signature and a current phone number. Students who do not withdraw by the published deadline will receive a grade for the course. All withdrawals must be consistent with Texas Success Initiative policies. Withdrawal deadlines are published in the Academic Calendar found in this publication, Semester Schedule Bulletin or the college web site.

Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student’s transcript. Course withdrawals received in the Enrollment Services Center after the census date and before the withdrawal deadline for each semester are recorded on the student’s transcript with the grade of W.
There will be no penalty assessed to students receiving any form of
• insurability (students carried on parents’ health insurance plan)
• veterans benefits
• repayment of aid)

Military Service Policy for Withdrawals
Any student who is called into active military service, upon
presentation of military orders, may request through the Dean of
Students the following:
• Institutional refund of the tuition and fees paid for the semester
of the withdrawal;
• Receive an incomplete grade in all courses by designating
“withdrawn-military” on the student’s transcript, or;
• As determined by the instructor, receive an appropriate final
grade or credit if the student has satisfactorily completed a
substantial amount of course work and who has demonstrated
sufficient mastery of the course material.

There will be no penalty assessed to students receiving any form of
financial aid.

Six Drop Limit
First-year students enrolled in the Fall of 2007 or after, for the first time at any
Texas public college or university, are limited to six course drops during their
academic career. Students may not drop more than six courses regardless of
how many institutions attended, how many courses taken or how many years
attended. This policy does not apply to courses dropped prior to census day,
complete withdrawals from all courses for the semester, courses taken while
attending high school, developmental courses, drops from private or out of
state institutions, and courses dropped during the Three Week Mini terms.
Drops beyond the maximum of six will be allowed for students who can show
good cause for dropping more, including severe illness, active duty military
service, or work obligations beyond the student’s control. Students who feel
they have good cause for an exception should discuss their reasons with a
counselor or advisor. Exceptions are granted by the Dean of Academic
Programs. Students are encouraged to discuss options with their professors
and advisors and to make use of campus resources before deciding to drop a
course. Once the six course drop limit has been reached, subsequent drops
will be recorded with grades of F. Drops included in the limit will be recorded
on the student transcript.

Grades for Repeated Courses
If a student repeats a course in which a grade (A-F) has been
received, the highest grade received is the permanent grade for the
course and is used in computing the cumulative grade point average.
However, all grades earned in a given course are entered on the
transcript, and other colleges may compute the grade point average in a manner different from that of Alvin Community College.

Grading

<table>
<thead>
<tr>
<th>Grade-Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent – Four grade points per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>Good – Three grade points per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>Average – Two grade points per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>Poor – One grade point per semester hour</td>
</tr>
<tr>
<td>F</td>
<td>Failure – No grade points per semester hour</td>
</tr>
</tbody>
</table>

Calculation of Grade Points
Grade points earned are calculated by multiplying the semester hour
value of a course attempted at Alvin Community College by the grade
point value of the grade received in the course for grades of A, B,
C, D or F. The grades of AU, I, IP, R, S, W and WE, have no point
value and are not included in any grade point calculation. Example:
3-semester hour course graded A produces 12 grade points.

Grade Point Averages
Cumulative Grade Point Average is computed by dividing the
total grade points earned by the total semester hours for all courses
attempted at Alvin Community College including developmental
courses. However, if a course is repeated, only the highest grade is
used in calculating the cumulative grade point average. Cumulative
GPA’s are not rounded up.

Semester Grade Point Average is computed by dividing the total
semester grade points earned by the total semester hours in all
courses attempted at Alvin Community College for the semester.
Semester GPA’s are not rounded up.
Graduation Grade Point Average is computed by dividing the total semester grade points earned by the total semester hours for all courses required for a particular certificate or degree. If a course is repeated, only the highest grade will be used. This calculation is used to determine the minimum GPA graduation standard of 2.0 for each degree awarded. This GPA is not posted to a student transcript. Graduation GPA's are not rounded up.

Honors Grade Point Average is composed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College, excluding developmental courses and court reporting grades of R. If a course is repeated, both grades will be calculated.

Grade Range
As a general guide, the following letter grades are assigned for percentage grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Less than 60</td>
</tr>
</tbody>
</table>

Exceptions to this grading system may exist and are published in the Student Information Plan distributed in class.

Grade Reporting
Grades are assigned by instructors and may be based on several factors such as class and/or laboratory performance, test scores, departmental academic requirements, and attendance. Instructors' grading requirements are included in the Student Information Plan (SIP) distributed in class.

Grades are available to students by the following means:
- Transcripts provided by the Registrar's Office
- Online through WebACCess at www.alvincollege.edu

Grade Challenge Petition
Students have one year from the date of the grade assignment to challenge a grade. A grade challenge petition begins with the course instructor and must be approved by the instructor, the Division Chair, and the appropriate Dean. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal from the student must be presented to the Division Chair. The instructor will be given a copy of the student's appeal who must provide a written response to the issue within three (3) days of the receipt of the letter. The instructor's response should be forwarded to the Division Chair and appropriate Dean. The Division Chair will meet with the student to resolve the dispute. The Division Chair will forward the written results of the meeting to the student and to the appropriate Dean. The Dean may meet with the student or refer the issue to the Academic Affairs Committee. If the issue is presented to the Academic Affairs Committee, the appropriate Dean will act as chairman of the hearing. The decision of the Academic Affairs Committee is final.

Academic Honors

Presidential Scholar
Presidential scholars are selected during the spring term. A student may receive the honor one time only. To be designated a Presidential Scholar, a student must have:
- Completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-transfer courses, excluding sports and human performance activity credits,
- earned a 3.90 grade point average on all college-level courses taken at ACC,
- no grade below a B on any course taken at ACC, and
- completed at least 12 college-level semester hours at ACC during the previous calendar year.
- No record or pending charges of disciplinary action or academic dishonesty.

Dean's List
Through the Dean’s List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, it contains the names of all students who have earned 12 or more resident, college-level semester hours during the semester with a minimum 3.50 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

Merit List
Through the Merit List, the College honors the scholastic achievement of part-time students. Issued each fall and spring semester, it contains the names of all students who have earned 7-11 resident college-level semester hours during the semester with a minimum 3.50 grade-point average with no F or U grades. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

Academic Suspension/Probation
The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy. However, students who do not make satisfactory progress in the following curriculums will be subject to removal from the curriculum:
- Court Reporting
- Diagnostic Cardiovascular Sonography
- Electroneurodiagnostics
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Nursing
- Nursing - Transition
- Polysomnography
- Respiratory Care
- Vocational Nursing

See the requirements for each curriculum in the Educational Programs section of this catalog.

Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on a minimum of 6 semester hours. The probation stands until the cumulative GPA is raised to 2.0 or higher. The maximum course load for students on academic probation is 13 credit hours.

Change of Student Information
Students may make changes to personal information by completing a Student Data Change Request form and submitting it to the Enrollment Services Center or online through WebAccess. Name, address, phone numbers, e-mail address, and emergency contact information must be current. A restriction prohibiting registration and transcript services will be imposed for information found to be incorrect.
Email-Official Method of Communication

Email is the college’s official method of communication with registered students. Students are required to have a valid email address on file at all times.

Challenge to Accuracy of Records

Students who desire to challenge the accuracy of their records must present their request in writing to the Registrar. Forms are available in the Enrollment Services Center.

Records Restriction

A restriction will be placed on a student’s records for an incorrect address or an outstanding obligation, such as required documents, unreturned library books, traffic violation, child care expenses and financial aid or business obligation. The restriction may prohibit the student from future registration, releasing his records (transcript) for any purpose, and graduation. The Enrollment Services Center will assist the student in determining the office which placed the restriction. The student must go to the appropriate department (i.e., library, college police, etc.) to clear the obligation.

Transcript Requests

Students may request official transcripts by completing the Request for Transcript Service form in the Enrollment Services Center, by letter or fax to 281-756-5812 or online if sent to an electronic trading partner. The letter or fax must include the student’s name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, signature and daytime phone number. Phone requests are accepted when the transcript is to be mailed to another college or university; call the Enrollment Services Center at 281-756-3531. All requests must provide a complete address to which the transcript is to be sent. Online requests may be made at www.alvincollege.edu.

Except for peak operational periods, transcripts are provided within 24 hours of receipt of the request. There is no charge for transcripts sent by regular, first-class mail or electronically. Express transcript service is provided when pre-paid and arranged for by the student. Students must contact the express service for rates and procedures.

Student Grievance Procedure

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate division chair to the Provost Dean of Instruction. Further challenge will be referred to the Academic Affairs Committee.

Graduation

Commencement Ceremony

All graduates are encouraged to participate in the Commencement Ceremony. ACC conducts one Commencement Ceremony each year in May for fall, spring and summer graduates. Students participating in the ceremony must purchase a cap and gown through the ACC College Store.

Graduation Requirements

The College may award a degree or certificate when a student has completed the requirements. To receive a diploma for the degree or certificate, a student must apply for graduation in the Enrollment Services Center. Deadlines and fees for graduation are published in the semester class schedule.

To graduate at ACC, a student must:
1. complete 18 college-level semester hours in residence at Alvin Community College for an associate degree; complete 14 college-level semester hours in residence for a certificate.
2. earn a minimum 2.0 grade point average in courses completed which apply to the student’s particular degree or certificate.
3. file an application for graduation with the Enrollment Services Center by the published deadline.
4. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have a restriction placed on their records, prohibiting graduation.

If a graduation applicant does not fulfill degree or certificate requirements in the designated semester, the applicant must reapply and pay for the updated diploma.

Graduation Under a Particular Catalog

To graduate, students must complete the requirements of the ACC Catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Enrollment Services Center office. Students who interrupt their studies at Alvin Community College for more than four consecutive semesters (fall, spring, summer 1 and summer 2) must meet the requirements of the catalog under which they are readmitted. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate program. Students may have a maximum of two active associate degree programs and/or certificates on file.

Transfer Graduation Policy

Former Alvin Community College students may graduate under the AAT, AA or AS degree plan and catalog year that was on file at the time they transferred to another college/university if:
• the remaining credits were completed at an accredited college or university.
• the credit was completed within three years from the date of last attendance at ACC.
• the student has met all remaining conditions for graduation as published in the institutional catalog.

Course Substitution

Semester credit hours for a degree or certificate will not be waived. Core requirements may not be substituted. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Enrollment Services Center or department chair.
Graduation with Honors GPA
Degree candidates whose grade point average at Alvin Community College is 3.5 or higher will receive honors recognition at graduation. The grade point average includes all credit hours completed in residence at ACC (excluding developmental courses and court reporting grades of R) and all grades for repeated courses. Appropriate scholastic honors are recorded on the student’s transcript and diploma as follows:

- 3.5 grade point average - Cum Laude (with honors)
- 3.7 grade point average - Magna Cum Laude (with high honors)
- 3.9 grade point average - Summa Cum Laude (with highest honors)

Educational Guarantee
Programs – Transfer Credit
Alvin Community College hereby guarantees to students who have graduated with the Associate of Arts or Associate of Science degree in May 1993 and thereafter that the course credits earned as part of these degree programs will transfer to those Texas colleges or universities which participate in the Texas Common Course Numbering System provided the following conditions have been met:

1. Transferability means acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in the Texas Common Course Numbering System Guide.
2. Limitation on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College General Academic Course Guide Manual approved numbers are included in this guarantee.
4. To be eligible for the guarantee, the student must file a written transfer plan with the Advising Services.

The transfer plan must include:
- courses to be taken for transfer,
- the name of the institution to which the student plans to transfer,
- the bachelor’s degree and major the student plans to pursue,
- the date the decision was made, and
- an Associate in Arts or Associate of Science degree plan.

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Provost Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a “Transfer Dispute Resolution” process can be initiated. Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour (not to exceed twelve semester hours) which are acceptable to the receiving institution.

This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books or other course related expenses.

This guarantee is designed specifically for those ACC students who have made firm decisions about their major and the institution to which they plan to transfer. In order to secure such a guarantee, students must begin the process in the Advising Services. This guarantee does not apply when degree requirements set by some universities vary significantly from ACC’s degree programs.

Technical Programs – Competent Job Skills
Alvin Community College hereby guarantees that recipients of an Associate of Applied Science degree or certificate of completion will have the job skills for entry-level employment in the occupational field for which the student has been trained. If such a degree or certificate recipient is judged by the employer to be lacking in technical job skills (identified as exit competencies for the specific program by ACC), the recipient will be provided up to nine (9) tuition-free credit hours of additional skill training. The following special conditions apply to this guarantee:

1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter in a technical or occupational program listed in ACC’s catalog.
2. The student must complete the program within four (4) years prior to the date of graduation and earn, as a minimum, 75% of the credits at ACC.
3. The student must be employed full time within six (6) months of graduation in an occupation directly related to the specific program completed at ACC.
4. The employer must certify in writing that the student lacks the entry-level skills identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the Dean of Technical Programs and other appropriate personnel.
6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The student and/or employee is responsible for the cost of books, insurance, uniforms, fees and other course related expenses.
9. The guarantee does not imply that ACC graduates will pass any licensing or qualifying examination for a particular career.
10. A student's sole remedy against ACC and its employees for skill deficiencies shall be limited to nine tuition-free credit hours under conditions described above.
ROTC - Reserve Officer Training Corp

AIR FORCE

The Air Force Reserve Officer Training (ROTC) program prepares men and women of character, commitment, and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork, and other requirements to be an effective officer in the world’s greatest Air Force. For more information on the Air Force Science program, contact the Air Force Science Department at the University of Houston by calling 713-743-4932 or on-line at www.uh.edu/afrotc.

All courses and physical training sessions take place at the University of Houston Main Campus. Flight orientation occurs at airports in the Houston metro area. Community College students are required to complete a four-year academic plan detailing the courses they will take to complete a four-year degree and specifying when they will graduate. This will require them to meet with a counselor at one of our four-year cross-town schools listed below. This requirement ensures that two-year students plan on transferring to a four-year school to finish our program.

Course Credit
ROTC classes may be taken for elective credit toward any degree plan at Alvin Community College and will also transfer to any four-year institution that participates in Air Force ROTC. The following four-year schools currently participate in our program: University of Houston, University of Houston-Downtown, Rice University, Texas Southern University, The University of St. Thomas, The University of Texas Health Science Center at Houston, and Houston Baptist University. Freshman and sophomore level classes are open to all students. No military obligation is incurred as a result of enrollment in these courses. Junior and senior level courses are more restrictive and do require a military obligation. ROTC scholarship students also incur a military obligation.

Four-Year Program
The General Military Course (GMC) is the first half of the four year ROTC program and is taken during the freshman and sophomore years. This program allows the student to experience Air Force ROTC without obligation (unless the student is on an Air Force ROTC scholarship). Each semester of the GMC consists of one classroom hour of instruction as well as Leadership Laboratory each week.

AFROTC Scholarship Opportunities
Air Force ROTC offers various scholarship opportunities for students at Alvin Community College. For additional information on AFROTC scholarship opportunities, please visit the AFROTC website at www.afrotc.com or call 1-800-4AFROTC.

ROTC training is one of ACC’s many electives and helps to prepare students for leadership roles.
# Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate. Students may have a maximum of two active associate degree programs and/or certificates on file.

* The Associate of Applied Science (AAS) Degree with Enhanced Skills Certificate.

TechPrep programs are described on page 19.

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Texas State Technical College

Alvin Community College has partnered with Texas State Technical College, the leader in technical education to offer three new electrical certificate programs.

**Commercial Electrician:** In this program, students will get an introduction to working with electricity in commercial industries. Students will learn the basics of electrical installation, commercial wiring methods and how to accurately read and interpret blueprints to produce working drawings.

**Industrial Electrical Technology:** In as little as four months, students will learn the skills needed to troubleshooting and repair control devices and other electronic equipment used in industries including manufacturing, refining, processing and other commercial industrial fields.

**Programmable Logic Controller Specialization:** The mainstay of today’s industrial control system is the programmable logic controller (PLC), a small computer-like device that monitors and controls most of the equipment used in manufacturing, processing and factory settings. Through the PLC Specialization program, students can take the knowledge gained in the Construction Electrician and Industrial Electrical Technology programs to the next level by learning the fundamentals of PLCs and their systems.

- Financial aid is available to those who qualify
- Learn in a state-of-the-industry training lab
- After program completion, get career counseling and job referrals to local companies and private industries

To learn more call 281-412-9482.

*Before entering the ACC/TSTC industrial electrical technology program, students will be evaluated for mechanical and math skills as well as language proficiency.*

**A Fast Track to a New Career**
Student Services

Advising Services

The first step in a person’s collegiate career is going through the admissions and advising process. The staff in the Enrollment Services Center and Advising Services office work to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with a counselor or academic advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college counselors and advisors. Academic advising services provided include:

• Assistance for undecided students in selecting a program of study
• Interpretation of TSI or approved placement test scores
• Assistance with the registration process
• Assistance with course selection
• Transfer information for those who plan to attend another institution of higher education
• Orientation to college services and resources
• Assistance with the career planning process
• Assistance with college study skills

Counseling Services

Advising Services employs counselors who can assist students with issues that may negatively impact academic success. Counseling services offered include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skills training and enhancement. Consultation and referrals are kept confidential. Exceptions to confidentiality include if there is evidence that a person is a danger to him/herself or others, or if there is evidence of abuse or neglect of a child, an elder, or a person with disabilities. In those instances, the Texas state law requires that Licensed Professional Counselors notify the proper authorities.

Additionally, because the college strongly believes that the abuse of alcohol and/or drugs negatively impacts a person’s abilities to meet educational goals, the college offers a program of drug education/prevention for the benefit of students and faculty.

Drug and Alcohol Prevention Programming

The Dean of Students, Office of Student Activities and Advising Services coordinate the campus Alcohol and Drug Prevention Program for Alvin Community College. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered and are available throughout the academic year.

Statistics for campus alcohol and drug violations may be found on the college homepage and are published in the Alvin Community Student Handbook.

Counseling services are offered to students through Advising Services.

Career Services

A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, possible routes of training and gaining education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

Career Center Lab

The Career Center lab is located in the Library on the second floor of Building A. Assistance with career and employment services is available Monday through Thursday 8:30 – 3:30 p.m. or by appointment, by calling 281-756-3560.

The Career Planning Program

The Career Planning Program helps define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments that can be completed at home. Completion of a workbook and individual career counseling sessions are required to develop an action plan. For more information about this program contact Advising Services.

Career Assessments

In addition to the Career Planning program, two on-line career assessments are available:

• Choices is a career planning program which includes an interest inventory, descriptions of occupations, labor market information, financial aid information and more.
• Focus2 is a self paced career assessment tool for everyone. Focus 2 can help students decide on career goals and action plans by increasing your awareness of your talents, interests, values, personality and potential for success in certain careers

Workshops:

• Career workshops are held during the fall and spring semesters. Contact the Career Center for dates and times. Topics include career planning, job hunting, resume and cover letter writing, and interview preparation.

Employment Services

Job Fairs and Career Events

The Career Services staff coordinates job fairs and career expos. Information regarding upcoming job fairs and career expos are posted on the two bulletin boards located in buildings A and G and in the college’s employment database, JobLink.

JobLink – College Job Database

Students and alumni of all the college and continuing education programs may register and access an online job database, JobLink.
This is a free service and is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part-time, full-time, internship, work-study and student assistant positions. Access to JobLink require a resume to be posted within two weeks. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post multiple resumes and cover letters for employers to view, search jobs, send online inquiries, locate job fair information, and receive employment bulletins. To access JobLink go to www.alvincollege.edu and follow the Career Services link. Alvin Community College makes no recommendations or guarantees regarding employers or employees and act as as referral service only.

Employers Services
Employers may list their current job openings in the college employment database, JobLink. Access to JobLink is located on the Alvin Community college webpage. There is no fee for this service. To post a job go to www.alvincollege.edu and follow the Career Services link. Once a job posting is approved by Career Services, students and alumni will have access to the information about the company and their current employment opportunities. If a student or graduate chooses, registered employers can print out their resumes or contact Career Services staff for a packet of resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. All jobs posted in JobLink are viewed and approved in compliance with college policy and the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements
The Advising Services coordinates New Student Orientation. Students who are attending college for the first time, as well as those who are new to ACC, will benefit from the information presented in this program. **Orientation is required for all first time college students.** Orientation must be completed during the first semester of attendance. Orientation may be completed through either of the following formats:

- Web based program found on the college home page
- Attend New Student Orientation held prior to the beginning of the fall and spring terms

Honors Program
The Alvin Community College Honors Program offers highly motivated, academically exceptional students the opportunity to enrich their intellectual experience by exploring subject areas in greater depth. In exchange for accepting additional responsibility, students receive greater individual attention from their instructors and a high level of intellectual stimulation. Students who qualify for the program may choose from the following courses:

- ARTS 1303
- ARTS 1312
- ARTS 2326
- ARTS 2333
- ARTS 2346
- ARTS 2348
- ARTS 2377
- BIOL 1406
- BIOL 1407
- BIOL 2420
- CHEM 1412
- DSAE 1303
- DSAE 1340
- DSAE 2335 – Advanced
- DSAE 2404
- DSAE 2437
- DSVT 1300
- Echocardiography
- Vascular Technology
- ECON 2301
- ENGL 1301
- ENGL 1302
- ENGL (any 2000 level course)
- GEOL 1401
- GEOL 1403
- GEOL 1404
- GEOL 1405
- GOVT 2301
- GOVT 2302
- HIST 1301
- HIST 1302
- HIST 2301
- HIST 2321
- HIST 2322
- MATH 1342
- MATH 2412
- MATH 2413
- MATH 2414
- PHYS 2301
- PHIL 1301
- PHIL 2306
- PSYC 2301
- PSYC 2314
- RNSG 1441
- RNSG 1512
- RSPT 1331
- SOCi 1301
- SPAN 2321

Honors Credit may be received for additional classes if approval is granted by both the course instructor and the Honors Committee. Admission to the Honors Program is available to full and part time students who meet at least one of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 20% of high school class
- GPA of 3.0 or higher on a minimum of 12 semester hours excluding developmental courses
- Recommendation(s) from ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To earn Honors Program Graduate status, a student must complete a minimum of 12 semester hours of honors credit. For additional information contact Dr. Ann H. Guess at 281-756-3974 or agues@alvincollege.edu.
DUAL CREDIT -
College Enrollment for High School Students

Dual Credit is designed for high school students who want to get a head start on their college program. In many cases, students may receive dual credit. Dual credit allows students to earn both high school and college credit for the college course.

Steps to Enroll:
1. Meet with a H.S. counselor to determine eligibility for the Dual Credit Program.
2. Take a TSI approved exam or be exempt from TSI requirements.
3. Obtain a passing score on an approved exam in the required subject area.
5. Complete the ACC Admission Application.
6. Provide an official high school transcript.
7. Meet with an academic advisor.
8. Students less than Junior year standing must obtain the approval of ACC’s Dean of Academic Programs.
9. Register for college classes.

Students are restricted to six semester hours in the fall and spring semesters. Students requesting enrollment in more than two courses in the fall or spring semesters must attain the approval of the high school principal and ACC’s Dean of Academic Programs or designee.

Dual Degree Program

To help students get a jump start on a college education, school districts, and Alvin Community College will offer qualified students the opportunity to earn a high school diploma and an Associate of Arts degree at the same time. Participating students will be able to enter a Texas state supported university as a college junior. The Dual Degree Program is a rigorous program that will require extra time and dedication to academic study. Interested students should contact their high school counselor or Alvin Community College, Advising Services (281-756-3531). Information is also available at www.alvincollege.edu.

Department of Assistive and Rehabilitative Services and Texas Commission for the Blind

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Department of Assistive and Rehabilitative Services (DARS) and the DARS - Blind Division provide tuition assistance, diagnostic testing and counseling for eligible individuals. Prospective DARS students should contact the nearest DARS office at least six weeks prior to college registration to discuss eligibility and vocational objectives. Call first to set up an appointment. For phone numbers, call the Advising Services at 281-756-3531. For contact information go to the ACC website which links to these agencies.

Upward Bound Program

Upward Bound is a year-round federally funded program that provides college preparation skills to highly motivated students in grades 9-11. Students selected for the program receive tutoring, financial aid information, ACT/SAT preparation, study skills, exposure to college and university life and a summer activity program. Participant selection is based on many factors such as family income, teacher recommendations, test scores, grades and personal interviews. Contact the Upward Bound Program Director for details, 281-756-3849.

Financial Aid

For detailed information go to www.alvincollege.edu/financialaid/

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise 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 grants, scholarships, loans and jobs according to financial need, academic grades, and academic load. A student’s personal and family resources are considered in determining the student’s financial need.

Students who apply for financial aid must:
- complete the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov
- complete all requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- choose a major (degree or certificate);
- complete the college’s application for financial aid

Students must apply for financial aid online and submit a new application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Application forms and additional information are available in the Enrollment Services Center. All information provided to this office remains confidential.

Services for Students with Disabilities

Alvin Community College complies with the ADA and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities. Students requesting accommodations due to a qualifying disability should make an appointment with the ADA Counselor at least 60 days prior to the beginning of the semester. Services provided are based on fundamental limitations reported in documentation.

Resources regarding transition, documentation guidelines and ODS forms can be found on the Alvin Community College web site under the Office of Disability Services.

Information and assistance is available by calling 281-756-3531, TTY 281-756-3845 or e-mailing ODS@alvincollege.edu.
The Financial Aid Office will determine if a student’s academic progress has preserved his eligibility for financial assistance. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

All tuition and fees must be paid in full before a student may attend classes. Therefore, if a student’s financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Thus, students needing financial assistance should apply to the Financial Aid Office early in order to satisfy deadlines.

Priority Deadlines
Applications for financial aid including supplemental forms and any additional documentation should be submitted before the priority deadline. The Financial Aid Office will continue to process applications after the deadline, but funds may not be available before the start of the school term.

Fall semester - April 1
Spring semester - October 1
Summer semester - March 1

Financial Aid for Mini Semesters
Students may be awarded financial aid for mini semester terms under the following conditions:

- Students at Alvin Community College, who enroll in the first mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
- FIRST TIME students at Alvin Community College, who enroll in the second mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
- CONTINUING students at Alvin Community College, who enroll in the second mini semester, will be awarded aid at the end of the term based on the classes successfully completed.
- No aid is awarded before classes begin for third mini semester classes, but students may be awarded aid at the end of the term based on the classes successfully completed.

Federal Assistance Programs
Federal Pell Grant: This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. All students who desire to participate in this program must submit an application. Students will receive a Student Aid Report (SAR) which must be submitted to the Financial Aid Office for consideration for Pell and other types of aid.

Federal Supplemental Educational Opportunity Grants: Supplemental Educational Opportunity Grants are awarded to students with financial need. Although these funds are limited, students applying for the Federal Pell Grant will automatically be considered for this program.

Federal Work-Study Program:
This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, and show a need for the earnings to pay for college expenses.

Loans:
Federal Family Education Loan Program (FFELP) - funds come from a bank, credit union, or other lender that participates in the program.

Direct Lending Program (DL) - funds come directly from the federal government.

Eligibility rules and loan amounts are identical under both programs, including need requirements. You must complete a FAFSA for the appropriate year to begin the process of applying for a loan under either program.

Return of Federal Title IV Funds:
Alvin Community College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22 (d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned portion of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If the student does not officially withdraw classes, and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.
4. If the student fails to earn a passing grade in any of their classes.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Business Office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.
Federal Satisfactory Progress Requirements

Federal regulations require standards of satisfactory progress for students who receive federal funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student’s future eligibility for aid. Standards of satisfactory progress require:

- **FULL-TIME:** 12+ hours
- **THREE QUARTER TIME:** 9-11 hours
- **HALF-TIME:** 6-8 hours

**Qualitative Standard**
- Students awarded for 12 or more hours must pass at least 9 hours with a minimum 2.0 GPA.
- Students awarded for 6-11 hours must pass a minimum of 6 hours with a 2.0 GPA or higher.
- Students making a ZERO GPA will automatically be placed on financial aid suspension.
- Once students have completed 2 years (4 semesters - fall and spring terms), they must maintain a cumulative GPA of 2.0 or higher.
- Students are NOT ELIGIBLE to receive aid if ONLY enrolled in developmental classes. Courses taken which are not a part of the active degree plan cannot be paid by financial aid.
- For financial aid purposes, the summer terms (Summer One, Two, and 11 Week) are counted as one term.
- Financial Aid may pay for Mini Semester courses if the student has funds remaining from the term in which the course is taken.

**Quantitative Measures Standard**
- Students must enroll in minimum of 6 hours each semester.
- Students must successfully complete 75% of hours taken each semester. This standard applies to all students even if no financial aid funds are awarded.

**Maximum Time Frame Standard**
- Students must complete their certificate or degree by attempting no more than 150% of the hours required for that certificate or degree.

Example: If a student is working towards an associate degree which requires 66 semester hours, all requirements must be completed within 99 attempted credit hours.
- Withdrawals, repeats, developmental courses, “I” grades (incomplete), and all other transfer hours will be counted in the calculation of the number of attempted hours.

**Change of Program (Major)**
Students receiving financial aid are allowed one program (major) change. Students may have no more than two programs on file. For classes that do not apply to the new major, the calculation of student’s academic standing, credits attempted, and grades earned will not be included or calculated in the new major. This applies to transfer students as well.

**Financial Aid Probation**
Students who fail to meet the Satisfactory Progress Requirements will be placed on financial aid probation. PROBATION is a PERMANENT STATUS; however, students may be eligible to receive aid while on probation.

**Financial Aid Suspension**
Students who fail to meet the Satisfactory Progress Requirements a second time will be SUSPENDED from all financial aid.

**Reinstatement of Financial Aid**
Students may be reinstated through the following ways:

1. Enroll for six hours at their own expense and meet the Satisfactory Progress Standards, or;
2. Appeal their suspension based on extenuating circumstances.

**Financial Aid Appeal**
Students should submit the official appeal form available on the website at http://www.alvincollege.edu/financialaid/Forms.htm to the Financial Aid Appeals Committee. Attach documentation that may help substantiate the appeal. The Director of Financial Aid will notify the student of the decision by the Appeals Committee.

If an appeal is approved, the student may become eligible to receive aid but will remain on probation permanently. The student may continue to receive financial aid funds up to the maximum time frame as long as Satisfactory Progress Requirements continue to be met. Financial aid suspension will become permanent without additional appeal opportunity; the next time the student fails to meet academic progress requirements.

For more information about federal satisfactory progress standards or to obtain a copy, contact The Financial Aid Office.

**State Assistance Programs**

**Texas Public Education Grants:** State legislation has made grant funds available to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

**State Student Incentive Grant:** All eligible students may be considered for this grant program, which is based on financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

**Texas Grants (toward Excellence, Access and Success)** are need-based grants authorized by the State of Texas. Students must have completed the Recommended or Advanced high school curriculum, and it must be stamped on the high school transcript, or verified by the high school in writing. Students must enroll at least three-quarter time (9 hours) within 16 months of high school graduation. To be eligible to receive a renewal grant, the student must be in compliance with satisfactory academic progress requirements and must have successfully completed 24 hours during the calendar year. Students must not have been convicted of a crime involving a controlled substance.
Texas Education Opportunity Grant (TEOG) is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

Texas Work-Study Program
This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, show a need for the earnings to pay for college expenses, and be a Texas resident.

Hazlewood Act: The Hazlewood Act is an act of Texas legislation. It provides exemption of payment for tuition and certain fees for Texas veterans at state-supported colleges and universities who present proof of the following:
1. Residency in Texas at the time of entry into the military,
2. Receipt of an honorable or under honorable conditions discharge,
3. Service time of 180 days of active duty (excluding training time), and
4. Residency in Texas for a minimum of 12 months prior to college registration.

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted semester credit hours of eligibility using the Hazlewood benefit. Eligibility is determined from an original or certified copy of the veteran’s DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran’s Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill.

Application for Hazlewood benefits is made through the Registrar’s Office. Applicants should begin the application process at least two months prior to registration to establish eligibility. Hazlewood students must obtain a Tuition Exemption Form from the Registrar’s Office before the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

Other Assistance Programs

Workforce Investment Act of 1998: The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office. Phone numbers for the WorkSource may be obtained by calling 281/585-3303.

Athletic Grants-in-Aid: For information on athletic grants-in-aid, contact the Athletic Director.

Departmental Academic Scholarships: These competitive scholarships are provided to qualified students in:
- Art
- Cardiovascular
- Child Development/Early Childhood
- Communications
- Computer Information Technology
- Court Reporting
- Criminal Justice
- Emergency Medical Technology
- English
- Foreign Languages
- Industrial Design Technology
- Law Enforcement
- Math
- Management Development
- Mental Health
- Music
- Nursing-ADN
- Office Administration
- Paralegal
- Process Technology
- Respiratory Care
- Social Science
- Science
- Vocational Nursing

Interested students should contact the chairperson of the appropriate department. For information about additional scholarships contact the Financial Aid Office or go to the college website www.alvincollege.edu.

Veterans Administration Benefits
Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans’ dependents should contact either the VA Regional Office or the Veterans Benefits Counselor in the ACC Advising Services office for applications and information. Students are encouraged to apply for benefits online at www.gibill.va.gov. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; veterans must request certification each semester.

Standards of Academic Progress for Students Receiving VA Benefits

Satisfactory Progress: VA students must maintain a Cumulative Grade Point Average (CGPA) of 2.0.

Probation: Failure to maintain a 2.0 Cumulative Grade Point Average (CGPA) will result in the student being placed on probation. Students under probation status who achieve a 2.0 semester GPA can remain under this status until the Cumulative GPA rises above a 2.0.

Unsatisfactory Progress: Probation students who fail to maintain a semester GPA of 2.0 or who earn a punitive grade will be placed on VA Suspension. The suspension will be reported to the VA.
Reinstatement of VA Education Benefits: Students under VA suspension may choose to continue taking classes without being certified for VA Benefits. If a student completes a semester of at least ½ time status, achieves a semester GPA above a 2.0, and no punitive grades are earned they can be certified for VA benefits the next semester under the probation guidelines.

Learning Lab
The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Additional tutoring is offered in areas such as English, Reading, History, Geography, Government, Economics, and Anatomy & Physiology. Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, and computer usage and printing, including internet service. The Learning Lab provides assistance with study skills and serves as a testing facility for distance education classes.

Library
The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library’s mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has over 11,000 books, 146 current periodical subscriptions, a scanner, and a coin-operated photocopier. Computer print jobs are sent to the central server with coin-operated print control software. Printing is done at the cost of ten cents per page. Six (6) study rooms are available for individual and group study as well as viewing course dvd’s. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials or use the computers. Contact the Library for more information. Wireless Internet access is available in the library and throughout the campus. See an assistant in the Cyber-Student Computer Lab to register for this service.

ACC belongs to Texshare, a statewide system allowing reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition to the databases offered by Texshare, the college accesses three databases -Literary Reference Center, JSTOR and Fergusons Career Center. We are adding several thousand electronic books through Ebrary. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Internet or bibliographic instruction is provided to patrons in the college’s electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations.

Students are responsible for clearing their library records before the end of each semester. Failure to do so will result in the student’s records being placed on hold. Official transcripts will not be released or registration allowed until the hold is cleared in the library.

Campus Services

CAFETERIA
Mr C’s Deli and Bistro is located in the Student Center. This full service cafeteria offers an array of tasty and healthful food items. The daily menu includes a full breakfast, fresh salads, wrap sandwiches, pizza, grill items and a daily hot lunch special. It is open each class day Monday – Friday. Salad, wraps and sandwiches are available after hours in the College Store.

CHILD DEVELOPMENT LABORATORY SCHOOL
Students, staff and faculty may enroll their children in the campus child development laboratory school operated by the Child Development/Early Childhood Department. The center is licensed for children ages 18 months to 6 years. The program also includes a private kindergarten classroom.

COLLEGE STORE
The College Store, offering books, school supplies and sundry items, is operated for the convenience of students and faculty. Located in the Student Center, it is open both day and evening throughout the academic year. Book-buy-back is conducted by the College Store during the week of final examinations each semester. Students may sell their books back for one-half the original purchase price.

FITNESS CENTER
The ACC Fitness Center, including the gym, racquetball courts, tennis courts, weight training rooms, locker rooms and saunas, is open to students, faculty, staff and the residents of the college district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. For summer hours and membership information call (281) 756-3691.

HEALTH INSURANCE
Alvin Community College does not participate in a group student insurance plan. Student health insurance is available for purchase through private companies. Students may obtain written publications and contact information regarding various plans from the Dean of Students. Students should carefully study the terms of the policy before purchasing coverage.

PARKING
Automobiles must be registered with the College Police to park on campus. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the College Police Office. Parking spaces marked with yellow stripes are reserved for student and registered visitor parking. Those spaces painted white with “Faculty and Staff Parking” signs at the heads of the rows are reserved for registered faculty and staff vehicles.
**Student Activities**

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extracurricular activities are open to every ACC student and the College encourages its students to participate and get involved. Activities range from health & wellness to cultural awareness; entertainment, as well as intramural sports. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights and the Open House. The Student Activities Office maintains a calendar of campus events which can be accessed through the college website.

**Student Organizations**

Alvin Community College offers a variety of student organizations classified as service, religious and social. Potential student leaders are encouraged to join the Student Government Association (SGA). SGA is an organization that represents the student body, and maintains communication between the students and the administration. Other campus organizations include:

- ACC Empowering People to Embrace Disabilities (ACCEPTED)
  Sponsor: Eileen Cross 281.756.3533
- ACC Writer's Club
  Sponsor: Gilbert Benton 281.756.3713
- Alvin Nursing Students Association (ANSA) - Nursing Students
  Sponsor: Sally Durand 281.756.5611
- Alvin Paralegal Association (APA) - Paralegal Students Only
  Sponsor: Karen Barnett 281.756.3642
- American Association of University Women
  Sponsor: Marjorie Nash 281.756.3731
- Anime Club
  Sponsor: Chris Chance 281.756.3948
- Baptist Student Ministries (BSM)
  Sponsor: Gilbert Benton 281.756.3713
- Broadway Wannabes
  Sponsor: Kevin Moody 281.756.3587
- Catholic Newman Association
  Sponsor: Amalia Parra 281.756.3709
- Church of Christ Fellowship
  Sponsor: Coach Gary Coffman 281.756.3693
- Electronics Club
  Sponsor: Jimmie Stewart 281.756.3667
- Equality Now: ACC's Gay Straight Alliance
  Sponsor: Aaron Alon 281.756.3587
- Gamer Club
  Sponsor: Chris Chance 281.756.3948
- Health Occupation of Students of America (H.O.S.A)
  Sponsor: Patty Stemmer 281.756.5641
- History Club
  Sponsor: Chris Chance 281.756.3948
- Phi Theta Kappa - Invitation
  Sponsor: Donna Payne 281.756.5633
- Polysomnography
  Sponsor: Diane Flatland 281.756.5660
- Sonography (SOS)
  Sponsor: Jessica Murphy 281.756.5650
- Student Government Association (SGA)
  Sponsor: Brooke Dedmon 281.756.3688
- Student Organization of Sleep Studies (S.O.S.) - By Invitation
  Sponsor: Debbie Downhour 281.756.5659
- Student Veterans of America (SVA)
  Sponsor: Toby Herzog 281.756.3530
- Study Abroad Club (SAC)
  Sponsor: Amalia Parra 281.756.3709
- The Club
  Sponsor: Jeff Cernoch 281.756.3539
- Word Dropppers- Court Reporting
  Sponsor: Debbie Cunningham 281.756.3758

**Athletics**

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball and women's fast-pitch softball. Soccer is offered as a club sport. Students have the opportunity to participate in intramural and extramural sports, as well as an extensive sports and human performance program.

**Student Handbook**

The student handbook provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the official publication of the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The student handbook is available online at www.alvincollege.edu and in the Dean of Students office.
EDUCATIONAL PROGRAMS
ACADEMIC PROGRAMS

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

Associate of Arts Degree

Degree: Associate of Arts (A.A.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Arts Degree (A.A.) is awarded to students who fulfill the requirements in General Liberal Arts, Art, Drama, Music, or Sports & Human Performance curriculum. Students who complete these curriculums normally transfer to a four-year college where they major in one of the following subject-areas:

- Art
- Economics
- Education
- English
- Foreign Language
- Government
- History
- Music
- Musical Theater
- Philosophy
- Physical Education
- Pre-Law
- Psychology
- Sociology
- Speech
- Visual and Performing Arts
- Library Science
- Mathematics
- Pre-Law

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 Degree

Associate of Arts Degree Program

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<tr>
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<th>Lab Hours</th>
<th>Credits</th>
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+Denotes core requirement; see p. 20
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a General Liberal Arts Degree ......................................................... 65
## Art Degree Program

**Associate of Arts Degree Program**

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<td>ARTS 2316</td>
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+Denotes core requirement; see p. 20

**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.**

Total Minimum Credits Required for an Arts Degree ......................................................... 66
## Drama Degree Program

### Associate of Arts Degree Program

**Course Number** | **Course Title** | **Lecture Hours** | **Lab Hours** | **Credits**
--- | --- | --- | --- | ---
### First Semester
+ENGL 1301 | Composition I | 3 | 0 | 3
DRAM 1220 | Theatre Practicum I | 0 | 6 | 2
DRAM 1322 | Stage Movement & Dance | 1 | 3 | 3
DRAM 1310 | Introduction to Theater | 3 | 2 | 3
+MATH 1314 or | College Algebra
+MATH 1332 or | Contemporary Mathematics I
+Natural Science | Select from Natural Sciences Core Curriculum | 3 | 3/4 | 3/4
| 10 | 14/15 | 14/15 |
### Second Semester
+ENGL 1302 | Composition II | 3 | 0 | 3
DRAM 1221 | Theatre Practicum II | 0 | 6 | 2
DRAM 1351 | Acting I | 2 | 4 | 3
DRAM 1341 | Stage Makeup | 2 | 4 | 3
+DRAM 2361 or | History of Theatre I | 3 | 0 | 3
+DRAM 2362 | History of Theatre II | **HIST 1301** | The U.S. to 1877 | 3 | 0 | 3
| 13 | 14 | 17 |
### Third Semester
+Humanities | Select from Humanities Core Curriculum | 3 | 0 | 3
**HIST 1302** | The U.S. Since 1877 | 3 | 0 | 3
+GOVT 2301 | American National & State Governments I | 3 | 0 | 3
DRAM 2120 | Theatre Practicum III | 0 | 6 | 1
DRAM 1330 | Stagecraft I | 2 | 4 | 3
DRAM 1352 | Acting II | 2 | 4 | 3
| 13 | 14 | 16 |
### Fourth Semester
+BCIS 1405 (or higher) | Business Computer Applications | 3 | 3 | 4
DRAM 2331 | Stagecraft I | 3 | 3 | 3
+DRAM 2336A | Voice for Theatre | 3 | 0 | 3
DRAM 2121 | Theatre Practicum IV | 0 | 6 | 1
+GOVT 2302 | American National & State Governments II | 3 | 0 | 3
+Social/Behavioral Sciences | Select from Social/Behavioral Sciences Core | 3 | 0 | 3
| 15 | 12 | 17 |

*Denotes core requirement; see p. 20

**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

a Satisfies Speech Core requirement

Total Minimum Credits Required for Drama Degree ........................................... 65
### Music - Instrumental Concentration Degree Program

Associate of Arts Degree Program

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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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+Denotes Core Requirement; see p.20

*MUAP 1269, 1270, 2269, 2270 may be substituted.

**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

***Co-requisite

a Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 and 1309, 1211,1212, 2211,2212.

b Satisfies Visual/Performing Arts Core requirements

c Satisfies Speech core requirement

d Piano and guitar majors may substitute Concert Choir (MUEN 1141,1142,2141,2142)
## Music - Voice Concentration Degree Program

### Associate of Arts Degree Program

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</table>

+Denotes core requirement; see p. 20

*MUAP 1269, 1270, 2269, 2270 may be substituted.

**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

***Co-requisites

a Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 & MUSI 1309, 1211, 1212, 2211, 2212.

b Satisfies Visual/Performing Arts core requirement.

c Speech core requirement.

Total Minimum Credits Required for Music - Voice Concentration Degree .................................................. 65/66
Field of Study Curriculum for Music

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music.

Field of Study Courses

The field of study curriculum shall consist of 27 to 35 lower-division semester credit hours (31 without the keyboard course described below) that are fully transferable. Transfer of credit in ensemble, applied study and theory/aural skills shall be on a course-for-course basis.

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<th>COURSE NUMBER OF SEMESTERS</th>
<th>SEMESTER CREDIT HOURS</th>
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<tr>
<td>MUEN 1141, 1142, 2141, 2142</td>
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<tr>
<td>(Voice Majors)</td>
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<tr>
<td>Applied Study</td>
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<tr>
<td>Four semesters of sequential courses in voice or one instrumental area:</td>
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<tr>
<td>MUAP 1217, 1218, 2217, 2218</td>
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<tr>
<td>(Woodwinds)</td>
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<td>MUAP 1237, 1238, 2237, 2238</td>
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<td>(Brass)</td>
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<td>(Guitar)</td>
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<td>(Voice)</td>
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<tr>
<td>Theory/Aural Skills</td>
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<td>MUSI 1211, 1212, 2211, 2212</td>
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<td>(Music Theory)</td>
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<tr>
<td>(Sight Singing &amp; Ear Training)</td>
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<td>MUSI 1308 or 1309</td>
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</table>

Keyboard (Piano) Competency

Because keyboard (piano) competency is a requirement for most baccalaureate degrees in music, up to four additional semester credit hours of course work pertaining to keyboard (piano) may transfer by agreement between institutions. Keyboard competency courses approved for transfer are courses in group piano or applied lessons that concentrate specifically on skills development for passing keyboard proficiency examinations. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purposes of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirement at a receiving institution.

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.
Courses for Specific Degree Programs
Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lower-division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the field of study curriculum.

Full Academic Credit
Academic credit shall be granted on a course-for-course basis in the transfer of theory/aural skills, applied music, and ensemble courses and will be accepted at the credit-hour level of the receiving institution. Full academic credit shall be granted on the basis of comparable courses completed, not on specific numbers of credit hours accrued.

General Education Courses
In addition to the course work listed above, the maximum recommended transfer credit from the general education core curriculum is 31-39 semester credit hours. Students shall complete the general education core curriculum in effect at the institution that will grant the baccalaureate degree.

The Associate's Degree in Music
The field of study curriculum should serve as the basis for structuring the associate's degree in music. Each two-year college should determine which courses from its approved general education core curriculum to include with the music field of study curriculum in order to constitute a 66-semester credit hour transfer block. In order to receive the baccalaureate degree, a transferring student shall complete the general education core at the receiving institution.

The ACC Band and Alvin Community College Summer Jazz Ensemble provide opportunities for past and present musicians to be creative and enrich the community.
### Musical Theatre Degree Program

#### Associate of Arts Degree Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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</table>

+Denotes core requirement; see p. 20.

*MUAP 1269, 1270, 2269, 2270 may be substituted.

**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirement

a Satisfies Speech Core requirement

b Satisfies Visual/Performing Arts Core requirement. Students should choose based on requirements of the senior institution to which they are transferring.

Total Minimum Credits Required for Musical Theatre Degree .............................................. 65-66
<table>
<thead>
<tr>
<th>Course Number</th>
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<td>*PSYC Elective</td>
<td>Elective</td>
<td>3</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>15</td>
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<td>15/16</td>
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</tbody>
</table>

Total Minimum Credit Hours Required for an A.A. in Psychology: 60-62

+ Denotes Core Curriculum Requirement

* Denotes psychology electives selected from the following courses:

- PSYC 2302 Applied Psychology
- PSYC 2306 Human Sexuality
- PSYC 2307 Adolescent Psychology
- PSYC 2308 Child Growth and Development
- PSYC 2311 Adult Development
- PSYC 2315 Psychology of Adjustment
- PSYC 2316 Psychology of Personality
- PSYC 2319 Social Psychology
- PSYC 2389 Co-op/Internship

** Note that if 3-credit (non-lab) courses are transferred to ACC, additional elective credits may be required to meet the 60 hour minimum for the degree.
# Sociology Degree Program

Associate of Arts Degree Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+COSC / BCIS</td>
<td>Select from Basic Computer Literacy Core Curriculum</td>
<td>3</td>
<td>0/3</td>
<td>3/4</td>
</tr>
<tr>
<td>+MATH</td>
<td>Select from Math Core Curriculum</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1300</td>
<td>Learning Strategies</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHED</td>
<td>Physical Activity</td>
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<td></td>
<td></td>
<td>12</td>
<td>3/6</td>
<td>13/14</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ENGL 1301</td>
<td>Composition &amp; Rhetoric I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+HIST 1301</td>
<td>The U.S. to 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+Natural Science</td>
<td>Select from Natural Science Core Curriculum</td>
<td>3</td>
<td>0/3</td>
<td>3/4</td>
</tr>
<tr>
<td>SOCI 1306</td>
<td>Social Problems</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1315/1318</td>
<td>Public Speaking/Interpersonal Comm.</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHED</td>
<td>Physical Activity</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>3/6</td>
<td>16/17</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ENGL 1302</td>
<td>Composition &amp; Rhetoric II</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+Humanities</td>
<td>Select from Humanities Core Curriculum</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+GOVT 2301</td>
<td>American National &amp; State Govt. I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2317</td>
<td>Statistical Methods in Psychology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 2301</td>
<td>Marriage and the Family</td>
<td>3</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>15</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+GOVT 2302</td>
<td>American National &amp; State Govt. II</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+HIST 1302</td>
<td>The U.S. Since 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+Natural Science</td>
<td>Select from Natural Science Core Curriculum</td>
<td>3</td>
<td>0/3</td>
<td>3/4</td>
</tr>
<tr>
<td>*SCCI Elective</td>
<td>Sociology Elective</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+Visual and Performing Arts</td>
<td>Select from visual &amp; Performing Arts Core Curriculum</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
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<td>15/16</td>
</tr>
</tbody>
</table>

Total Minimum Credit Hours Required for an A. A. in Sociology ................................................................. **60-62**

+Denotes Core Curriculum Requirement

*Denotes Sociology electives selected from the following courses:

- SOCI 2306 Human Sexuality
- SOCI 2319 Minority Studies
- SOCI 2326 Social Psychology
- SOCI 2336 Criminology
- SOCI 2340 Drug Use and Abuse
- SOCI 2389 Co-op/Internship

** Note that if 3-credit (non-lab) courses are transferred to ACC, additional elective credits may be required to meet the 60 hour minimum for the degree.
# Sports and Human Performance

## Associate of Arts Degree Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>+**HIST 1301</td>
<td>The U.S. to 1877</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>+Biol 1406</td>
<td>General Biology I</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>PHED 1301</td>
<td>Introduction to Physical Fitness &amp; Sport</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>+BCIS 1405 (or higher)</td>
<td>Business Computer Applications</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>PHED</td>
<td>Physical Activity</td>
<td>0</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>15</td>
<td>9</td>
<td>18</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+**HIST 1302</td>
<td>The U.S. Since 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHED 1304</td>
<td>Health and Wellness</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHED 1346</td>
<td>Drug Use and Abuse</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<td>PHED</td>
<td>Physical Activity</td>
<td>0</td>
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<td></td>
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<td>13</td>
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<tr>
<td><strong>Summer Semester</strong></td>
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<tr>
<td>+MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
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<td></td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+Visual/Performing</td>
<td>Select from Visual &amp; Perf Arts Core</td>
<td>3</td>
<td>0</td>
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<tr>
<td>BIOL 2401</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>+GOVT 2301</td>
<td>American National &amp; State Governments I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHED 1306</td>
<td>First Aid</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+FSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>15</td>
<td>3</td>
<td>16</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
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<td>4</td>
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<tr>
<td>+GOVT 2302</td>
<td>American National &amp; State Governments II</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHED 1322</td>
<td>Coaching Athletics-Baseball/Softball</td>
<td>3</td>
<td>0</td>
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<tr>
<td>+Humanities</td>
<td>Select from Humanities Core Curriculum</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+SPCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>15</td>
<td>3</td>
<td>16</td>
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</tbody>
</table>

+ Denotes core requirement; see p. 20

**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Sports & Human Performance Degree. ................................................................. 66
**Associate of Arts - General Studies**

**Degree:** Associate of General Studies (A.G.S.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The program is designed for the student who wishes to pursue a multidisciplinary academic program for personal enrichment, but who does not have a specific baccalaureate degree goal. However, in some academic areas, this program may meet the requirements for more advanced study. (The student wishing to continue should consult with the receiving institution about transfer of courses.) Students who successfully complete the following program of study, in addition to meeting the graduation requirements, will be eligible to receive the Associate in Arts - General Studies Degree.

## Associate of Arts - General Studies Degree

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Communication</td>
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<td></td>
<td>ENGL 1301, 1302, 2311</td>
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<tr>
<td></td>
<td>SPCH 1315, 1318, 2335</td>
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<tr>
<td></td>
<td>SPAN 1411, 1412, FREN 1411, 1412</td>
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<tr>
<td></td>
<td>GERM 1411, 1412, CHIN 1411, 1412</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>Select one from the following courses:</td>
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<tr>
<td></td>
<td>MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414</td>
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</tr>
<tr>
<td>Natural Sciences</td>
<td>Select two from the following courses:</td>
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<tr>
<td></td>
<td>ASTR 1403, 1404</td>
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<tr>
<td></td>
<td>BIOL 1308, 1309, 1406, 1407, 2401, 2402</td>
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<tr>
<td></td>
<td>CHEM 1405, 1407, 1411, 1412</td>
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<tr>
<td></td>
<td>GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447</td>
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<td></td>
<td>PHYS 1401, 1402, 1403, 1404 2425, 2426</td>
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<tr>
<td>Visual &amp; Performing Arts</td>
<td>Select one from the following courses:</td>
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<tr>
<td></td>
<td>ARTS 1301, 1303, 1304, 1316, 2316, 2348</td>
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<tr>
<td></td>
<td>COMM 2366</td>
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<td>DRAM 1310, 1351, 1352, 2361, 2362, 2366</td>
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<td>MUSI 1301, 1306, 1308, 1309, 1310</td>
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<td>MUEN 1122, 1123, 1125, 1126, 1135, 1141, 1142, 1143, 1144, 1151, 1152, 2122, 2123, 2125, 2126, 2135, 2141, 2142, 2143, 2144, 2151, 2152</td>
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<tr>
<td>Humanities</td>
<td>Select one from the following courses:</td>
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<td></td>
<td>COMM 1307</td>
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<td></td>
<td>ENGL 2322, 2323, 2327, 2328, 2332, 2333</td>
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<td>HUMA 1301, 1302</td>
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<td></td>
<td>PHIL 1301, 1304, 2306</td>
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</tr>
<tr>
<td></td>
<td>or any Sophomore level Chinese, French, German or Spanish course</td>
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<tr>
<td>Social and Behavioral Sciences</td>
<td>Select from the following:</td>
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<tr>
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<td>Select two (6 hrs)</td>
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<tr>
<td></td>
<td>Required (6 hrs)</td>
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<td></td>
<td>Select one (3 hrs)</td>
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<tr>
<td></td>
<td>HIST 1301, 1302, 2301</td>
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<td>GOVT 2301, 2302</td>
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<td>ANTH 2346</td>
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<td>ECON 2301, 2302</td>
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<td>GEOG 1301, 1303</td>
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<tr>
<td></td>
<td>PSYC 1300, 2301, 2314, 2317</td>
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</tr>
<tr>
<td></td>
<td>SOCI 1301, 1306, 2301, 2319</td>
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</tr>
<tr>
<td>Basic Computer Literacy</td>
<td>Select one from the following courses:</td>
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<tr>
<td></td>
<td>BCIS 1310, 1316, 1320, 1405, 1431</td>
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<td></td>
<td>COSC 1420, 2420</td>
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<tr>
<td>Other Requirements</td>
<td>Physical Activity (each 1 hour activity course)</td>
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<tr>
<td>College Level Electives</td>
<td>Students planning to transfer to a university baccalaureate degree</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>are strongly encouraged to visit with their advisor prior to selecting electives.</td>
<td></td>
</tr>
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</table>

Total credits required for the Associate of Arts - General Studies Degree.....................................................................65
Associate of Arts in Teaching Program

**Length:** Four –Semester (Two Year) Program

**Purpose:** The AAT is designed to provide a set of courses within the Teacher Certification areas which will transfer to any public college or university in the state of Texas that offers educator preparation programs. Specific Teaching tracks include: Early Childhood-Grade 6; Grades 4-8; EC-12 Bilingual and Special Education grades 8-12. The transfer student must meet the admission requirements from the accepting college or institution.

Leading to Initial Texas Teacher Certification Early Childhood - Grade 6.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Basic Computer Literacy Core</td>
<td>Select from COSC core</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra or higher (excludes Math 1332)</td>
<td>3</td>
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<tr>
<td>MATH 1350</td>
<td>Fundamentals of Math I</td>
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<tr>
<td>MATH 1351</td>
<td>Fundamentals of Math II</td>
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<td>0</td>
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<tr>
<td>Natural Science</td>
<td>Select from Natural Science Core (2 courses)</td>
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<tr>
<td>HIST</td>
<td>Select from: American History 1301 or 1302 and Texas History 2301</td>
<td>6</td>
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<tr>
<td>GOVT 2301</td>
<td>American National &amp; State Governments I</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>GOVT 2302</td>
<td>American National &amp; State Governments II</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>Humanities Core</td>
<td>ENGL literature (preferred)</td>
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<tr>
<td>Visual &amp; Performing Arts Core</td>
<td>Select from: MUSI, ARTS, DRAM</td>
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</tr>
<tr>
<td>Social &amp; Behavioral Science Core</td>
<td>GEOG 1303 (preferred)</td>
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</table>

Pre-Major Education Courses: (12 hours)

- Select from:
  - EDUC 1301 Introduction to the Teaching Profession
  - EDUC 2301 Special Populations
  - TECA 1303 Family, School & Community
  - TECA 1311 Educating Young Children
  - TECA 1318 Wellness & the Young Child
  - TECA 1354 Child Growth & Development

Total Minimum Credits Required ........................................................................................................................................ 63

**Associate of Arts in Teaching**

Leading to Initial Texas Teacher Certification

Grades 4-8 Generalist EC-12 Bilingual/ESL or EC-12 Special Education.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BCIS 1405</td>
<td>Business Computer Applications</td>
<td>3</td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra or higher (excludes Math 1332)</td>
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<td>MATH 1350</td>
<td>Fundamentals of Math I</td>
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<td>MATH 1351</td>
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<td>CHEM</td>
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<tr>
<td>PHYS/GEOL</td>
<td>PHYS 1401, PHYS 2425, GEOL 1401, 1403 or 1404 (for Grades 4-8 Science Certification; Two lab sciences must be in same discipline)</td>
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<td>Select from: American History 1301 or 1302 and Texas History 2301</td>
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<tr>
<td>GOVT 2301</td>
<td>American National &amp; State Governments I</td>
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</table>
GOVT 2302 American National & State Governments II 3 0 3
Humanities Core Select from: ENGL literature(sophomore level) or HUMA, or PHIL 3 0 3
Visual & Performing Arts Core Select from MUSI, ARTS, DRAM 3 0 3
Social & Behavioral Science Core GEOG 1303 (preferred) 3 0 3

Pre-Major Required Courses:
EDUC 1301 Introduction to Teaching Profession 3 1 3
EDUC 2301 Introduction to Special Populations 3 1 3

Total Minimum Credits Required .......................................................... 61

Important Note: Bilingual Certification also requires SPAN 2311-2312 at some universities.

**Associate of Arts in Teaching**
Leading to Initial Texas Teacher Certification, Grades 8 – 12, and Other EC-12 Tracks

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
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<td>Composition I</td>
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<tr>
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<td>SPCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
<td>0</td>
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<tr>
<td>BCIS 1405</td>
<td>Business Computer Applications</td>
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<td>3</td>
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<td>MATH 1314*</td>
<td>College Algebra</td>
<td>3</td>
<td>0</td>
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<td>BIOL</td>
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<tr>
<td>Earth Science or CHEM or PHYS</td>
<td>Select from: CHEM: 1405, 1411</td>
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<tr>
<td>HIST</td>
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<td>3 3 4</td>
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<td>American National &amp; State Governments I</td>
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<tr>
<td>GOVT 2302</td>
<td>American National &amp; State Governments II</td>
<td>3 0 3</td>
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<tr>
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<td>Select from: ENGL literature(sophomore level), or HUMA or PHIL</td>
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<td></td>
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<tr>
<td>Visual &amp; Performing Arts</td>
<td>Select from ARTS, MUSI, DRAM</td>
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Pre-major Courses
EDUC 1301 Introduction to the Teaching Profession 3 1 3
EDUC 2301 Introduction to Special Populations 3 1 3

Content area teaching fields/academic disciplines (12 hours) 12

Total Minimum Credits Required .......................................................... 60

* Non math or science majors may take Math 1332. Consult the requirements from the accepting university.
** Specific course may be required. Consult the catalog from the accepting university.

*** Area Teaching Field/Academic Discipline:
8-12 History 8-12 Science
8-12 Social Sciences 8-12 English Language Arts & Reading
8-12 Mathematics 8-12 Computer Science
8-12 Physical Sciences 8-12 Foreign Language
**Associate of Science Degree Program**

**Degree:** Associate of Science (A.S.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Associate of 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
- Business Administration
- Chemistry
- Communications-Radio & Television Broadcasting
- Conservation
- Engineering
- Forestry
- Geology
- Mathematics
- Pharmacy
- Physics
- Pre-Dentistry
- Pre-Medicine
- Pre-Veterinary
- Mathematics
- Pre-Veterinary
- Pharmacy

**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 Degree Program**

**Associate of Science Degree Program**

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<th>Lab Hours</th>
<th>Credits</th>
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<td>General Biology I</td>
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<td>CHEM 1411</td>
<td>General Chemistry &amp; Analysis I</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<td>MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
<td>0</td>
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<td>**HIST 1301</td>
<td>The U.S. to 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<td>PHED</td>
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**Second Semester**

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<tr>
<td>CHEM 1412</td>
<td>General Chemistry &amp; Analysis II</td>
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<td>ENGL 1302</td>
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<tr>
<td>BCIS1405 (or higher)</td>
<td>Business Computer Applications</td>
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<td>**HIST 1302</td>
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<td>PHED</td>
<td>Physical Activity</td>
<td>0</td>
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**Third Semester**

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<th>Lab Hours</th>
<th>Credits</th>
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<tbody>
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<td>BIOL 2306 or</td>
<td>Environmental Conservation or</td>
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<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>CHEM 2423</td>
<td>Organic Chemistry</td>
<td>3</td>
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<td>4</td>
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<tr>
<td>ENGL 2332 or</td>
<td>Survey of Literature I or</td>
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<td>ENGL 2322</td>
<td>Survey of English Literature I</td>
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<td>American National &amp; State Governments I</td>
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<tr>
<td>Visual/Perform. Arts</td>
<td>Visual/Performing</td>
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**Fourth Semester**

<table>
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<th>Lab Hours</th>
<th>Credits</th>
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<td>Microbiology or</td>
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<td>BIOL 2402</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>Social/Behavioral Sciences</td>
<td>Select from Social/Behavioral Sciences Core</td>
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<tr>
<td>GOVT 2302</td>
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<td>SPCH 1315</td>
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<td>12</td>
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</table>

+Denotes core requirement; see p. 20.

**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302)** to satisfy degree requirements.

Total Minimum Credits Required for Biological Science Degree: 66-67
# Business Administration Degree Program

Associate of Science Degree Program with a Field of Study in Business

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>+ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>+MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+**HIST 1301</td>
<td>The United States to 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+Natural Sciences</td>
<td>Select from Natural Sciences Core Curriculum</td>
<td>3</td>
<td>3-4</td>
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<tr>
<td>+Visual/Performing Arts</td>
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<td><strong>Total</strong></td>
<td>(<em>15 Lecture Hours: 3-4 Lab Hours: 4 Credits: 16-17)</em></td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>+ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>MATH 1324</td>
<td>Math for Business &amp; Social Science I</td>
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<tr>
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<td>The U.S. Since 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
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<td>Select from Natural Sciences Core Curriculum</td>
<td>3</td>
<td>3-4</td>
<td>4</td>
</tr>
<tr>
<td>+Humanities</td>
<td>Select from Humanities Core Curriculum</td>
<td>3</td>
<td>0</td>
<td>3-4</td>
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<tr>
<td><strong>Total</strong></td>
<td>(<em>15 Lecture Hours: 3-4 Lab Hours: 4-17 Credits: 16-17)</em></td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>***BCIS 1405</td>
<td>Business Computer Applications</td>
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<td>4</td>
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<tr>
<td>***ACCT 2301</td>
<td>Financial Accounting</td>
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<td>1</td>
<td>3</td>
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<tr>
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<td>American National &amp; State Governments I</td>
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<tr>
<td>+***ECON 2301A</td>
<td>Principles of Economics I</td>
<td>3</td>
<td>0</td>
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<td>BUSI 2301</td>
<td>Business Law I</td>
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<td><strong>Fourth Semester</strong></td>
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<tr>
<td>+SPCH 1315 or</td>
<td>Public Speaking or</td>
<td>3</td>
<td>0</td>
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<tr>
<td>***SPCH 1321</td>
<td>Business Speaking</td>
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<tr>
<td>***ACCT 2302</td>
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<td>Introduction to Business or</td>
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</table>

+Denotes core requirement; see p. 20.

**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

*aSatisfies Social/Behavioral Sciences Core Requirement.

***Field of Study Curriculum; see p. 23.

Total Minimum Credits Required for Business Administration Degree.................................66-67

This degree plan is designed to meet the needs of students who major in Business and transfer to a four-year college/university. It was approved by the Texas Higher Education Coordinating Board with the intention that transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Receiving institutions are not required to accept a grade below "C" in transfer and may require additional lower-division courses that may be necessary for specific degree programs.

The following courses, totaling 22 hours have been adopted by the THECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 1405, SPCH 1315 or SPCH 1321 (one speech course only, ACCT 2301 and 2302).
Communications - Radio/TV Broadcasting Degree Program

(for students planning to transfer to a four year institution)

Associate of Science Degree Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>+ENGL 1301</td>
<td>Composition I</td>
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<td>+MATH 1314</td>
<td>College Algebra</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
<td>0</td>
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<td>3</td>
<td>3-4</td>
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<tr>
<td>COMM 1336</td>
<td>Television Production I</td>
<td>2</td>
<td>4</td>
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<td>PHED</td>
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<td></td>
<td></td>
<td>14</td>
<td>10-11</td>
<td>17</td>
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<td>Composition II</td>
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<td>11-12</td>
<td>16</td>
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<td>COMM 2303</td>
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<td>16</td>
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<tr>
<td>+SPCH 1315 or</td>
<td>Public Speaking or Interpersonal Communication</td>
<td>3</td>
<td>0</td>
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</tr>
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<td>SPCH 1318</td>
<td>Interpersonal Communication</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>+COMM 2366</td>
<td>Introduction to Film</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>+GOVT 2302</td>
<td>American National &amp; State Governments II</td>
<td>3</td>
<td>0</td>
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<tr>
<td>COMM 2326 or</td>
<td>Practicum in Electronic Media or Radio/Television Announcing</td>
<td>1 5 3</td>
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<tr>
<td>COMM 2331</td>
<td>Radio/Television Announcing</td>
<td>3</td>
<td>0</td>
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<tr>
<td>+BCIS 1405 (or higher)</td>
<td>Business Computer Applications</td>
<td>3</td>
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<td></td>
<td></td>
<td>12/14</td>
<td>10/5</td>
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</table>

+Denotes core requirement; see p. 20.
**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

*aSatisfies Social/Behavioral Sciences Core Requirement

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree.............................................65
This is a recommended course of study for students who plan to pursue a baccalaureate degree in nursing or other allied health field. It does not prepare students for direct entry into a health related career field. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First Semester</td>
<td></td>
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<tr>
<td>+BIOL 2401</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
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<tr>
<td>+ENGL 1301</td>
<td>Composition I</td>
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<td>0</td>
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<tr>
<td>+PSYC 2301</td>
<td>General Psychology</td>
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<tr>
<td>+**HIST 1301</td>
<td>US History to 1877</td>
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<tr>
<td>+BCIS 1405</td>
<td>Business Computer Applications</td>
<td>4</td>
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<td>17</td>
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<tr>
<td>Second Semester</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>+BIOL 2402</td>
<td>Anatomy and Physiology II</td>
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<td>+HUMA/PHIL 2306</td>
<td>Intro to Ethics (recommended)</td>
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<td>+**HIST 1302</td>
<td>US History Since 1877</td>
<td>3</td>
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<td>PHED</td>
<td>Physical Activity</td>
<td>1</td>
<td>3</td>
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<td>BIOL 2420</td>
<td>Microbiology</td>
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<tr>
<td>HECO 1322</td>
<td>Nutrition and Diet Therapy</td>
<td>3</td>
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<td>+GOVT 2301</td>
<td>American National &amp; State Governments II</td>
<td>3</td>
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<tr>
<td>SOCI 1301</td>
<td>Introductory Sociology</td>
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<td>+MATH 1314</td>
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<td>Fourth Semester</td>
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<tr>
<td>CHEM 1405 or 1411</td>
<td>Chemistry</td>
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<tr>
<td>+GOVT 2302</td>
<td>American National &amp; State Governments II</td>
<td>3</td>
<td>0</td>
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<tr>
<td>+SPCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
<td>0</td>
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<tr>
<td>MATH 1342</td>
<td>Statistical Methods</td>
<td>3</td>
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<tr>
<td>(PSYC 2317 will also fulfill this requirement)</td>
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<tr>
<td>+VISUAL &amp; PERF ARTS</td>
<td>Visual/ Performing Arts</td>
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<tr>
<td></td>
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</table>

+ Denotes Core Requirement; see p. 20.

** Texas History (HIST 2301) may be substituted for one semester US Hist (Hist 1301 or 1302 to satisfy degree requirements

Total Minimum Credits Required for Health Science Degree. ................................................................. 66
### Mathematics Degree Program

#### Associate of Science Degree Program

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>+ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>+**HIST 1301</td>
<td>The United States to 1877</td>
<td>3</td>
<td>0</td>
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<tr>
<td>PHED</td>
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</tr>
<tr>
<td>+Visual/Performing Arts</td>
<td>Visual/Performing Arts</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

| Credit Total: | 12 | 3 | 13 |

| **Second Semester** |                                                 |               |           |         |
| +ENGL 1302       | Composition II                                  | 3             | 0         | 3       |
| MATH 2412        | Pre-Calculus Math                               | 4             | 0         | 4       |
| +**HIST 1302     | The U.S. Since 1877                             | 3             | 0         | 3       |
| PHED             | Physical Activity                               | 0             | 3         | 1       |
| +Social/Behavioral Sciences | Select from Social/Behavioral Sciences Core | 3             | 0         | 3       |

| Credit Total: | 16 | 3 | 17 |

| **Third Semester** |                                                 |               |           |         |
| ENGL 2332 or     | Survey of Literature I or                       | 3             | 0         | 3       |
| ENGL 2322        | Survey of English Literature I                  |               |           |         |
| +GOVT 2301       | American National & State Governments I         | 3             | 0         | 3       |
| MATH 2413        | Calculus I                                      | 4             | 0         | 4       |
| +SPCH 1315       | Public Speaking                                 | 3             | 0         | 3       |
| +Natural Sciences | Select from Natural Sciences Core Curriculum    | 3             | 3-4       | 4       |

| Credit Total: | 16 | 3-4 | 17 |

| **Fourth Semester** |                                                 |               |           |         |
| +GOVT 2302        | American National & State Governments II       | 3             | 0         | 3       |
| MATH 2414         | Calculus II                                     | 4             | 0         | 4       |
| +Natural Sciences | Select from Natural Sciences Core Curriculum   | 3             | 3-4       | 4       |
| +BCIS 1405 (or higher) | Business Computer Applications              | 3             | 3         | 4       |

| Credit Total: | 13 | 6-7 | 15 |

*+Denotes Core Requirement; see p. 20.

**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Mathematics Degree: 62
# Physical Science Degree Program

## Associate of Science Degree Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>CHEM 1411</td>
<td>General Chemistry &amp; Analysis I</td>
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<td>+ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td>0</td>
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<tr>
<td><strong>HIST 1301</strong></td>
<td>The United States to 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+SPCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
<td>0</td>
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<tr>
<td>PHED</td>
<td>Physical Activity</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>+BCIS 1405 (or higher)</td>
<td>Business Computer Applications</td>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td><strong>Second Semester</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1412</td>
<td>General Chemistry &amp; Analysis II</td>
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<td>+ENGL 1302</td>
<td>Composition II</td>
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<tr>
<td><strong>HIST 1302</strong></td>
<td>The U.S. Since 1877</td>
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<td>+MATH 2412</td>
<td>Pre-Calculus Math</td>
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<td>0</td>
<td>4</td>
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<tr>
<td>+Visual/Perform. Arts</td>
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<td>3</td>
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<tr>
<td>PHED</td>
<td>Physical Activity</td>
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<td>3</td>
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<td></td>
<td>16</td>
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<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><em><strong>Science</strong></em></td>
<td>Recommended for Majors</td>
<td>3</td>
<td>3-4</td>
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<tr>
<td>+ENGL 2332 or</td>
<td>Survey of Literature I or English Literature I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2322</td>
<td>Survey of English Literature I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+GOVT 2301</td>
<td>American National &amp; State Governments I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2413</td>
<td>Calculus I</td>
<td>4</td>
<td>0</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>13</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*<em><strong>Science</strong></em></td>
<td>Second half of science courses taken third semester</td>
<td>3</td>
<td>3-4</td>
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<tr>
<td>+GOVT 2302</td>
<td>American National &amp; State Governments II</td>
<td>3</td>
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<tr>
<td>MATH 2414</td>
<td>Calculus II</td>
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<tr>
<td>+Social/Behavioral Sciences</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

Total Minimum Credits Required for Physical Science Degree ........................................... 64

+Denotes core requirement; see p. 20.

***Chemistry majors should take CHEM 2423 and either PHYS 2425 or BIOL 1406.

Geology majors should take GEOL 1403, and either GEOL 1404 or GEOL 1405. Physics majors should take PHYS 2425 and either BIOL 1406 or GEOL 1403.

**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

****Select two of the following: CHEM 2425, PHYS 2425, GEOL 1403, BIOL 1406, PHYS 1401
**Associate of Applied Science Degree Programs**

**Degree:** Associate of Applied Science (A.A.S.)

**Length:** Four-Semester (Two-Year) Program

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

- Child Development/Early Childhood
- Communications-Radio Broadcasting
- Communications-Television Broadcasting
- Computer Information Technology - Computer Programming
- Computer Information Technology - Networking
- Court Reporting
- Criminal Justice - Correctional Science
- Criminal Justice - Law Enforcement & Police Administration
- Culinary Arts
- Diagnostic Cardiovascular Sonography-Echocardiography
- Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Electroneurodiagnostics
- Respiratory Care

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

**Capstone Experience:** The capstone is a learning experience which results in a consolidation of a student’s educational experience and certifies mastery of entry-level workplace competencies. The Capstone experience must occur in the last semester of the student’s educational program.

**Advanced Technical Certificate Programs**

(Associate of Applied Science Degree in an Allied Health Program required prior to earning these certificates.)

- Diagnostic Cardiovascular Sonography-Echocardiography
- Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
- Diagnostic Cardiovascular Sonography-Pediatric Echocardiography
- Electroneurodiagnostics
- Polysomnography

**Certificate Programs**

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

- Child Development/Early Childhood
- Child Development/Early Childhood Admin.
- Communications-Radio Broadcasting
- Communications-Television
- Computer Information Technology-Data Processing
- Computer Information Technology-Networking
- Court Reporting
- Court Reporting Scopist
- Criminal Justice-Basic Law Enforcement
- Criminal Justice-Correctional Administration
- Criminal Justice-Correctional Science
- Criminal Justice-Crime Scene Technician
- Criminal Justice-Law Enforcement Police Administration
- Culinary Arts
- Culinary Management
- Emergency Medical Technician
- Emergency Medical Technician - Intermediate
- Human Service - Substance Abuse Counseling
- Industrial Design Technology
- Law Enforcement & Police Administration
- Management Development
- Office Administration - Administrative Support
- Office Administration - Office Assistant
- Paralegal
- Pharmacy Technician
- Process Technology
- Vocational Nursing

These programs vary in length from one to three semesters, and they prepare the student for immediate occupational employment.
**Child Development/Early Childhood Degree Program**

Associate of Applied Science Degree Program (A.A.S.) - Tech Prep

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The curriculum in child development and early childhood prepares individuals for careers in childcare 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 development and early childhood.

**Program Requirements:** Students will complete a criminal background check upon enrollment in child development/early childhood courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tr>
<td><strong>FIRST YEAR</strong></td>
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<tr>
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<td><strong>First Semester</strong></td>
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<tr>
<td>TECA 1311</td>
<td>Educating Young Children</td>
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<td>TECA 1354</td>
<td>Child Growth and Development</td>
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<td>CDEC 1319</td>
<td>Child Guidance</td>
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<td>Basic Computer Literacy Core</td>
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<td>ENGL 1301</td>
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<tr>
<td>CDEC 1313</td>
<td>Curriculum Resources for Early Childhood Prog.</td>
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<td>CDEC 1321</td>
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<td>Social Behavioral Science Core</td>
<td>Select from Core</td>
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<td>0</td>
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<td><strong>First Semester</strong></td>
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<td>TECA 1303</td>
<td>Family, School and Community</td>
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<td>CDEC 1356</td>
<td>Emergent Literacy for Early Childhood</td>
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<td>CDEC 2307</td>
<td>Math and Science for Early Childhood</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>Math Core</td>
<td>Select from Math Core</td>
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<tr>
<td>Humanities Core</td>
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<td>0</td>
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<tr>
<td>TECA 1318</td>
<td>Wellness of the Young Child</td>
<td>3</td>
<td>1</td>
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<tr>
<td>CDEC 1359</td>
<td>Children with Special Needs</td>
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<tr>
<td>***CDEC 2384</td>
<td>Cooperative Ed. in Child Development II</td>
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<td>3</td>
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<tr>
<td></td>
<td></td>
<td>13</td>
<td>21</td>
<td>15</td>
</tr>
</tbody>
</table>

***Capstone course requirement: CDEC 2384

Total Credits Required for A.A.S. Child Development/Early Childhood Degree ..............................................61
## Child Development/Early Childhood Certificate

**Degree:** Certificate  
**Length:** 30 Semester Hours

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>CDEC 1319</td>
<td>Child Guidance</td>
<td>3</td>
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<tr>
<td>CDEC 1356</td>
<td>Emergent Literacy for Early Childhood</td>
<td>2</td>
<td>3</td>
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<tr>
<td>CDEC 2307</td>
<td>Math &amp; Science for Early Childhood</td>
<td>2</td>
<td>3</td>
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<tr>
<td>TECA 1303</td>
<td>Family, School and Community</td>
<td>3</td>
<td>1</td>
<td>3</td>
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<tr>
<td>TECA 1311</td>
<td>Educating Young Children</td>
<td>3</td>
<td>1</td>
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<td></td>
<td></td>
<td>13</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>CDEC 1313</td>
<td>Curriculum Resources for Early Childhood</td>
<td>3</td>
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<tr>
<td>CDEC 1321</td>
<td>The Infant and Toddler</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 1359</td>
<td>Children with Special Needs</td>
<td>3</td>
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<tr>
<td>CDEC 1384</td>
<td>Cooperative Ed. in Child Development I</td>
<td>1</td>
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<tr>
<td>TECA 1318</td>
<td>Wellness of the Young Child</td>
<td>3</td>
<td>1</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
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</table>

*Capstone course requirement: CDEC 1384.

Total Credits Required for Child Development/Early Childhood Certificate: 30

## Child Development/Early Childhood Administration Certificate

**Degree:** Certificate  
**Length:** 20 Semester Hours  
**Purpose:** The Administrative Certificate is designed for career oriented persons working in the early childhood field.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>CDEC 1313</td>
<td>Curriculum Resources for Early Childhood</td>
<td>3</td>
<td>0</td>
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<tr>
<td>CDEC 1319</td>
<td>Child Guidance</td>
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<td>3</td>
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<tr>
<td>CDEC 2426</td>
<td>Administration of Program for Children I</td>
<td>3</td>
<td>2</td>
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<td></td>
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<td>9</td>
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<td><strong>Second Semester</strong></td>
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<td></td>
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</tr>
<tr>
<td>TECA 1318</td>
<td>Wellness of the Young Child</td>
<td>3</td>
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<tr>
<td>*CDEC 2428</td>
<td>Administration of Program for Children II</td>
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<tr>
<td>Business Elective</td>
<td>Choose one from: BUSI,BMGT,BUSG, or ACNT</td>
<td>3</td>
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<td></td>
<td></td>
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</tbody>
</table>

*Capstone Course Required: CDEC 2428.

Total Credits Required for Certificate of Child Development/Early Childhood Administration: 20
Communications - Radio/TV Broadcasting Degree Program

Associate of Applied Science Degree (A.A.S.) - Tech Prep

Length: Four-Semester (Two-Year) Program

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

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. Students planning on transferring to a four year academic institution should consult with the department chair.

### Radio/TV Broadcasting

Associate of Applied Science Degree Program - Tech Prep

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
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</thead>
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<tr>
<td>First Semester</td>
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<td>ENGL 1301</td>
<td>Composition I</td>
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<td>COMM 1307</td>
<td>Introduction to Mass Communication</td>
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<td>0</td>
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<td>RTVB 1325</td>
<td>TV Studio Production</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td>COMM 2327</td>
<td>Introduction to Advertising</td>
<td>3</td>
<td>0</td>
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<td>RTVB 1301</td>
<td>Broadcast News Writing</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<td>PHED</td>
<td>Physical Activity</td>
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<td>1</td>
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<td>13</td>
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<td>Second Semester</td>
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<td></td>
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<tr>
<td>MATH 1314 or</td>
<td>College Algebra or Contemporary Mathematics I</td>
<td>3</td>
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<td>MATH 1332</td>
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<td>RTVB 1355</td>
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<td>3</td>
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<td>RTVB 1380</td>
<td>Cooperative Education-Radio/TV Broadcasting</td>
<td>1</td>
<td>20</td>
<td>3</td>
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<td>RTVB 1321</td>
<td>TV Field Production</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<td>SOCI 1301</td>
<td>Introductory Sociology</td>
<td>3</td>
<td>0</td>
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<td><strong>SECOND YEAR</strong></td>
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<tr>
<td>First Semester</td>
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<td>RTVB 1309</td>
<td>Audio/Radio Production I</td>
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<td>2</td>
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<td>COMM 2366</td>
<td>Introduction to Film</td>
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<td>The United States to 1877</td>
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<td>Public Speaking</td>
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<td></td>
<td>11</td>
<td>24</td>
<td>15</td>
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<td>Second Semester</td>
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<tr>
<td>RTVB 2331</td>
<td>Audio Radio Production III</td>
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<td>Special Topics in Radio/TV Broadcasting</td>
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<td>BCIS 1405</td>
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</table>

*Capstone Course

Total Credits Required for Communications-Radio/TV Broadcasting Degree ......................................................... 62
Communications - Radio/TV Broadcasting Certificate  

**Length:** One-Year Program  
**Purpose:** Program prepares the student for entry into occupations in radio and television broadcasting, digital media, audio or video production. 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 Radio/TV Broadcasting.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTVB 1301</td>
<td>Broadcast News Writing</td>
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</tr>
<tr>
<td>RTVB 1310</td>
<td>Introduction to Mass Communication</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RTVB 1309</td>
<td>Audio/Radio Production I</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
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<td>RTVB 1325</td>
<td>TV Studio Production</td>
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<td>4</td>
<td>3</td>
</tr>
<tr>
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<td>10</td>
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<td><strong>Second Semester</strong></td>
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<td>RTVB 2331</td>
<td>Audio Radio Production III</td>
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<tr>
<td>RTVB 1321</td>
<td>TV Field Production</td>
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<td>Radio and Television Announcing or</td>
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<td>0</td>
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<td>RTVB 2337</td>
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<td>RTVB 1391</td>
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<td></td>
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</tbody>
</table>

*Capstone Course

**Total Credits Required for Communications-Radio/TV Broadcasting Certificate:** ...30

Students get hands-on training at ACC, one of the only community colleges that has its own radio and television stations.
**Computer Information Technology - Computer Programming Degree**  
281-756-3783

**Associate of Applied Science Degree Program (A.A.S.) - Tech Prep**

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Computer Information Technology curriculum 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 given to computer programming, and each student is urged to consult with the Counseling Center or faculty advisor.

**Program Requirements:** This 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 a broad background, qualifying the student to perform effectively in several different occupational areas of the computer science technology field. Upon completion of the two-year curriculum, with an overall 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 Information Technology, specializing in business computer programming.

### Course Number Course Title Lecture Hours Lab Hours Credits

#### FIRST YEAR

**First Semester**
- BCIS 1405 Business Computer Applications 3 3 4
- COSC 1436 or Programming Fundamentals I or 3 3 4
- ITSE 1407 or Introduction to C++ Programming or 3 3 4
- COSC 1420 Computer Programming - C++ 3 3 4
- 1st Mini ITNW 1358 Network+ 2 2 3
- 2nd Mini ITNW 1325 Fundamentals of Networking 2 2 3
- ENGL 1301 Composition I 3 0 3

**Second Semester**
- COSC 1437 or Programming Fundamentals II or 3 3 4
- ITSE 1431 or Introduction to Visual BASIC Programming or 3 3 4
- BCIS 1431 Computer Programming - Visual Basic 3 3 4
- IMED 1416 or Web Design or 3 0 3
- ITSE Elective ITSE Elective 3 3 4
- ENGL 1302 or Composition II or 3 0 3
- ENGL 2311 Technical Communication 3 0 3
- MATH 1314 or College Algebra or 3 0 3
- TECM 1303 or Technical Mathematics or 3 0 3
- MATH 2413 or Calculus I or 3 0 3
- MATH 2414 or Calculus II or 3 0 3
- MATH 1324 Math for Business & Social Sciences I 3/3/4 0/1/0 3/3/4
- SPCH 1315 Public Speaking 3 0 3

#### SECOND YEAR

**First Semester**
- ITSE 2413 or Web Authoring or 3 3 4
- CPMT 2445 or Computer System Troubleshooting or 3 3 4
- COSC 2425 or Computer Organization and Machine Language or 3 3 4
- ITSE Elective ITSE Elective 3 3 4
- 1st Mini ITMT 1300 Installing & Administering Win XP Prof. 3 3 4
- 2nd Mini ITMT 1340 Operating System 2 2 3
- SOCI 1301 Introductory Sociology 3 0 3
- Elective Fine & Performing Arts/Humanities Core 3 0 3

**Second Semester**
- COSC 2436 or Programming Fundamentals III or 3 3 4
- ITSE 2417 or JAVA Programming or 3 3 4
- COSC 1415 Fundamentals of Programming - JAVA 3 3 4
- ITSE Elective ITSE Elective 3 3 4
- ITSE Elective ITSE Elective or 0/3 18/0 3
- PHYS 2425 or Physics I or 9/9/11 3/0 4/3
- PHYS 2426 or Physics II or 27/9/5 15/15/13
- Elective College Level Elective

* Capstone Course

Total Credits Required for A.A.S. Computer Programming Degree: 62-63
## Field of Study Curriculum for Computer Information Technology

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
<th>Hours</th>
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<td>COSC 1437</td>
<td>Programming Fundamentals II</td>
<td>3 or 4</td>
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</tr>
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<td>COSC 2436</td>
<td>Programming Fundamentals III</td>
<td>3 or 4</td>
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<td>COSC 2425</td>
<td>Computer Organization and Machine Language</td>
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<td>MATH 2413</td>
<td>Calculus I</td>
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<td>MATH 2414</td>
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<td>PHYS 2425</td>
<td>Physics I</td>
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<td>PHYS 2426</td>
<td>Physics II</td>
<td>26-31 SCH Total</td>
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## Associate in Applied Science - Computer Networking 281-756-3669

**Length:** Four Semesters (Two Year) Program - Tech Prep

**Purpose:** The Computer Information Technology Networking program would prepare students for careers in many areas of LAN/WAN administration and design. ACC is a valued member of the Microsoft IT Academy program and thus holds a leveraged position for success in a variety of career opportunities (e.g. installing, managing and maintaining Microsoft servers and networks worldwide). This 63 credit A.A.S. program is designed to include the Microsoft Certified System Administrator (MCSA) and/or Microsoft Certified System Engineer (MCSE) sequence. Program graduates will be prepared for both of these industry leading certification examinations as well as the more basic CompTIA Network+ generic certification. This College has one networked classroom lab on the main campus dedicated exclusively to the Network Administrator/Engineer curriculum.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>FIRST YEAR</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>First Semester</strong></td>
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<tr>
<td>1st Mini</td>
<td>ITNW 1358 Network+</td>
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<td>1st Mini</td>
<td>ITNW 1325 Fundamentals of Networking</td>
<td>2</td>
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<tr>
<td>1st Mini</td>
<td>CPMT 1411 Introduction to Computer Maintenance</td>
<td>3</td>
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<td>SOCI 1301 Introductory Sociology</td>
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<td>1st Mini</td>
<td>BCIS 1405 Business Computer Applications</td>
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<td>1st Mini</td>
<td>ITMT 1302 Windows Vista Configuration</td>
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<td>1st Mini</td>
<td>ITMT 1340 Implementing Microsoft Win 2003 Server Operating System</td>
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<td>CPMT 2445 Computer System Troubleshooting</td>
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<td>2nd Mini</td>
<td>ITNW 2321 Networking with TCP/IP</td>
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<tr>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>1st Mini</td>
<td>ITMT 1350 Implementing Microsoft Windows Infrastructure</td>
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<tr>
<td>1st Mini</td>
<td>ITMT 2300 Implementing &amp; Administering Microsoft Windows Directory Services</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>1st Mini</td>
<td>ENGL 1301 Composition I</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<td>1st Mini</td>
<td>MATH 1333 Contemporary Mathematics for Tech</td>
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<td><strong>First Semester</strong></td>
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<td>2nd Mini</td>
<td>ITMT 1355 Managing a Windows Network Environment</td>
<td>3</td>
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<tr>
<td>2nd Mini</td>
<td>ITMT 2330 Designing a Windows Directory Svs Infrastructure</td>
<td>2</td>
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<td>2nd Mini</td>
<td>ENGL 1301 Composition II</td>
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<tr>
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<td>ITMT 1335 Managing a Windows Network Environment</td>
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<tr>
<td>1st Mini</td>
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<td>2nd Mini</td>
<td>ITMC 2355 Deploy &amp; Manage Microsoft ISA Server</td>
<td>15</td>
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</tbody>
</table>

* Elective is optional but provides flexibility and broader development of the program and individual.

** Capstone Course is ITMT 1355 - Managing a Windows Network Environment.

Mini-Semesters run 8 weeks and are scheduled back-to-back (e.g. 1st Mini=8wks + 2nd Mini=16wks)

Total Credits Required for A.A.S of Computer Information Technology Networking .............................................. 63
Computer Information Technology - General Computer Data Processing Certificate Program

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. Each student is urged to consult with the Office of Admissions & Academic Advising or faculty advisor. Upon satisfactory completion of the two semester curriculum, with an overall 2.0 grade point average for all computer science courses attempted, the student will be awarded the Certificate in Computer Information Technology (General Computer Data Processing).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>BCIS 1405 Business Computer Applications</td>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td>ITSE 1422 (or BCIS 1420) or Introduction to C Programming</td>
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<td>COSC 1420 C++ Programming</td>
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<td>ITNW 1358 Network +</td>
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<td>2</td>
<td>3</td>
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<tr>
<td></td>
<td>ITNW 1325 Fundamentals of Networking</td>
<td>2</td>
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<td>3</td>
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<td>MATH 1314 College Algebra</td>
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<td>13</td>
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<td>Second Semester</td>
<td>ITSE 1431 or Introduction to Visual BASIC Programming</td>
<td>3</td>
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<td></td>
<td>BCIS 1431 Programming in Visual Basic</td>
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<td></td>
<td>*ITSE 2413 Web Authoring</td>
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<tr>
<td></td>
<td>ITMT 1302 Windows Vista Configuration</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITMT 1340 Implementing Microsoft Win 2003 Server Op</td>
<td>2</td>
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*Capstone Course

Total Credits Required for General Computer Data Processing Certificate ......................................................... 31

Computer Information Technology - Networking Certificate Program

<table>
<thead>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>First Semester</td>
<td>BCIS 1405 Business Computer Applications</td>
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<tr>
<td></td>
<td>CPMT 1411 Introduction to Computer Maintenance</td>
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<tr>
<td></td>
<td>ITNW 1358 Network +</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITNW 1325 Fundamentals of Networking</td>
<td>2</td>
<td>2</td>
<td>3</td>
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<tr>
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<td></td>
<td>10</td>
<td>10</td>
<td>14</td>
</tr>
<tr>
<td>Second Semester</td>
<td>ITMT 1302 Windows Vista Configuration</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITMT 1350 Implementing Window Server 2003 Infrastructure</td>
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<td>3</td>
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<tr>
<td></td>
<td>CPMT 2445 Computer System Troubleshooting</td>
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<td></td>
<td>10</td>
<td>10</td>
<td>13</td>
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</tbody>
</table>

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
CompTIA A+ Certification (CPMT 1411 and CPMT 2445)
Microsoft Certified Professional (MCP) Certification (ITMT 1300 and/or ITMT 1340)

This plan provides courses for preparation for 3 out of the 4 exams required for the Microsoft Certified Systems Administrator (MCSA) certification and 3 of the 7 exams required for the Microsoft Certified Systems Engineer (MCSE).

*Capstone Course

Total Credits Required for Computer Information Technology Networking Certificate ............................................... 27
Court Reporting Degree Program

Degree: Associate of Applied Science (A.A.S.)
Length: Six-Semester Program
Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting and for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters and captioning/CART providers throughout the nation, and the lack of institutions to provide the necessary training.

Program Description: 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, and dictation is provided through MyBlackboard on the ACC website for home practice. 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 per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Court Reporters Association (NCRA). Accompanying objectives are the attainment of the Court Reporting Scopist Certificate for those students who desire it and an enhanced skills certificate in captioning/CART.

Program Requirements:
1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
   a. be a high school or GED graduate;
   b. make application to ACC and fulfill the admission requirements of the College;
   c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
   d. have a personal interview with the Court Reporting Department Chairperson or his/her designee to develop a degree plan and secure a beginning schedule;
   e. submit official copies of transcripts of all previous high school and college work to the ACC Records Office.

   Note: A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may be refused certification to the Supreme Court by the Texas Court Reporters Certification Board. Please contact the Texas Court Reporters Certification Board, Austin, Texas, for more information.

2. Any student who has accumulated the equivalent of any five full days absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis. All CRTR students will be limited to two semesters of CRTR 1404 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades will be issued on the following basis:

   A  90 – 100
   B  80 – 89
   C  75 – 79
   D  70 – 74
   F  0 – 69

   No grade below a C (75%) in any CRTR English class, including CRTR 1312, CRTR 2311, will be accepted for progression. A grade of D or below will not be accepted for advancement in machine shorthand classes.

3. Transfer students:
   a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
   b. may apply for credit by examination by testing in the following areas: Legal Terminology, Medical Reporting, Reporting Communications I, Machine Shorthand courses.

4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

5. Advancement in the machine shorthand courses involves utilization and development of skills, which may be more difficult for some individuals; therefore, successful completion of these courses may require more than the two years outlined in the degree plan.
## Court Reporting Associate of Applied Science Degree Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
</table>
### FIRST YEAR

#### First Semester (Fall)
- CRTR 1302: Law and Legal Terminology  
- CRTR 1312: Reporting Communications I  
- CRTR 1404: Machine Shorthand I - Theory  
- Elective: Fine Arts/Humanities (3)  
- Total: 10, 11, 13

#### Second Semester (Spring)
- CRTR 1207: Machine Shorthand Speedbuilding (60-80)  
- CRTR 1314: Reporting Technology I  
- CRTR 1406: Machine Shorthand II (60-100)  
- CRTR 2306: Medical Reporting  
- CRTR 2311: Reporting Communications II  
- Total: 10, 18, 15

#### Third Semester (Summer)
- CRTR 1308: Realtime Reporting I  
- CRTR 1357: Literary/Jury Charge Dictation I (100-120)  
- CRTR 2401: Intermediate Machine Shorthand (120-140)  
- SOCI 1301: Introductory Sociology or  
- PSYC 1300: Learning Strategies  
- Total: 9, 14, 13

### SECOND YEAR

#### First Semester (Fall)
- CRTR 1359: Literary/Jury Charge Dictation II (140-160)  
- CRTR 2312: Court Reporting Procedures  
- CRTR 2403: Advanced Machine Shorthand (160-180)  
- GOVT 2301: American National & State Governments or  
- HIST 1301: The United States to 1877  
- Total: 9, 14, 13

#### Second Semester (Spring)
- CRTR 2331: CSR/RPR Preparation  
- CRTR 2236: Accelerated Machine Shorthand II (180-200-225)  
- CRTR 2435: Accelerated Machine Shorthand (200-225)  
- MATH 1314: College Algebra  
- MATH 1333: Contemporary Mathematics for Tech  
- Total: 8, 15, 12

#### Third Semester (Summer)
- CRTR 2381: Cooperative Education  
- SPCH 1318: Interpersonal Communications  
- Total: 4, 20, 6

Total Credits Required A.A.S. Court Reporting: 72

1. The student shall pass three five-minute tests with a minimum of 95% accuracy at each of the following speeds: 200 words per minute jury charge and 180 words per minute literary. The student shall pass four five-minute testimony tests with a minimum of 95% accuracy. These tests will include the following:
   - One 180 wpm five-minute literary test with no more than 20 errors - 97.8%
   - One 180 wpm five-minute testimony test with no more than 20 errors - 97.8%
   - One 200 wpm five-minute jury charge test with no more than 25 errors - 97.5%
   - One 200 wpm five-minute testimony test with no more than 25 errors - 97.5%
   - Two 225 wpm five-minute testimony tests with no more than 25 errors - 97.5%
   - Two mock CSR exams. EACH exam consists of the following:
     - One 180 wpm five-minute literary test with no more than 45 errors - 95%
     - One 200 wpm five-minute jury charge test with no more than 50 errors - 95%
     - One 225 wpm five-minute testimony test with no more than 56 errors - 95%

2. Each student shall complete an internship (CRTR 2381) of at least 15 verified hours per week for one semester with a practicing reporter plus 5 hours per week transcribing proceedings taken during the internship.

Students are encouraged to utilize the dictation available through MyBlackboard on the ACC website for home practice and skill building during free periods and before and after school.
Court Reporting Enhanced Skills Certificate (Captioning)

Purpose: The captioning enhanced skills certificate prepares the student seeking the A.A.S. degree in court reporting to also work in the captioning arena: off-line and on-line captioning and also realtime translation of meetings, seminars, conferences, and classroom realtime translation.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTR 1346</td>
<td>Captioning Reporting I</td>
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<tr>
<td>CRTR 2333</td>
<td>Captioning Reporting II</td>
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<td></td>
<td>Total Credits Required</td>
<td>78</td>
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Court Reporting Certificate Program

Length: Six-Semester Program

Purpose: The certificate in Court Reporting 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 court reporting field, but do not wish to pursue an A.A.S. degree plan.

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 Court Reporting Certificate will be awarded upon satisfactory completion of the six-semester program.

Note: The A.A.S. program requirements also apply to the certificate program in Court Reporting.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTR 1302</td>
<td>Law and Legal Terminology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>*CRTR 1312</td>
<td>Reporting Communications I</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>CRTR 1404</td>
<td>Machine Shorthand I - Theory</td>
<td>2</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required for Court Reporting Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FIRST YEAR

First Semester (Fall)
CRTR 1207 Machine Shorthand Speedbuilding (60-80) 1 4 2
CRTR 1314 Reporting Technology I 2 3 3
CRTR 1406 Machine Shorthand II (60-100) 2 8 4
CRTR 2306 Medical Reporting 3 0 3
*CRTR 2311 Reporting Communications II 2 3 3

Second Semester (Spring)
CRTR 1308 Realtime Reporting I 2 3 3
CRTR 1357 Literary/Jury Charge Dictation I (100-120) 2 3 3
CRTR 2401 Intermediate Machine Shorthand (120-140) 2 8 4

Third Semester (Summer)
CRTR 2359 Intermediate Machine Shorthand (140-160) 2 3 3

SECOND YEAR

First Semester (Fall)
CRTR 2312 Court Reporting Procedures 2 3 3
CRTR 2403 Advanced Machine Shorthand (160-180) 2 8 4

Second Semester (Spring)
CRTR 2236 Accelerated Machine Shorthand II (180-200-225) 1 4 2
CRTR 2331 CSR/RPR Preparation 2 3 3
CRTR 2435 Accelerated Machine Shorthand (200-225) 2 8 4

Third Semester (Summer)
*CRTR 2381 Cooperative Education 1 20 3

*Capstone Course

Total Credits Required for Court Reporting Certificate. ......................................................... 57
Court Reporting Scopist Certificate Program

Length: Three-Semester Program

Purpose: The Court Reporting Scopist Certificate 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 court reporting field, but do not desire to become a court reporter, 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 Court Reporting Scopist Certificate will be awarded upon satisfactory completion of the three-semester program.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTR 1302</td>
<td>Law and Legal Terminology</td>
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<tr>
<td>CRTR 1312</td>
<td>Reporting Communications I</td>
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<td>3</td>
<td>3</td>
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<tr>
<td>CRTR 1404</td>
<td>Machine Shorthand I - Theory</td>
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<td></td>
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Second Semester (Spring)

<table>
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<tbody>
<tr>
<td>CRTR 1314</td>
<td>Reporting Technology I</td>
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<td>3</td>
<td>3</td>
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<tr>
<td>CRTR 2306</td>
<td>Medical Reporting</td>
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<td>CRTR 2311</td>
<td>Reporting Communications II</td>
<td>2</td>
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Third Semester (Summer)

<table>
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<td>CRTR 2312</td>
<td>Court Reporting Procedures</td>
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<td>*CRTR 2380 or</td>
<td>Cooperative Education - Court Reporter or</td>
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<td>CRTR 2381</td>
<td>Cooperative Education - Court Reporter</td>
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</table>

*Capstone Course

Total Credits Required for Court Reporting Scopist Certificate .......................................................... 25

Court reporting students participating in a mock trial at the Friendswood Municipal Court to gain experience.
**Criminal Justice - Correctional Science Degree**

**Degree:** Associate of Applied Science (A.A.S.) - Tech Prep  
**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. Degree plan must be 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; and (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 Office of Admissions & Academic Advising in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.  

**Associate of Applied Science Degree Program**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<tr>
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<tr>
<td>CRJ 1301</td>
<td>Introduction to Criminal Justice</td>
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<td>CRJ 1306</td>
<td>Court Systems and Practices</td>
<td>3</td>
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<td>CRJ 2323</td>
<td>Legal Aspects of Law Enforcement</td>
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<td>CJCR 1304</td>
<td>Probation and Parole</td>
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<td>CRJ 1310</td>
<td>Fundamentals of Criminal Law</td>
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<td>3</td>
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<td>Crime in America</td>
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<td>MATH 1314 or</td>
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<td>MATH 1332</td>
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<td><strong>0</strong></td>
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<tr>
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<td>0</td>
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<td>CRJ 2301</td>
<td>Community Resources in Corrections</td>
<td>3</td>
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<td>CJS A 1364</td>
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<td>1</td>
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<td>CJCR 1300</td>
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<td>SOC 1301</td>
<td>Introductory Sociology</td>
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<td><strong>13</strong></td>
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<td>CRJ 2328</td>
<td>Police Systems &amp; Practices</td>
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<td>SPCH 1318</td>
<td>Interpersonal Communication</td>
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Total Minimum Credits Required for the Correctional Science Degree ......................................................... 61
Criminal Justice - Law Enforcement and Police Administration Degree

Degree: Associate of Applied Science (A.A.S.) - Tech Prep
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. Degree plan approved by the Criminal Justice Department Chairperson.

Program Requirements:
1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 63 approved credit hours.

Upon satisfactory completion of program and ACC graduation requirements, the student will be awarded the Associate of Applied Science Degree.

Associate of Applied Science Degree Program

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CRJ 1301 or</td>
<td>Introduction to Criminal Justice or</td>
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<td>CRJ 2314</td>
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<td>CRJ 1306</td>
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<td>15</td>
<td>3</td>
<td>16</td>
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<td>CRJ 2323 or</td>
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<td>CJLE 1512</td>
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<tr>
<td>MATH 1314 or</td>
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<td>MATH 1332</td>
<td>Contemporary Mathematics I</td>
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<tr>
<td>CRJ 1307</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>CRJ 2328</td>
<td>Police Systems and Practices</td>
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<td>CRJ 2301</td>
<td>Community Resources in Corrections</td>
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<td>CJSA 2364 or</td>
<td>Practicum-Criminal Justice Studies or</td>
<td></td>
<td></td>
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<td>CJLE 1518</td>
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<td>15</td>
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<tr>
<td>CRJ 1313</td>
<td>Juvenile Justice System</td>
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<td>SPCH 1318</td>
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<td><strong>Total Credits Required for Law Enforcement and Police Administration Degree</strong></td>
<td>61</td>
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</tbody>
</table>
Field of Study for Criminal Justice

Degree: Associate in Arts Degree with a Field of Study in Criminal Justice (A.A.FS. Criminal Justice)
Length: Four-Semester (Two-Year) Program
Purpose: This degree plan is a field of study approved by the Texas Higher Education Coordinating Board which is designed to meet the needs of students who plan to major in Criminal Justice and transfer all of the hours to a four year university or college. Although, this plan has been approved for transfer the student should still verify the transferability of this plan with the intended university or college.
Admission Requirements: The student must meet the general admission requirements to the college.
Program Requirements: The student must complete the college graduation requirements which include completion of the Core Curriculum, the Field of Study Curriculum for Criminal Justice for a total of 60 hours.

Associate in Arts Degree with a Field of Study in Criminal Justice Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRIJ 1301</td>
<td>Introduction to Criminal Justice</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>CRIJ 1306</td>
<td>Court Systems &amp; Practice</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 1310</td>
<td>Fundamentals of Criminal Law</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 2313</td>
<td>Correctional Systems &amp; Practices</td>
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<td>Core Curriculum</td>
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Note: Core Curriculum course are found on page 19 of this catalog. All courses in this degree plan which begin with the numbers 1 (eg. CRIJ 1301) should be taken during the First and Second Semester and courses which begin with numbers 2 (eg. CRIJ 2313) should be taken during the Third and Fourth Semester.

Total Credits for Associate In Arts Degree With A Field Of Study In Criminal Justice ........................................ 60

Criminal Justice - Correctional Administration Certificate

Length: Thirty-One Semester Hours
Purpose: The certificate program is designed for individuals who are working in the correctional field in management-type positions. Interested non-inservice persons should obtain permission from the Criminal Justice Department Chairperson.
Program Requirements: The certificate program includes required courses in correctional science and management development.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<td>First Semester</td>
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<td>BMGT 1303</td>
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<td>Business Computer Applications</td>
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<td>CRIJ 1306</td>
<td>Court Systems and Practices</td>
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</tr>
<tr>
<td>CRIJ 2301</td>
<td>Community Resources in Corrections</td>
<td>3</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>15</td>
<td>3</td>
<td>16</td>
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<td>Second Semester</td>
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</tr>
<tr>
<td>BMGT 2303</td>
<td>Problem Solving and Decision Making</td>
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<td>CRIJ 2313</td>
<td>Correctional Systems and Practices</td>
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<tr>
<td>SOCI 1301</td>
<td>Introductory Sociology</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>SPCH 1318</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>12</td>
<td>21</td>
<td>15</td>
</tr>
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</table>

Total Credits Required for Correctional Administration Certificate .......................................................... 31
Criminal Justice - Correctional Science Certificate

**Length:** Two Semester (One-Year) Program  
**Purpose:** The certificate program is designed for individuals working in the correctional field.  
**Program Requirements:** A certificate student takes thirty (30) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Correctional Science Certificate. Interested non-inservice persons should obtain permission from the Criminal Justice Chairperson.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRJ 1301</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 1306</td>
<td>Court Systems and Practices</td>
<td>3</td>
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<td>CRJ 1307</td>
<td>Crime in America</td>
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<td>CRJ 1310</td>
<td>Fundamentals of Criminal Law</td>
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<tr>
<td>SOCI 1301</td>
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<tr>
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Criminal Justice - Crime Scene Technician Certificate

**Length:** Thirty-Three Semester Hours  
**Purpose:** This course provides the student with the goals and principles of physical evidence and defines the application of forensic sciences to the criminal investigation. It identifies the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented, as are the methods utilized for requesting laboratory analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.  
**Program Requirements:** A certificate student takes thirty-three (33) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRJ 1301</td>
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<td>CRJ 1306</td>
<td>Court Systems and Practices</td>
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<td>CRJ 2328</td>
<td>Police Systems and Practices</td>
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</tr>
<tr>
<td>CRJ 1310</td>
<td>Fundamentals of Criminal Law</td>
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<td>CRJ 2314</td>
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<td><strong>Total Credits Required for Crime Scene Technician</strong></td>
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</table>
Criminal Justice - Law Enforcement and Police Administration Certificate
(Texas Peace Officers Program)

Length: Thirty-four semester hours

Purpose: The certificate program offers Law Enforcement/Criminal Justice students the opportunity to complete all Texas Commission on Law Enforcement Officer Standards and Education basic training requirements as part of their regular associate or baccalaureate program courses of study.

Program Requirements: The Texas Peace Officer Academic Certificate program consists of a sequence of eleven courses. The first seven are those stipulated by the Texas College and University System Coordinating Board as a Criminal Justice transfer curriculum. The remaining four are also Coordinating Board approved. After successful completion of the Certificate Program, a student may be eligible to take the TCLEOSE Basic Peace Officer Licensing Exam, provided there are no rule changes implemented by TCLEOSE and the student has completed an Associate Degree or better. However, after September 2003, in addition to the below listed curriculum, all of the Texas Commission on Law Enforcement rules which are listed in the “Criminal Justice - Basic Law Enforcement Academy Certificate” apply to courses with asterisks (*). Also special fees, rules and dress will apply to the courses with two asterisks. All the required information can be obtained from the Criminal Justice Department. Requires Department Chairperson approval.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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</tr>
<tr>
<td>CRIJ 1301</td>
<td>Introduction to Criminal Justice</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 1313</td>
<td>Juvenile Justice System</td>
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<td>0</td>
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<td>CRIJ 1310</td>
<td>Fundamentals of Criminal Law</td>
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<td>CRIJ 2314</td>
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<td></td>
<td>19</td>
<td>16</td>
<td>20</td>
</tr>
</tbody>
</table>

* Must be taken as one of the last courses in the series.

** Capstone Course

Total Credits Required for Law Enforcement & Police Administration Certificate ................................................................. 38

Criminal Justice - Basic Law Enforcement Academy Certificate

Length: Approximately 19 weeks - The day academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday, however, Defensive Driving and other skills classes may be conducted occasionally on weekends or at night. The night academy classes are 6 pm to 10 pm, Monday thru Friday, however some classes may occasionally be conducted on weekends.

Purpose: The Alvin Community College Law Enforcement Academy train women and men for a career in Law Enforcement. The course curriculum is designed so the student can meet the testing objectives of the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) and be certified to take the TCLEOSE licensing examination. In addition, students will earn a total of 22 credit hours, 10 hours of which apply directly to the A.A.S. Law Enforcement and Police Administrative degree plan at Alvin Community College. The Academy has graduated over 50 classes during the last 3 decades.

Accreditation: The Alvin Community College-Law Enforcement Academy is an approved training academy by the Texas Commission on Law Enforcement Officers Standards and Education.

Admission Requirements: to be eligible for the program the student must:
1. Be a high school graduate or hold a certificate of equivalency (GED);
2. Be 21 years of age at the time of completion of the course or seek special approval from the Department Chair;
3. Agree to purchase during the pre-registration and then wear the prescribed uniform;
4. Complete and negotiate the TCLEOSE L-2 Declaration of medical condition during the pre-registration;
5. Complete and accurately answer a personal history statement during pre-registration;
6. Sign waiver forms as presented by the college during pre-registration;
7. Abide by the special written rules of the Academy and administrative orders issued during special circumstances;
8. Meet the minimal standards for licensing as required by TCLEOSE (Texas Administrative Code 217.1) which are applicable to a training environment. (TCLEOSE rules are subject to change without notice). The following is a summary of the standards and should any conflict occur between the summarized standards and the TCLEOSE standards, then the TCLEOSE standards will govern. (TCLEOSE rules are subject to change without notice)
   a. Be 21 years of age prior to being commissioned.
   b. Be fingerprinted and pay the necessary fees during pre-registration.
   c. Not be on probation for any offense above a class “C” misdemeanor.
   d. No convictions in past 10 years for misdemeanor offenses above a Class “C”.
   e. No felony convictions.
   f. No convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
   g. Be of good moral character.
   h. Prior military must have honorable discharge.
   i. Be a U.S. citizen.
9. Pay special fees associated with the Academy courses during pre-registration.

Special Registration Requirements: since this course is governed by the TCLEOSE rules the following special conditions apply:
1. No late registration-all special conditions to registration must be completed prior to the first class meeting.
2. The student must contact the Criminal Justice Department at least 30 days in advance of the first class meeting in order to be measured for uniforms and special equipment. The student will be expected to pay the vendor for the items ordered.
3. A special pre-academy entry exam is required prior to registration and is administered by the Criminal Justice Department. If a student fails the test by less than 6 points, one retake is allowed. If a student fails the re-take then the student must wait for the next academy and begin the testing series anew. The test can be arranged by contacting the Criminal Justice Department.
4. A check off sheet listing the course prerequisites is required at the time of registration approved by the Academy Coordinator/Commander or the Chair of Criminal Justice.
5. Space is limited so the pre-registration conducted by the Criminal Justice Department will determine the order of acceptance to the academy.
6. THE PRE-REGISTRATION WITH THE CRIMINAL JUSTICE DEPARTMENT MUST BE COMPLETED 30 DAYS PRIOR TO THE FIRST CLASS.
7. Assume the risk of a highly intense and physically challenging training program which involves the use of firearms and hand-to-hand combat.

Course Requirements:
Day Academy students must enroll in Basic Police Officer I, II, III, and IV and the Basic Firearms course in the same semester to attend the Academy and these courses are available only to those attending the Academy. The student must successfully complete the entire series to receive credit in any of the courses. Night Academy students must meet the same requirements as the Day Academy students, but have the Fall and Spring semester to complete the series.

Special fees charged by the College:
1. Ammunition $260.00
2. Driving $15.00
3. Criminal history check $15.00

Purchases expected by the student:
1. TCLEOSE - testing fee-currently $25.00
2. Uniforms: (3) shirts, (3) pants, (5) t-shirts, (1) shoes, (1) Jacket optional, (1) belt
3. Books/Course Information at the book store
4. PE clothes, shoes
3. General supplies
4. Handgun approved by the Co-Coordinator/Commander

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<th>Lab Hours</th>
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<td>CJLE 1524</td>
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<td>CJLE 1211</td>
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Total Credits Required for Basic Law Enforcement Academy Certificate: 22
Degree: Associate of Applied Science (A.A.S.) - TECH PREP
Length: Five – Semester (Two – Year) Program

Purpose: The culinary arts program prepares individuals for a wide variety of entry level positions in the food service industry. This program provides all of the educational components required for certification through the American Culinary Federation. The objective of the program is to give students an array of culinary and management skills that are utilized in today’s food service industry.

Program Requirements: The culinary arts curriculum contains a core of eight culinary arts classes, six management classes, two semesters of practicum and general education classes from the common core curriculum. Students are required to enroll in all of the classes listed, for a semester, during semesters 1 and 2. Exceptions require prior approval from the program coordinator.

### Culinary Arts - Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td><strong>First Semester</strong></td>
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<td>PSTR 1301</td>
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<td>Saucier</td>
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<td>Principles of Healthy Cuisine</td>
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*Capstone Course

Total Credits Required for A.A.S. Culinary Arts Degree: 65
Culinary Arts Certificate Program

Length: Three Semester (One Year) Program

Purpose: The one - year certificate in culinary arts prepares students for entry level positions in the food service industry. This certificate can lead to certification through the American Culinary Federation. The objective of the program is to give the student basic culinary and management skills that are utilized in today's food service industry.

Program Requirements: The program includes 24 hours of culinary arts classes, 11 hours of management classes, a computer science class and a semester long practicum. Students are required to enroll in all of the classes listed, for a semester, during semesters 1 and 2. Exceptions require prior approval from the program coordinator.

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<td>CHEF 1291</td>
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* Capstone Course

Total Credits Required for Culinary Arts Certificate ................................................................. 42

Culinary Arts - Culinary Management Certificate

Length: Three – Semester (One Year) Program

Purpose: To provide students with basic management skills utilized in today's food service industry. This certificate is designed to compliment the culinary arts certificate and can lead to certification through the American Culinary Federation. The objective is to prepare students for entry level kitchen management positions.

Program Requirements: The certificate program includes 19 hours of culinary management classes, a computer science class and a semester long practicum.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tr>
<td>First Semester</td>
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<td>HAMG 1321</td>
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* Capstone Course

Total Credits Required for Culinary Management Certificate ........................................................ 26
Diagnostic Cardiovascular Sonography Degree Program

Degree: Associate Degree of Applied Science (A.A.S.) in either Echocardiography or Vascular Technology
Length: 24 months, New program begins each summer semester.

Purpose: The Diagnostic Cardiovascular Sonography Program offers a two-year curriculum to prepare individuals for an allied health career in either Echocardiography or Vascular Technology which are branches of Diagnostic Medical Sonography. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Diagnostic Cardiovascular Sonography core curriculum consists of classroom, laboratory, and clinical instruction on subjects including basic healthcare skills, professional issues, medical terminology, ethics, cardiovascular anatomy and physiology, hemodynamics, pathophysiology, pharmacology, electrocardiography, ultrasound physics, echocardiographic techniques and vascular diagnostic techniques. The program has many clinical affiliations around the greater Houston - Galveston area. Graduates of the program earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI). This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Tel: 727-210-2350.

I. Admission Requirements: Application Deadline February 15 - Please call DCVS department to obtain an official packet.

A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:
   1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
   2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
   3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
   4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
   5. Composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required.
   6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in both Echocardiography and Vascular Technology is required for a total of 8 hours.
   7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status.

   Must have all three (3) HEPATITIS B shots by August 15th (clinical start date).

   8. Not currently on suspension or academic probation from ACC or any other college.
   9. Complete all pre-requisites with a grade of C or better including: ENGLISH 1301, BIOLOGY 2401, MATH 1314, PHYSICS 1401 (or college level Physics can be accepted, including CTEC 1401)
   10. Submit two reference forms and personal statement.
   11. Once accepted, pass a criminal background check and drug screen.
   12. Complete the AHA Healthcare provider course for CPR prior to August 15.

B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If you're A&P is expired please choose from the following options:
   a. take DSAE 2303 CV Concepts prior to acceptance.
   b. re-take A&P II (which includes the heart and blood vessels).
   c. take the A&P renewal test (from the office of academic advising) to determine if you still have that knowledge.

C. Transfer and non-traditional students must:
   1. Meet the above criteria
   2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
   3. Provide program and Registrar's Office with official transcripts from each prior institution.
   4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
   5. Not currently on suspension or academic probation from another college.
   6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
   7. Transfer students must complete a minimum of 24 credit hours at ACC to be awarded a Degree from this institution.

II. Alternate Enrollment:

A. Practicing Echocardiographers and Vascular Technologists who wish to earn their degree.
   1. This option applies to those who are registered in Echocardiography or Vascular Technology with at least 2 years of experience and would like to earn their Associate Degree.
   2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements, pre-requisites and academic courses are still required.

B. Practicing Echocardiographers and Vascular Technologists who wish to take courses for refresher or registry exam review.
   1. This option is available to all Echo and Vascular techs.
   2. These students may register through continuing education or audit to sit in on any course offered through the DCVS Program for refresher or registry review.

C. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.

D. DSAE 2303 - Cardiovascular concepts may be taken prior to acceptance.

III. Progression Policies:

A. Students will abide by the admission and curriculum requirements of the Diagnostic Cardiovascular Sonography department at the time they are admitted or re-admitted to the program.
B. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan, or must have prior approval of the program director.

C. A grade of C or better is required in all core and academic courses for progression.

D. A student may be terminated from the program if clinical or class/lab performance is unsatisfactory as determined by the instructor and the program director. This action may be taken at any time during the semester.

E. A student who makes a D or F in any core or academic course may repeat that course once in order to obtain a satisfactory grade of C or better. If the failing course is one of the program core courses, the student may have to sit out for a year until that course is offered again depending on pre and co-requisites for that course.

F. Any student requiring hospitalization, pregnant, or injured will be required to obtain written documentation from his/her physician verifying the health status of the student before returning to clinical. A student may not be allowed to return to clinical if taking medication or if health status may interfere with the ability to perform satisfactorily.

G. Students have five years to complete the program after initial acceptance.

A.A.S. Diagnostic Cardiovascular Sonography - Echocardiography

Associate of Applied Science Degree Program - Tech Prep

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Lab Hours</th>
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</tr>
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<td>BIOL 2401</td>
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<td>MATH 1314</td>
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<td>PHYS 1401</td>
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<td>DSAE 1407</td>
<td>Basic Patient Care Skills</td>
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Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Echocardiography ........................................... 70

* Open Enrollment for this class to explore sonography program/profession.

** May be taken early or to refresh expired A & P.
## A.A.S. Diagnostic Cardiovascular Sonography - Non-Invasive Vascular Technology

Associate of Applied Science Degree Program - Tech Prep

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### FIRST YEAR

First Semester (Summer 11 weeks)

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Second Semester (Fall)

- ELECTIVE or Visual & Performing Arts/Humanities Core or
- SPAN 2316 Career Spanish I (Spanish for Healthcare Providers) 3 0 3
- BIOL 2402 Anatomy and Physiology II 3 3 4
- DSAE 1340 Diagnostic Electrocardiography 2 4 3
- CVTT 1161 Clinical - Cardiovascular Technology 0 6 1
|               |                                                        | 8            | 13        | 11      |

Third Semester (Spring)

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<td>Principles of Vascular Technology</td>
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### SECOND YEAR

First Semester (Summer 11 weeks)

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Second Semester (Fall)

- DSVT 2418 Non-Invasive Peripheral Vascular Evaluation 2 4 4
- DSVT 2461 Clinical - DMST, Vascular II 0 24 4
- SOCI 1301 or Introductory Sociology or
- PSYC 2301 or General Psychology or
- PSYC 1300 Learning Strategies 3 0 3
|               |                                                        | 5            | 28        | 11      |

Third Semester (Spring)

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Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Vascular ................................................................. 70

* Open Enrollment for this class to explore sonography program/profession.

** May be taken early or to refresh expired A&P.
Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree Program

281-756-5650

Degree: Advanced Technical Certificate Degree in either Echocardiography or Vascular Technology
Length: 18 months, New program begins each spring semester.

Purpose: The Diagnostic Cardiovascular Sonography Program offers a one and a half year curriculum to prepare those who already have a degree in an allied healthcare related field for a career in either Echocardiography or Vascular Technology which are branches of Diagnostic Medical Sonography. This is not an entry-level certificate. It is above and beyond the healthcare degree the student already has. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Advanced Technical Certificate Program is a condensed version of the A.A.S. option taking into account the students prior experience and training in allied healthcare. This program utilizes the same clinical sites all around the greater Houston - Galveston area. Graduates of this program may also earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Tel: 727-210-2350.

I. Admission Requirements: Application Deadline October 15. Please contact the DCVS Department to obtain an official packet.
A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program in the Advanced Technical Certificate option, the applicant must:
   1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
   2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
   3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
   4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
   5. Have an Associates degree or higher in an allied healthcare related field from an accredited institution with demonstration of program pre-requisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or Allied Health Physics course. A&P credits must be within the past 5 years. If you’re A&P is expired take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program (Offered every semester).
   6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in both Echocardiography and Vascular Technology is required for a total of 8 hours.
   7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status. Must have all three (3) HEPATITIS B shots by December 1st to be accepted into the program.
   8. Not currently on suspension or academic probation from ACC or any other college.
   9. Submit two (2) reference forms. Submit personal statement.
   10. Once accepted, pass a criminal background check and drug screen.
   11. Complete the AHA Healthcare provider course for CPR prior to December 1.
B. Transfer and non-traditional students must:
   1. Meet the above criteria
   2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
   3. Provide program and Registrar's Office with official transcripts from each prior institution.
   4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
   5. Not currently on suspension or academic probation from another college.
   6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
   7. Transfer students must complete a minimum of 12 credit hours at ACC to be awarded a Certificate from this institution.

II. Alternate Enrollment:
A. Practicing Echocardiographers and Vascular Technologists who wish to earn an Advanced Certificate.
   1. This option applies to those who are registered in Echocardiography or Vascular Technology with at least 2 years of experience and would like to earn the Advanced Certificate.
   2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements and pre-requisites are still required.
B. Former ACC DCVS program graduates who wish to cross train:
   1. Must be graduates of ACC - DCVS
   2. Must be registered in either Echo or Vascular
   3. Must apply by October 15th
   4. Number of openings is dependent upon current student volume in regular programs.
   5. Graduates who are registered and would like to cross-train without entering the full A.T.C. program may take the lecture and lab courses in sequence.
C. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.
D. DSAE 2303 - Cardio Vascular Concepts may be taken prior to acceptance.

III. Progression Policies: See A.A.S. program
Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Echocardiography

Program Pre-requisites: Associate Degree or higher in an Allied Health field from an Accredited Institution. Prior education must have included: Algebra, Physics, English, and Anatomy & Physiology.

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<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>Sonographic Instrumentation</td>
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Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Echocardiography ........................................39
* Open Enrollment for this class to explore sonography program/profession.
** May be taken early or to refresh expired A&P.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Non-Invasive Vascular

Program Pre-requisites: Associate Degree or higher in an Allied Health Field from an Accredited Institution. Prior education must have included: Algebra, Physics, English, and Anatomy & Physiology.

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Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Vascular.................................................39
* Open Enrollment for this class to explore sonography program/profession.
** May be taken early or to refresh expired A&P.
Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree in Pediatric Echocardiography

Degree: Advanced Technical Certificate Degree in Pediatric Echocardiography
Length: 18 months, New program begins each spring in January.
Purpose: The Diagnostic Cardiovascular Sonography Program offers a one and a half year curriculum to prepare those who already have experience in adult echocardiography and a prior degree in healthcare for a career in Pediatrics which is a highly specialized branch of Diagnostic Medical Sonography. This is not an entry-level certificate. It is above and beyond the healthcare degree the student already has. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the pediatric heart patient. Pediatric Echocardiographers practice in a variety of settings including hospitals, diagnostic centers, doctor’s offices, contract services, self-employment, sales, education, and research. The Advanced Technical Certificate Program is a condensed program taking into account the student’s prior experience and training in allied healthcare and adult echocardiography. This program utilizes clinical sites all around the greater Houston-Galveston area. Graduates of this program may also earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

Currently, there is no programmatic accreditation for pediatric echocardiography programs in the country. This is the first program of its kind in the state of Texas. ACC will be working with the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to begin to develop accreditation standards for this branch of Sonography.

I. Admission Requirements: Application Deadline October 15
   A. To be considered for admission to the Diagnostic Cardiovascular Sonography Pedi Echo Program in the Advanced Technical Certificate option, the applicant must:
      1. Be a high school or GED graduate and provide copies of transcripts and diploma if a high school graduate within the past 5 years.
      2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
      3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
      4. Submit official transcripts of all previous college work to both the program and the admissions/records office.
      5. Have an Associates degree in an allied healthcare related field from an accredited institution with demonstration of program prerequisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or any Allied Health physics course with a grade of C or better. A&P credits must be within the past 5 years. If you’re A&P has expired take DSAE 2303 Cardiovascular Concepts prior to enrollment. Offered every semester.
      6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of pedi echocardiography are required.
      7. Upon acceptance complete a physical examination including chest x-ray, TB skin test, and verification of immunization status including documentation of all 3 Hepatitis B shots.
      8. Not currently on suspension or academic probation from ACC or any other college.
      9. Submit two (2) reference forms.
     10. Submit the personal statement.
     11. Complete the AHA Healthcare Provider course for CPR prior to December 1.
   B. Transfer and non-traditional students must:
      1. Meet the above criteria.
      2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
      3. Provide program and registrar’s office with official transcripts from each prior institution.
      4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
      5. Not currently on suspension or academic probation from another college.
      6. Credit may be awarded for support courses equivalent to those included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
      7. Transfer students must complete a minimum of 12 credit hours at ACC to be awarded a Certificate from this institution.

II. Alternate Enrollment:
   A. Practicing Pediatric Echocardiographers who wish to earn an Advanced Certificate.
      1. This option applies to those who are registered in Pedi Echocardiography with at least 2 years of experience and would like to earn the Advanced Certificate.
      2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements and pre-requisites are still required.
   B. Adult Echocardiographers may audit lecture/lab courses for cross training.

III. Progression Policies: See A.A.S. Program
Advanced Technical Certificate Diagnostic Cardiovascular Sonography
– Pediatric Echocardiography

Program Pre-requisites:
Associate Degree or higher in an Allied Health field (preferably Echocardiography) from an Accredited Institution and current registry in Adult Echocardiography is preferred. Prior education must have included: Algebra, Physics, English, and Anatomy & Physiology.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>DSPE 2255</td>
<td>Neonatal/Pediatric Patient Care Skills</td>
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<tr>
<td>DSPE 1300</td>
<td>Introduction to Pedi Echo Techniques</td>
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<td>Clinical – DMST, Intro to Pedi Echo</td>
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<td>Echo Eval of Congenital Heart Disease 1</td>
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<td>Advanced Pedi Echocardiography</td>
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<tr>
<td>DSPE 2462</td>
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Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography.................27

ACC’s high tech hospital training facility, as well as excellence in instruction, combine to form some of the best and brightest graduates in healthcare.
Electroneurodiagnostics Degree Program

Degree: Associate in Applied Science (AAS)
Length: Two Year Program

Purpose: Electroneurodiagnostics (END) Technology is an allied health specialty for recording electrical activity arising from the brain, spinal cord, peripheral nerves, somatosensory or motor nerve systems using a variety of techniques and instruments. The END technologist works with patients of all ages in a variety of settings including: hospitals, out-patient clinics, physician offices, epilepsy monitoring units, operating rooms and research facilities.

Admission Requirements:
To be considered for admission to the Electroneurodiagnostics program, the applicant must:
a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Electroneurodiagnostics program by July 15th.
c. Submit official transcripts from other colleges attended with application.
d. Score a composite of 19 or higher on the ACT, or combined math/verbal of 900 or higher on the SAT (tests must be within 5 years of time of application).
e. Complete physical examination and immunization upon acceptance.
f. Not currently be on suspension or academic probation.
g. Background check and drug screen are conducted as a condition of full acceptance into the Electroneurodiagnostics Program.

Advanced Standing
1. Advanced standing applies to those Electroneurodiagnostics personnel who have work experience and have not completed the associate degree program.
2. Electroneurodiagnostics professional with at least two (2) years full-time experience in the field will have the opportunity to challenge Electroneurodiagnostics courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.

Progression Policy
1. The END students will abide by the admission and curriculum requirements of the END Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the END Program, all END 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 END or academic course will be acceptable.
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. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any END course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
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 my 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 required work.
9. Students must complete the program within four (4) years after initial acceptance.
# Associate in Applied Science Electroneurodiagnostics (END) Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Pre-requisite Courses</th>
<th>Lecture Hrs.</th>
<th>Lab Hrs.</th>
<th>Credits</th>
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<td>Composition &amp; Rhetoric</td>
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<td>College Algebra</td>
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<td>HITT 1305</td>
<td>Medical Terminology</td>
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<td>Basic Patient Care Skills</td>
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## First Year

### First Semester (Fall)

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<td>PSYC 2314</td>
<td>Life Span Growth and Development</td>
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<td>Electroencephalography</td>
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<td>Applied Electronics and Instrumentation</td>
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<td>SPCH 1318</td>
<td>Interpersonal Communications</td>
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<td>Electroneurodiagnostic Tech I</td>
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<td>ENDT 1363</td>
<td>Electroneurodiagnostic Tech Clinical I</td>
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<tr>
<td>Elective</td>
<td>Humanities/Visual Arts Elective</td>
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### Third Semester (Summer)

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<th>Lab Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ENDT 2425</td>
<td>Electroneurodiagnostic Tech II</td>
<td>3</td>
<td>2</td>
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<tr>
<td>ENDT 2463</td>
<td>Electroneurodiagnostic Clinical II</td>
<td>0</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>ENDT 2210</td>
<td>Evoked Potentials</td>
<td>2</td>
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### Fourth Semester (Fall)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENDT 2561</td>
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<tr>
<td>ENDT 2215</td>
<td>Nerve Conduction Studies</td>
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</table>

Total Credits Required for A.A.S. Electroneurodiagnostics ................................................................. 60

**Required Elective** - The required Humanities/Fine Arts elective *must* be selected from the following list. (No other course will be accepted)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ARTS 1301</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ARTS 1303</td>
<td>Art History I</td>
</tr>
<tr>
<td>ARTS 1304</td>
<td>Art History II</td>
</tr>
<tr>
<td>ARTS 2348</td>
<td>Digital Arts I</td>
</tr>
<tr>
<td>DRAM 1310</td>
<td>Introduction to Theater Arts</td>
</tr>
<tr>
<td>DRAM 1351</td>
<td>Acting I</td>
</tr>
<tr>
<td>DRAM 1352</td>
<td>Acting II</td>
</tr>
<tr>
<td>DRAM 2361</td>
<td>History of the Theatre I</td>
</tr>
<tr>
<td>DRAM 2362</td>
<td>History of the Theatre II</td>
</tr>
<tr>
<td>DRAM 2366</td>
<td>Development of the Motion Picture</td>
</tr>
<tr>
<td>ENGL 2322</td>
<td>Survey English Literature I</td>
</tr>
<tr>
<td>ENGL 2323</td>
<td>Survey English Literature II</td>
</tr>
<tr>
<td>ENGL 2327</td>
<td>Survey of American Literature I</td>
</tr>
<tr>
<td>ENGL 2328</td>
<td>Survey of American Literature II</td>
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<td>ENGL 2332</td>
<td>Survey of Literature I</td>
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<td>ENGL 2333</td>
<td>Survey of Literature II</td>
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<td>HUMA 1301</td>
<td>Introduction to Humanities I</td>
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<td>HUMA 1302</td>
<td>Introduction to Humanities II</td>
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<td>MUSI 1301</td>
<td>Introduction to Music</td>
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<td>MUSI 1306</td>
<td>Music Appreciation</td>
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<td>MUSI 1308</td>
<td>Survey of Music Lit I</td>
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<td>Survey of Music Lit II</td>
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<tr>
<td>MUSI 1310</td>
<td>History of Rock/Jazz</td>
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<tr>
<td>PHIL 1301</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHIL 1306</td>
<td>Into to Ethics</td>
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</table>

**OR**

Any Sophomore-level French, German or Spanish course
Electroneurodiagnostics (END) Advanced Technical Certificate Program

Degree: Advanced Technical Certificate (ATC)

Length: Four (4) semesters

Purpose: Electroneurodiagnostics (END) Technology is an allied health specialty for recording electrical activity arising from the brain, spinal cord, peripheral nerves, somatosensory or motor nerve systems using a variety of techniques and instruments.

The END technologist works with patients of all ages in a variety of settings including: hospitals, out-patient clinics, physician offices, epilepsy monitoring units, operating rooms and research facilities.

Admission Requirements:
To be considered for admission to the Electroneurodiagnostics program, the applicant must:

a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Electroneurodiagnostics program by July 15th.
c. Hold an Associate Degree in a health-related field.
d. Submit official transcripts from where above degree was granted.
e. Submit appropriate state licensure and/or credentials from one of the disciplines in (c) above.
f. Complete physical examination and immunization upon acceptance.
g. Not currently be on suspension or academic probation.
h. Current CPR certification – AHA Health Care Provider.
i. Background checks are conducted as a condition of full acceptance in the Electroneurodiagnostics Program.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>PSGT 1310</td>
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<td>ENDT 1350</td>
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<td>ENDT 1345</td>
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<td>Second Semester (Spring)</td>
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Total Credits Required for A.T.C. Electroneurodiagnostics ......................................................................................... 31
Degree: Associate of Applied Science (A.A.S.) - Tech Prep

Length: Four Semesters

Purpose: The Emergency Medical Technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hospital and ambulance settings. Program meets Texas Department of State Health Services (TDSHS) requirements for certification eligibility, and successful students may take the TDSHS Emergency Medical Services Examination for Certification. Students must meet departmental standards to take the TDSHS certification examinations. A fee is charged by the TDSHS for certification examinations. There may also be additional charges for field experiences. The basic EMT program is designed for persons in the emergency health care field, such as ambulance personnel, safety engineers, industrial nurses, rescue squad workers, child care personnel, policemen and firemen, as well as anyone who supervises or is responsible for the safety and well-being of a number of people. The Department of Emergency Medical Technology adheres to the curricula set forth by the U.S. Department of Transportation, the Texas State Department of Health Services, the American Heart Association, and the International Trauma Life Support Association. Components of the curriculum include anatomical and physiological functions and dysfunctions, treatment modalities, rescue, management, Advanced Cardiac Life Support, Basic Trauma Life Support, pediatric, medical and ethical-legal responsibilities.

Student Objectives
1. Demonstrate the knowledge base and skills necessary for pre-hospital emergency medical care and management.
2. Utilize the knowledge and skills principles to provide emergency medical care in the pre-hospital setting.
3. Utilize communication skills to establish and maintain effective interpersonal relationships in the aspects of emergency medical care.
4. Assume responsibility for continuing education to maintain professional education and competency.
5. Assume legal, ethical, and professional accountability.
6. Participate as a member of the emergency medical services community in providing pre-hospital care, development, and education.
7. Successfully pass the Texas State Department of Health Services registry examination for certification in the field of emergency medical services.

Program Requirements
Qualified applicants will be admitted according to space available each semester. To be considered for admission to the EMT Program, applicants must:
1. be admitted to ACC for the EMT program (through Office of Admissions & Academic Advising);
2. complete an application in the EMT office and provide copies of any current certifications;
3. be potentially eligible to write the Texas Department of State Health Services certification exam upon successful completion of the program. Note: Applicants convicted of a felony and/or misdemeanor offense may or may not be eligible to write the state exam.
4. be 18 years-of-age or older;
5. pay the Texas Department of State Health Services registry application fees and all other associated fees.
6. purchase appropriate clinical attire and equipment.
7. purchase student liability insurance annually (subject to rate applicable at time of registration);
8. complete a physical examination which includes TB skin test and immunizations upon enrollment in the program.
9. have current basic CPR certification for health professionals dated within one year prior to the course starting date; and
10. adhere to clinical sites and times as arranged by the College and its affiliates. (Sites and times are subject to change without notice.)
11. Students must pay for background/fingerprinting by the FBI and pass a criminal background check.

Student Accountability
1. Students are responsible for their transportation to and from the clinical facilities.
2. Students will abide by the EMT curriculum requirements in effect at the time they are accepted into the program.
3. No grade below a “B” in an EMT or “C” in an academic course will be acceptable for progression.
4. Students must complete the program within five years after initial acceptance.
5. Several Saturday departmental training and evaluation sessions are scheduled during the semester.
# Emergency Medical Technology - Associate of Applied Science Degree

<table>
<thead>
<tr>
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<td>Emergency Medical Technician - Basic</td>
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Total Credits Required for Certificate in Emergency Medical Technology: 40

### Emergency Medical Technician - Intermediate Certificate Program

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Total Credits Required for Certificate in Emergency Medical Technician - Intermediate: 18
Human Services - Substance Abuse Counseling Degree Program  281-756-3652
(formerly Mental Health/Addiction Counseling)

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Human Services-Substance Abuse Counseling provides theory, skills and knowledge used in the field of chemical dependency counseling and in mental health-mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency and psychiatric care. Students who complete the required courses and practicum will be eligible to take the licensure examination in Texas for Licensed Chemical Dependency counselor (LCDC). Upon completion of the supervised clinical training and passing the LCDC examination and meeting state ethical and legal requirements students will be licensed.

Program requirements: In addition to general requirements for admission to the college, entry into Human Services-Substance Abuse Counseling requires an interview with the Human Service-Substance Abuse Counseling Department.
Associate of Applied Science Degree Program

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|               | **Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling** 67
Human Services - Substance Abuse Counseling Certificate Program

**Length:** Two-Semester (One-Year) Program

**Purpose:** The one-year program prepares the student to meet the foundation educational and practicum requirements for licensure eligibility as Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services.

**Program Requirements:** In addition to the general requirements for admission to the college, entry into Human Services-Substance Abuse Counseling Program requires a personal interview with the Human Services-Substance Abuse Counseling Department Chairman.

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<td>16</td>
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</tbody>
</table>

Total Credits Required for Human Service-Substance Abuse Counseling Certificate: 36

Human Services-Substance Abuse Counseling program prepares students to become licensed clinical dependency counselors.
## Industrial Design Technology Degree Program

(Formerly Drafting Technology)

**Degree:** Associate of Applied Science (A.A.S.) – Tech Prep  
**Length:** Four semester (Two-Year) Program  
**Purpose:** The ACC Industrial Design Technology program provides extensive hands-on training. Courses within the program include basic principles of engineering drafting and design and advanced specialized training in piping, architectural and mechanical design. Students may choose a general Industrial Design Technology degree to study the various disciplines that ACC has to offer. Also available are specializations in Industrial Design Technology to degrees for piping, architectural and mechanical design. This well-rounded education provides students with many opportunities and the necessary qualifications as entry-level designers.  

**Program Requirements:** Students of the Industrial Design Technology program require problem solving and critical thinking, manual dexterity, artistic interest, technical drawing skill, craftsmanship, computing skills, self-discipline, and conceptual vision.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>BCIS 1405</td>
<td>Business Computer Applications</td>
<td>3</td>
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<tr>
<td>DFTG 2317</td>
<td>Descriptive Geometry</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1405</td>
<td>Technical Drafting</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>ARTS 1316</td>
<td>Drawing I</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<td></td>
<td>14</td>
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<tr>
<td>ENGL 1301</td>
<td>English Composition I</td>
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<td>MATH 2412</td>
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<tr>
<td>ENTC 2331</td>
<td>Manufacturing Materials</td>
<td>3</td>
<td>3</td>
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<tr>
<td>PYSC 1300 or</td>
<td>Learning Strategies or</td>
<td></td>
<td></td>
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<tr>
<td>PYSC 2301 or</td>
<td>General Psychology or</td>
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<td>SOCI 1301</td>
<td>Introductory Sociology</td>
<td>3</td>
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<td>15</td>
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<td>Intermediate Computer-Aided Drafting</td>
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<td>6</td>
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<tr>
<td>ENTC 1323</td>
<td>Strength of Materials</td>
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<td>DFTG Elective</td>
<td>Drafting Elective</td>
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<td>6</td>
<td>4</td>
</tr>
<tr>
<td>DFTG Elective</td>
<td>Drafting Elective</td>
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<td>6</td>
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<td>9</td>
<td>21</td>
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<td><strong>Fourth Semester</strong></td>
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<tr>
<td>DFTG 2440</td>
<td>Solid Modeling and Design</td>
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<tr>
<td>*DFTG Elective</td>
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<tr>
<td>*DFTG Elective</td>
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<td>6</td>
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<tr>
<td>SPCH 1315</td>
<td>Public Speaking</td>
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</table>

Total Credits Required for Industrial Design Technology Degree ................................................................. 64

*Drafting Electives Available Unless Previously Completed: DFTG 1410, 1433, 1445, 2423, 2428, 2406, 2430, 2445, 2450, 2481, ARCE 1452, 2452, MCHN 1426

**Students interested in the** Industrial Design Technology **degree with following specializations must complete the courses listed in that particular discipline.**
### Specialization in Pipe Design

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCE 1452</td>
<td>Structural Drafting</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 2423</td>
<td>Pipe Drafting</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 2430</td>
<td>Civil Drafting</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td><strong>DFTG 2445</strong> or <strong>DFTG 2481</strong></td>
<td>Advanced Pipe Drafting or Cooperative Education for Drafting</td>
<td>1/2</td>
<td>4/21</td>
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<tr>
<td></td>
<td></td>
<td>9/10</td>
<td>28/45</td>
<td>20</td>
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### Specialization in Architectural Design

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCE 1452</td>
<td>Structural Drafting</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 2428</td>
<td>Architectural Drafting-Commercial</td>
<td>2</td>
<td>6</td>
<td>4</td>
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<tr>
<td>DFTG 2430</td>
<td>Civil Drafting</td>
<td>2</td>
<td>6</td>
<td>4</td>
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<tr>
<td><strong>ARCE 2452</strong> or <strong>DFTG 2481</strong></td>
<td>Mechanical and Electrical Systems or Cooperative Education for Drafting</td>
<td>1/2</td>
<td>4/21</td>
<td>4</td>
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<td></td>
<td></td>
<td>9/10</td>
<td>28/45</td>
<td>20</td>
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</table>

### Specialization in Mechanical Design

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<th>Lab Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DFTG 1433</td>
<td>Mechanical Drafting</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 2450</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>2</td>
<td>6</td>
<td>4</td>
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<tr>
<td>MCHN 1426</td>
<td>Introduction to Computer-Aid Manufacturing (CAM)</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td><strong>DFTG 2406</strong> or <strong>DFTG 2481</strong></td>
<td>Machine Design or Cooperative Education for Drafting</td>
<td>1/2</td>
<td>4/21</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9/10</td>
<td>28/45</td>
<td>20</td>
</tr>
</tbody>
</table>
Industrial Design Technology Certificate Program

Length: Two semester (One-Year) Program

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

Program Requirements: A minimum of 36 hours is required for this certificate.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>BCIS 1405</td>
<td>Business Computer Applications</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 1315 or</td>
<td>Architectural Blue Print Reading or</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1325</td>
<td>Blue Print Reading and Sketching</td>
<td>3</td>
<td>1</td>
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</tr>
<tr>
<td>DFTG 1405</td>
<td>Technical Drafting</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 1409</td>
<td>Basic Computer-Aided Drafting</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>TECM 1303</td>
<td>Technical Calculations</td>
<td>3</td>
<td>1</td>
<td>3</td>
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<td></td>
<td><strong>Total</strong></td>
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<td>13/12</td>
<td>18</td>
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<tr>
<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>DFTG 2419</td>
<td>Intermediate Computer-Aided Drafting</td>
<td>3</td>
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<td>4</td>
</tr>
<tr>
<td>DFTG 1433 or</td>
<td>Mechanical Drafting or</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>DFTG 2423 or</td>
<td>Pipe Drafting or</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>DFTG 1417</td>
<td>Architectural Drafting-Residential</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 2317</td>
<td>Descriptive Geometry</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>DFTG ELECTIVE</strong></td>
<td>Drafting elective</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
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<td><strong>Total</strong></td>
<td>8</td>
<td>8</td>
<td>18</td>
</tr>
</tbody>
</table>

Total Credits Required for Industrial Design Technology Certificate ................................................................. 36

**Drafting Electives Available Unless Previously Completed: DFTG 1410, 1417, 1433, 2423, 2428, 2430, 2431, 2432, 2435, 2440, 2445, 2450, and MCHN 1419

The Industrial Design Technology Department hosts free AutoCAD workshops for the community.
Degree: Associate of Applied Science (A.A.S.) - Tech Prep
Length: Four-Semester (Two-Year) Program

Purpose: The management development program prepares individuals for career occupations in the field of general management development. The 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: The management development curriculum contains a core of required courses including nine (9) management/human resources courses, three semesters of cooperative education, general education courses, and a recommended list of electives.

(This degree may be attained completely on-line)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 1382</td>
<td>Cooperative Education - Business Administration</td>
<td>1</td>
<td>20</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2303</td>
<td>Problem Solving &amp; Decision Making</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<td>0</td>
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<tr>
<td>Elective**</td>
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<tr>
<td>Total</td>
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</table>

| **Second Semester** | | | | |
| HRPO 1311 | Human Relations | 3 | 0 | 3 |
| BMGT 2382 | Cooperative Education-Business Administration and Management, General II | 1 | 20 | 3 |
| MATH 1314 or MATH 1333 | College Algebra or Contemporary Mathematics for Tech | 3 | 0 | 3 |
| MRKG 1311 | Principles of Marketing | 3 | 0 | 3 |
| Elective** | College Level | 3 | 0 | 3 |
| Total | | | | 13 |

| **Third Semester** | | | | |
| BUSG 2309 | Small Business Management | 3 | 0 | 3 |
| HRPO 2307 | Organizational Behavior | 3 | 0 | 3 |
| BMGT 2383* | Cooperative Education-Business Administration and Management, General III | 1 | 20 | 3 |
| HRPO 1391 or MRKG 2333 | Special Topics in Human Resource Management or Principles of Selling | 3 | 0 | 3 |
| SOCI 1301 or ECON 2301 | Introductory Sociology or Principles of Economics I | 3 | 0 | 3 |
| HIST 1301 | The US to 1877 | 3 | 0 | 3 |
| | | | | 16 |

| **Fourth Semester** | | | | |
| HRPO 2301 | Human Resources Management | 3 | 0 | 3 |
| MRKG 1301 | Services Marketing/Management | 3 | 0 | 3 |
| BCIS 1405 | Business Computer Applications | 3 | 3 | 4 |
| GOVT 2301 | American National & State Government I | 3 | 0 | 3 |
| Elective** | Visual & Performing Arts/Humanities Core | 3 | 0 | 3 |
| Total | | | | 15 |

*Capstone Course
**Recommended list of electives: HIST 1301, GOVT 2302, ENGL 1302, MATH 1324, Natural Sciences - 6 hours

Total Credits Required for A.A.S. Management Development Degree...64
Management Development Certificate Program 281-756-3812

Length: Two-Semester (One-Year) Program
Purpose: The one-year Certificate in Management Development 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 Requirement: A certificate student takes 12 hours of management courses and 3 hours of cooperative education in the first semester. In the second semester, the certificate student takes another cooperative education, and twelve hours of management/human resources and marketing courses.

(This degree may be attained completely on-line.)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 1382</td>
<td>Cooperative Education I-Business Administration</td>
<td>1</td>
<td>20</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 2303</td>
<td>Problem Solving &amp; Decision Making</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>BUSG 2309</td>
<td>Small Business Management</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MRKG 1311</td>
<td>Principles of Marketing</td>
<td>3</td>
<td>0</td>
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<tr>
<td></td>
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<td>13</td>
<td>20</td>
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<td>Second Semester</td>
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</tr>
<tr>
<td>*BMGT 2382</td>
<td>Cooperative Education II-Business Admin &amp; Mgmt</td>
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<td>20</td>
<td>3</td>
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<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
<td>3</td>
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<td>3</td>
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<td>HRPO 1391</td>
<td>Special Topics in Human Resource Management</td>
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<td>0</td>
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<td>HRPO 2301</td>
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<td>0</td>
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<td>MRKG 1301</td>
<td>Services Marketing/Management</td>
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<tr>
<td>*Capstone Course</td>
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</table>

Total Credits Required for Management Development Certificate...........................................................................................................30
Nursing Degree Program 281-756-5610

Degree: Associate in Applied Science (A.A.S.) - Tech Prep
Length: Two Year Program

Purpose: The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing (ADN) graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

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 is approved by the Texas Board of Nursing (BON) and accredited by the National League for Nursing Accrediting Commission (NLNAC). The mission of the BON is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The NLNAC is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs.

Texas Board of Nursing (BON)
333 Guadalupe #3-460
Austin, TX 78701
512-305-7400
www.bon.state.tx.us

NLNAC
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
404-975-5000
www.nlnac.org

A person who has been convicted of or received deferred adjudication for anything other than a minor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse, should contact the Texas Board of Nursing for licensure eligibility criteria.

Admission Requirements (applicable in 2010):

A new class begins each fall semester. The application period is from January until March. Applications are available from the ADN department or www.alvin-college.edu during the application period. Qualified applicants are admitted according to space available. To be considered for admission to the Associate Degree Nursing (ADN) Program, the applicant must:

1. Be fully admitted to Alvin Community College.
2. Submit an ADN application to the ADN department during the application period.
3. Submit, at the time of application, proof to the ADN department of having met the following minimum admission standards:
   a. Combined English and Reading score of 38 or higher on the ACT or 460 on the Critical Reading section of the SAT test. No exemptions. Scores must be from tests administered no earlier than 1996.
   b. TSI (Texas Success Initiative) requirement satisfied as determined by ACC’s testing and placement policies. Transfer students must meet the transfer institution’s TSI requirements if not enrolled at ACC.
   c. Cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.
   d. Received at least the first immunization of the Hepatitis B series upon application. Series must be completed by the start date of the program.
4. Attend one of the mandatory ADN Applicant meetings discussing specific program policies and requirements held during the application period.
5. Submit to both the ADN office and ACC Registrar’s office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities, and visual/performing arts.
6. Complete BIOL 2401, BIOL 2402 and ENGL 1301 prior to start of the 2 year ADN program or BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, and PSYC 2314 prior to the start of the LVN-ADN transition program.
7. Students are ineligible for admission if at the time of application transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, and 2420) taken in the past five years. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.

Selection for Admission

Admission to the program is competitive. Ranking criteria include the number of required courses completed in the ADN curriculum plan, GPA in those courses, and standardized test reading scores (ACT- English and Reading or SAT- Critical Reading). Additional consideration is given to applicants who 1) completed coursework without repeating courses within the last five years, 2) completed curriculum coursework at ACC, 3) earned a Bachelors or higher degree from an accredited college or university, 4) reside in the College district.

Program Information:

1. BIOL 2401, 2402, and 2420 must be taken within five years at the time of application. Courses completed more than five years prior to the time the student is accepted, must be repeated or the student may demonstrate competency through a written examination. Contact the ADN department for information about the examination.
2. Requirements to be completed after initial acceptance and before the start of the program include:
   a. Satisfactory criminal background check as determined by the licensure eligibility criteria established by the BON. A person with a criminal history is eligible for admission if the BON indicates in a letter that a “Declaratory Order” was received and the individual is eligible to apply to take the licensure examination. The BON website, www.bon.state.tx.us, contains eligibility questions and the petition for declaratory order.
   b. CPR Certification American Heart Association class “C” for Health Care Providers
   c. Physical examination (form provided by the department)
   d. Up-to-date immunizations as required by the Texas Department of Health (measles, mumps, rubella, tetanus, diphtheria, varicella, hepatitis “B” series of 3 immunizations)
   e. Negative tuberculin screen (yearly)
Progression Policies:
1. Students will abide by the current ADN admission, curriculum and program 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. The program must be completed within five (5) years of the initial acceptance.
3. No grade below a C in nursing curriculum science and nursing courses will be acceptable for progression.
4. In order to receive a grade of C, a minimum grade of 75% must be attained in each nursing course.
5. Once enrolled in the ADN program, a student who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible, re-enroll in that course before enrolling in a subsequent nursing course.
6. A student who withdraws from a nursing course with a related clinical component must withdraw from the corresponding course.
7. A student who receives a grade of D or F in a nursing course with a related clinical component will be assigned the grade of “R” in the corresponding course. The student must, if eligible, re-enroll in that course and earn a passing grade in the subsequent attempt. The student must be ranked with that applicant pool.
8. A student must achieve an overall GPA of 2.0 in all courses in the nursing curriculum in order to progress to the next nursing course.
9. Students are readmitted on a space available basis.
10. Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs due to a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
11. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior in clinical. The decision to deny or accept readmission will be made by a faculty review committee.
12. Students who are re-enrolled in the ADN program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition track. Eligibility penalties for the “D”s, “F”s or “W”s” earned in nursing courses while previously enrolled in the ADN program are eliminated for these students.

Readmission of Former ACC ADN Students:
A student not enrolled in a nursing course for one (1) or more semesters (excluding summer), for any reason, is termed a withdrawal from the ADN Program and must apply for readmission.
1. A student who has withdrawn from the ADN program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter the first semester must reapply during the program application period in the spring and be ranked with that applicant pool.
2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.
3. Re-entering students must abide by the current admission, curriculum and program requirements of the department.
4. Students are readmitted on a space available basis.
5. Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs due to a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
6. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior in clinical. The decision to deny or accept readmission will be made by a faculty review committee.
7. Students who are unsuccessful in the ADN program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition track. Eligibility penalties for the “D”s, “F”s or “W”s” earned in nursing courses while previously enrolled in the ADN program are eliminated for these students.

Transfer of Nursing Credits:
1. Courses accepted for transfer must be similar in content and credit to the ACC course(s).
2. No grade below a “B” in any nursing course is accepted for transfer.
3. Students must demonstrate competency through an examination in nursing content for courses without a clinical component that were completed more than three (3) years prior to the time of application.
4. Transfer applicants who, in the last 3 years, were enrolled in a professional nursing program and attempted/completed nursing course(s) with clinical component(s), must:
   a. meet the criteria for admission to the ADN program at ACC;
   b. have a written recommendation from the Dean/Director of their previous nursing program;
   c. demonstrate competency in previously completed nursing courses prior to admission through a written examination and a clinical skills competency demonstration. The tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.

Nursing - ADN
## Associate in Applied Science Nursing Degree Program

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

### Prerequisite Courses
ENGL 1301 | Composition I | 3 | 0 | 3
BIOL 2401 | Anatomy & Physiology I | 3 | 3 | 4
BIOL 2402 | Anatomy & Physiology II | 3 | 3 | 4

### FIRST YEAR

#### Fall Semester
RNSG 1215* | Health Assessment | 1 | 2 | 2
RNSG 1108* | Dosage Calculations for Nursing | 1 | 0 | 1
RNSG 1513 | Foundations for Nursing Practice | 4 | 3 | 5
RNSG 1260 | Clinical: Foundations for Nursing Practice | 0 | 6 | 2
PSYC 2314* | Life-Span Growth & Development | 3 | 0 | 3

#### Spring Semester
RNSG 1441 | Common Concepts of Adult Health | 3 | 2 | 4
RNSG 1561 | Clinical: Common Concepts of Adult Health | 0 | 15 | 5
PSYC 2301* | General Psychology | 3 | 0 | 3

### SECOND YEAR

#### Summer
BIOL 2420* | Microbiology | 3 | 3 | 4
RNSG 2213 | Mental Health Nursing | 0 | 6 | 2
RNSG 1162 | Clinical: Mental Health Nursing | 0 | 3 | 1

#### Fall Semester
RNSG 1246 | Legal and Ethical Issues for Nurses | 2 | 0 | 2
RNSG 1443** | Complex Concepts of Adult Health | 3 | 2 | 4
RNSG 2563** | Clinical: Complex Concepts of Adult Health | 0 | 15 | 5
ENGL 1302* | Composition II | 3 | 0 | 3

#### Spring Semester
RNSG 1512** | Nursing Care of Childbearing & Childrearing Family | 4 | 2 | 5
RNSG 2121 | Management of Client Care | 1 | 0 | 1
RNSG 2463** | Clinical: Nursing Care of Childbearing & Childrearing Family | 0 | 12 | 4
Elective* | Visual and Performing Arts / Humanities | 3 | 0 | 3

Total Credits Required for A.A.S. Nursing: 70

* May be taken prior to admission to the ADN program.
** RNSG 1443 / 2563 and RNSG 1512 / 2463 are taught both Fall and Spring semesters. Students may be assigned to 1443 / 2563 in either the Fall or Spring semester.
Nursing Transition (LVN-to-ADN) Program

Degree: Associate in Applied Science (A.A.S.)
Length: One-Year

Purpose: The transition program is to provide a pathway from Licensed Vocational Nurse (LVN) to Associate Degree Nursing (ADN). The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

Upon successful completion of the program, the graduate is eligible to make application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Requirements: A new class will begin in May each year. Qualified applicants will be admitted according to space available. To be considered for admission to the Transition Pathway of the Associate Degree Nursing Program, the applicant must:

1. Apply to Alvin Community College and fulfill the admission requirements of the college.
2. Apply to the ADN Program and meet admission and program requirements for that program.
3. Hold a license to practice vocational nursing in the State of Texas or be scheduled to graduate from the ACC/VN program.
4. Have recent work experience, preferably in an acute care setting, as a licensed vocational nurse, or:
   a. scheduled to graduate from the ACC/VN program.
   b. graduated within one year from a state approved vocational nursing program.
5. Complete prerequisite courses before the start of the nursing program.
6. Have a cumulative GPA of 2.5 or better.

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<th>Lab Hours</th>
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3 Week Mini Semester (May)

RNSG 1215*  Health Assessment

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Fall Semester

RNSG 1246  Legal Ethical Issues for Nurses
RNSG 1443**  Complex Concepts of Adult Health
RNSG 2563**  Clinical Nursing: Complex Concepts of Adult
ENGL 1302*  Composition II

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<td>RNSG 2121</td>
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<td>RNSG 2463**</td>
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Total Credits Required for A.A.S. Nursing ................................................................. 70

Note: Lecture, lab and clinical hours are the number of contact hours-per-week

* May be taken prior to admission to the ADN program.
** RNSG 1443 / 2563 and RNSG 1512 / 2463 are taught both Fall and Spring semesters. Students may be assigned to 1443 / 2563 in either the Fall or Spring semester.
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 Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Admission Requirements: A new class begins each Summer Session I. Enrollment is limited to 50 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 reading, English and composite ACT score of 18, or a combined SAT score of 860 (writing portion is not counted). Scores must be since 1996.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;
5. If accepted into the LVN program, provide documentation of: (1) a physical examination which includes 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.

Program Requirements:
1. Expenses for the entire program are approximately $4,000 ($5,200 for students living out-of-district). 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 75 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least a 75 average in each component. An average below 75 will constitute grounds for student withdrawal from the program.
3. Maximum allowable absences is three (3) per course. 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 a failing grade in that course.
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.

<table>
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<th>Course Number</th>
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<td>VNSG 1160</td>
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<td>Essentials of Medication Administration</td>
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Total Credits Required for Vocational Nursing Certificate .......................................................... 44
Office Administration – Administrative Assistant Degree  
(formerly Business Technology)  

Degree: Associate of Applied Science (A.A.S.) - Tech Prep  
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  

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<td>Records Management I (Access)</td>
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*Capstone  
Total Credits Required for AAS Office Administration-Administrative Assistant .......................................................... 64  

Medical Emphasis: HITT 1305 Medical Terminology I and POFM 1302 Medical Administrative Support.  
Generalist Emphasis: ACNT 1311 Introduction to Computerized Accounting and POFI 2331 Desktop Publishing.
### Office Administration – Office Assistant Certificate Program

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
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*Capstone
Total Credits Required for Office Assistant Certificate Program ................................................. 32

### Office Administration – Administrative Support Certificate Program

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<th>Course Number</th>
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<td>POFI 2331 Desktop Publishing</td>
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*Capstone
Total Credits Required for Administrative Support Certificate Program ................................................. 49
Paralegal Degree Program

Degree: Associate of Applied Science - Tech Prep
Length: Four-Semester (Two-Year) Curriculum

Purpose: The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified Paralegal may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

Program Requirements: Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester internship. An internship provides the opportunity for students to make a practical application of their classroom education. Courses for the Paralegal Program do not need to be taken in the order shown in this catalog. Please use semester schedules as a guideline and/or contact department chair for assistance.

Associate of Applied Science Degree Program

<table>
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<tr>
<th>Course Number</th>
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<td>LGLA 2303</td>
<td>Torts and Personal Injury (Fall Only)</td>
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<td>Family Law (Spring Only)</td>
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*Capstone Course

Total Credits Required for A.A.S. Paralegal ............................................................................................................... 69
The ACC Paralegal program prepares students for immediate entry into a prestigious career.
Pharmacy Technician Certificate Program

Degree: Certificate (Level I)
Length: Two Semester (One Year) Program
Purpose: The Pharmacy Technician Certificate is designed to prepare career oriented persons to take the Pharmacy Technician Certification Exam and enter the field of Pharmacy.

Program Requirements: Students must have a High School Diploma or GED. Upon entering the program students will complete a criminal background check and immunization certification before entering the Practicum (Field Experience). You may not have any felonies in the last 5 years or any drug related charges.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<td>PHRA 1205</td>
<td>Drug Classification</td>
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<td>Introduction to Pharmacy</td>
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<td>PHRA 1309</td>
<td>Pharmaceutical Mathematics I</td>
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<td>PHRA 1313</td>
<td>Community Pharmacy Practice</td>
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<td>PHRA 1349</td>
<td>Institutional Pharmacy Practice</td>
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<td>Pharmacy Drug Therapy &amp; Treatment</td>
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<td>IV Admixture and Sterile Compounding</td>
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Total Credits Required for Pharmacy Technician Certificate ................................................................. 27

Students can go from class to a career as a Pharmacy Technician in less than a year.
**Polysomnography Degree Program**

**Degree:** Associate in Applied Science (AAS)

**Length:** 21 months

**Purpose:** Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a degree that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT). The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

**Admission Requirements**
To be considered for admission to the Polysomnography program, the applicant must:

- Make application to Alvin Community College and fulfill the admission requirements.
- Make application to the Polysomnography program by December 1st.
- Submit official transcripts from other colleges attended with application.
- Score a composite of 19 or higher on the ACT, or combined math/verbal of 900 or higher on the SAT (tests must be within 5 years of time of application) and complete the following re-requisites: ENGL 1301, BIOL 2401, MATH 1314, HITT 1305, HPRS 1304.
- Complete physical examination and immunization upon acceptance.
- Not currently be on suspension or academic probation.
- Current CPR certification - AHA Health Care Provider (will be taught in HPRS 1304).
- Background checks and drug screens are conducted as a condition of full acceptance into the Polysomnography Program.

**Progression Policy**
1. The Polysomnography students will abide by the admission and curriculum requirements of the Polysomnography Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Polysomnography Program, all Polysomnography 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 Polysomnography or academic course will be acceptable.
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. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any Polysomnography course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
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 my 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 required work.
9. Students must complete the program within four (4) years after initial acceptance.

**Advanced Standing**
1. Advanced standing applies to those Polysomnography personnel who have work experience and have not completed the associate degree program.
2. Polysomnography professional with at least two (2) years full-time experience in the field will have the opportunity to challenge polysomnography courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.
## Associate in Applied Science Polysomnography Degree Program  281-756-5610

<table>
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<th>Lab Hrs.</th>
<th>Credits</th>
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<td>BIOL 2401</td>
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<td>MATH 1314</td>
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<td>Medical Terminology</td>
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### Pre-requisite Courses

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<th>Lab Hrs.</th>
<th>Credits</th>
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### FIRST YEAR

#### First Semester (Spring)

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#### Fourth Semester (Spring)

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Total Credits Required for A.A.S. Polysomnography .......................................................... 66

Required Elective - The required Humanities/Fine Arts elective for PSG must be selected from the following list. (No other course will be accepted)

- ARTS 1301    | Art Appreciation
- ARTS 1303   | Art History I
- ARTS 1304   | Art History II
- ARTS 2348   | Digital Arts I
- DRAM 1310   | Introduction to Theater Arts
- DRAM 1351   | Acting I
- DRAM 1352   | Acting II
- DRAM 2361   | History of the Theatre I
- DRAM 2362   | History of the Theatre II
- DRAM 2366   | Development of the Motion Picture
- ENGL 2322   | Survey English Literature I
- ENGL 2323   | Survey English Literature II
- ENGL 2326   | American Literature

OR

Any Sophomore-level French, German or Spanish course

(SPAN 2316 and 2317 – Career Spanish is no longer accepted or offered by ACC)
Degree: Advanced Technical Certificate
Length: Fifteen Month Program
Purpose: Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT).

The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E.Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

Admission Requirements
To be considered for admission to the Polysomnography program, the applicant must:

a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Polysomnography program.
c. Have an Associate Degree in a Health Care field.
d. Submit official transcripts from college where above degree was granted.
e. Submit appropriate state licensure and/or credentials.
f. Complete physical examination and immunization upon acceptance.
g. Not currently be on suspension or academic probation.
h. Current CPR certification - AHA Health Care Provider.
i. Background checks and drug screen are conducted as a condition of full acceptance into the Polysomnography Program.

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<th>Lab Hours</th>
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Total Credits Required for A.T.C. Polysomnography .......................................................... 42
Process Technology Degree

Degree: Associate Degree of Applied Science (A.A.S.) - Tech Prep
Length: Four Semester (Two Year) Program
Purpose: The Process Technology associate level program offers students core courses related to Process Operations that will prepare them to become process technicians in the refining, petrochemical, power generation, oil and gas production, food and other process industries. Technical knowledge and skills will be gained in areas such as operating equipment, instrumentation systems, process systems, process troubleshooting and computer applications. The associate program will take four semesters to complete. Graduates from the program will be prepared for entry level employment as process technicians.

Program Requirements: In addition to the general requirements for admission to ACC, entry into the Process Technology program requires basic proficiency in English, Reading, and Math.

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<tr>
<th>Course Number</th>
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<th>Lab Hours</th>
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*Capstone Course
**Both PHED courses can be substituted with PSYC 1300 Learning Strategies.
Total Credits Required for A.A.S. Process Technology Degree .................................................. 71
Process Technology Certificate Program

Length: Three Semesters
Purpose: The Process Technology certificate level program is designed to prepare students for entry level trainee jobs in the process industries. Time for completion is one-and-one-half years.
Program Requirements: A certificate student will take the following curriculum to achieve the certificate in Process Technology.

<table>
<thead>
<tr>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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*Capstone Course

Total Credits Required for Process Technology Certificate .......................................................... 44

Our Process Tech classes prepare students to enter the job force immediately.
Respiratory Care Degree Program

Degree: Associate Degree of Applied Science (A.A.S.)
Length: 21 months

Purpose: The Respiratory Care Department offers a two-year program that prepares individuals for an allied health specialty in the clinical care and management of respiratory disorders. The graduate will possess advanced, intensive-care skills to assess, monitor and evaluate adult, pediatric and neonatal patients on mechanical ventilation. Respiratory therapists practice in a variety of settings, including intensive care units, neonatal/pediatric special care areas, general hospital floors, emergency/trauma units, extended care and rehabilitation facilities, and the home care environment. Respiratory Care courses consist of classroom, laboratory and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Entry Level Exam and the Advanced Practitioners Exam. Texas, along with many states, requires that respiratory care practitioners obtain a state license to practice respiratory care. The program is affiliated with several community hospitals including Ben Taub, Texas Children's, Memorial-Hermann, Methodist, Saint Luke's Episcopal Hospital, and eleven other clinical affiliates. The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021-4244, 817-283-2835, www.coarc.com.

Admission Requirements:
1. To be considered for admission to the respiratory care program, the applicant must:
   a. be a high school or GED graduate.
   b. make application to ACC and fulfill the admission requirements, including THEA.
   c. make application to the respiratory care program.
   d. submit official transcripts of all previous college work to ACC Registrar's Office.
   e. applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through observation and discussion with a practicing therapist. Contact the director for details.
   f. score 19 or higher on ACT composite or minimum combined math/verbal SAT score of 900 and complete BIOL 2401, BIOL 2402, and ENGL 1301 with a grade no lower than a "C" prior to admission and test scores must be within 5 years of the time of application.
   g. complete a physical examination form which includes TB skin test, and immunizations upon acceptance to the program. (A CPR course is taught in RSPT 1429)
   h. criminal background check and drug screen conducted as a condition of full acceptance.
   i. not currently be on suspension or academic probation from ACC or another college or university.
2. Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
3. Transfer students must complete the following:
   a. meet the above admission criteria.
   b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
   c. provide the ACC Registrar's Office with an official transcript from each institution attended.
   d. provide the Respiratory Care Department with a copy of transcript from each institution attended.
   e. provide the Respiratory Care Department with a description and/or syllabus of each respiratory 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 care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.
   h. Must complete a minimum of 24 semester hours at ACC in order to be considered a graduate.
4. Early entry program starts in May. Regular program begins in August.

Alternate Enrollment:
1. Alternate enrollment applies to those respiratory care personnel who are licensed and have not completed 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 care courses. These courses must be challenged in sequence unless permission is otherwise granted by the program director.

Progression Policies:
1. Respiratory care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the respiratory care program, all respiratory care 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 care or academic 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. A student who makes a D or F in any science/respiratory care course may repeat that course once in order to obtain a C or better.
6. 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 the ability to perform satisfactorily.
7. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
8. Students must complete the program within four years after initial acceptance.
## Associate of Applied Science Respiratory Care Degree Program

**Course Number** | **Course Title** | **Lecture Hours** | **Lab Hours** | **Credits**
--- | --- | --- | --- | ---
### Prerequisite Courses
ENGL 1301 | Composition I | 3 | 0 | 3
BIOL 2401 | Anatomy & Physiology I | 3 | 3 | 4
BIOL 2402 | Anatomy & Physiology II | 3 | 3 | 4
| | | 9 | 6 | 11

**FIRST YEAR**

**First Semester**
RSPT 1160 | Clinical-Respiratory Care Therapist | 0 | 6 | 1
RSPT 1207 | Cardiopulmonary Anatomy & Physiology | 2 | 1 | 2
RSPT 1331 | Basic Respiratory Care Fundamentals II | 2 | 3 | 3
RSPT 1325 | Respiratory Care Sciences | 3 | 0 | 3
RSPT 1429 | Respiratory Care Fundamentals I | 3 | 3 | 4
| | | 10 | 13 | 13

**Second Semester**
Elective Fine Arts or Humanities | 3 | 0 | 3
RSPT 1266 | Practicum-Respiratory Care Therapist I | 0 | 16 | 2
RSPT 2317 | Respiratory Care Pharmacology | 3 | 0 | 3
RSPT 2210 | Cardiopulmonary Diseases I | 2 | 1 | 2
RSPT 2414 | Mechanical Ventilation I | 3 | 2 | 4
| | | 11 | 16 | 14

**Third Semester**
RSPT 1267 | Practicum-Respiratory Care Therapist II | 0 | 11 | 2
RSPT 2305 | Pulmonary Diagnostics | 2 | 3 | 3
RSPT 2314 | Mechanical Ventilation II | 2 | 2 | 3
| | | 4 | 16 | 8

**SECOND YEAR**

**First Semester**
BIOL 2420 | Microbiology | 3 | 3 | 4
RSPT 2239 | Advanced Cardiac Life Support | 1 | 4 | 2
RSPT 2355 | Critical Care Monitoring | 3 | 0 | 3
RSPT 2266 | Practicum-Respiratory Care Therapist III | 0 | 16 | 2
RSPT 2310 | Cardiopulmonary Disease II | 2 | 2 | 3
| | | 9 | 25 | 14

**Second Semester**
PSYC 2301 | General Psychology | 3 | 0 | 3
RSPT 1191 | Special Topics in Respiratory Therapy | 0 | 4 | 1
RSPT 2131 | Simulations for Respiratory Care | 0 | 2 | 1
RSPT 2135 | Pediatric Advanced Life Support | 0 | 3 | 1
RSPT 2267 | Practicum-Respiratory Care Therapist IV | 0 | 16 | 2
RSPT 2166 | Practicum-Respiratory Care Therapist V | 0 | 8 | 1
RSPT 2353 | Neonatal/Pediatric Cardiopulmonary Care | 3 | 0 | 3
| | | 6 | 33 | 12

Total Credits Required for A.A.S. Respiratory Care: 72

**NOTE:** RSPT 1325 and/or 1207 may be taken the summer before the program starts, provided the student has been accepted into the program.
### Pre and Co-Requisites

"P" indicates courses which must have been passed prior to enrollment in the selected course. In the case of READ 0301, ENGL 0310 or MATH 0310, the student must have passed at least the 0310-level course or must have passed the 0310-level on the TSI or an alternate test.

"C" indicates courses which, if not already passed, must be taken concurrently with the selected course. READ, ENGL, and MATH co requisites are not required if the placement test or applicable courses have been passed.

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<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Pre-Requisites</th>
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Pre and Co-Requisites

GOVT
2301 P-READ 0310, ENGL 0310
2302 P-READ 0310, ENGL 0310

HAMD
1321 P-READ 0309
1324 P-READ 0309

HECO
*1322 P-BICL 2401; P-READ 0309

HIST
1301 P-READ 0310, ENGL 0310
1302 P-READ 0310, ENGL 0310
2301 P-READ 0310, ENGL 0310
2311 P-READ 0310, ENGL 0310
2312 P-READ 0310, ENGL 0310
2321 P-READ 0310, ENGL 0310
2322 P-READ 0310, ENGL 0310
2341 P-READ 0310, ENGL 0310

HITT
1305 P-READ 0309
1349 P-HITT 1305
1341 P-HITT 1305
2335 P-HITT 1341, HITT 2331
2346 P-READ 0310, POFM 1300

HUMA
*1301 P-READ 0310, ENGL 0310
1302 P-READ 0310, ENGL 0310

IFWA
1217 P-READ 0309
1318 P-READ 0309

IMED
1445 P-READ 0309

ITMC
2355 P-ITMT 1340

ITMT
*1302 P-INTW 1358 or 1325 or COSC 1401
1350 P-ITMT 1340
1355 P-ITMT 1340
2300 P-ITMT 1340
2330 P-ITMT 1340
*2340 P-ITMT 1302 or 1340
2346 P-ITMT 1340

*ITNW
2321 P-ITMT 1302 or 1340

ITSE
1402 P-READ 0309
1406 P-READ 0309
1407 P-READ 0309
1411 P-READ 0309
1412 P-READ 0309
1422 P-READ 0309
1431 P-READ 0309
1445 P-BGSL 1420 or 1431
1491 P-READ 0309, MATH 0309
2387 P-READ 0309 & at least 3 of the following: ITSE 1422, 1431, 2417, COSC 1420

PHYS
2402 P-ITSE 1411
*2409 P-BGSL 1405
2413 P-READ 0309
2417 P-READ 0309, ITSE 1420
2449 P-READ 0309, ITSE 1431, BCIS 1431

ITSW
1464 P-READ 0309

ITSY
1342 P-ITNW 1321 or ITNW 1325

LGLA
1301 P-READ 0310, ENGL 0310
1311 P-READ 0309, ENGL 0309
1342 P-READ 0309, ENGL 0309
1344 P-READ 0309, ENGL 0309
1351 P-READ 0309, ENGL 0309
1353 P-READ 0309, ENGL 0309
1355 P-READ 0309, ENGL 0309
1380 P-READ 0309, ENGL 0309
2303 P-READ 0309, ENGL 0309
2309 P-READ 0309, ENGL 0309
2311 P-READ 0309, ENGL 0309

MATH
0310 P-MATH 0309 or required
0312 P-MATH 0310 or required

MATH 1314
1314 P-MATH 0312, READ 0310 with a C or better or the TSI standard in Reading
1324 P-MATH 1314
1335 P-MATH 1314 or 1330
2318 P-MATH 2413 or Dept. approv
2320 P-MATH 2414 or Dept. approv
2342 P-MATH 1314 or Dept. approv
2343 P-MATH 2412 or Dept. approv

PHED
1338 C-READ 0309

PHIL
1301 P-READ 0310, ENGL 0310
1304 P-READ 0310, ENGL 0310
1308 P-READ 0310, ENGL 0310
1310 P-READ 0310
2211 P-MUSI 1212; C-MUSI 2216
2212 P-MUSI 2211, C-MUSI 2217
2216 P-MUSI 1217; C-MUSI 2211
2217 P-MUSI 2216; C-MUSI 2212
2425 P-READ 0310, MATH 2413
2426 P-PHYS 2425, READ 0310
2427 P-READ 0310, C-MATH 2413

PMHS
1381 P-GAAC 1380
2380 P-GAAC 1381

POCI
1401 P-POFT 1329 or 1429
2331 P-POFT 1429
2401 P-POFT 1329 or 1429

POFM
1300 P-HITT 1305

PMU
2266 P-HRA 1313

POFT
2401 P-POFT 1429

PSYC
2189 P-READ 0310, ENGL 0310
2289 P-READ 0310, ENGL 0310
2301 P-READ 0310, ENGL 0310
2302 P-READ 0310, ENGL 0310
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2315 P-READ 0310, ENGL 0310
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2319 P-READ 0310, ENGL 0310
2389 P-READ 0310, ENGL 0310

PTAC
1454 P-PTAC 2420
2420 P-PTAC 1302
2436 P-PTAC 1332
2438 P-PTAC 2420
2446 P-PTAC 2420

PTRT
1407 P-PTAC 1302
1491 P-PTRT 1407

RNSG
1108 P-MATH 0310
1215 P-BICL 2401

All other courses require dept. approval.

RSTO
1207 P-READ 0309
1325 P-READ 0309

RTEC
1303 P-READ 0310, ENGL 0310
1306 P-READ 0310, ENGL 0310
2301 P-READ 0310, ENGL 0310
2306 P-READ 0310, ENGL 0310
2319 P-READ 0310, ENGL 0310
2326 P-READ 0310, ENGL 0310
2336 P-READ 0310, ENGL 0310
2339 P-READ 0310, ENGL 0310
2340 P-READ 0310, ENGL 0310
2189 P-READ 0310, ENGL 0310
2289 P-READ 0310, ENGL 0310
2389 P-READ 0310, ENGL 0310

SPAN
(oral departmental online placement tests)
1310 P-SPAN 1300
1412 P-SPAN 1411
2311 P-SPAN 1312
2312 P-SPAN 2311
2315 departmental online placement tests
2321 P-SPAN 2312

SPOH
1311 P-READ 0310
1315 P-READ 0310
1318 P-READ 0310, ENGL 0310
1321 P-READ 0310
2335 P-READ 0310
2341 P-READ 0310

TICA
1303 P-ENGL 0310, READ 0310
1311 P-ENGL 0310, READ 0310
1318 P-ENGL 0310, READ 0310
1354 P-ENGL 0310, READ 0310

VNSG
All courses require dept. approval.

*Updated 5/24/10
Accounting
Norman Bradshaw, Department Chairperson, Tom Branton

ACCT 2301
Financial Accounting (3 credits)
This course concentrates on 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 and 1 laboratory hours per week). [CB5203015104]

ACCT 2302
Managerial Accounting (3 credits)
This course provides a study of partnerships corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 laboratory hours per week). Prerequisite: ACCT 2301. [CB5203015104]

Agriculture
Steve Wheeler, Department Chairperson

AGRI 1307
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). [CB10.1102.5101]

AGRI 1319
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). [CB10.0901.5101]

American Sign Language
Amalia D. Parra, Department Chairperson

SGNL 1301
Beginning American Sign Language I (3 credits)
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. (3 lecture hours per week) [CB 16.1603.5113]

SGNL 1302
Beginning American Sign Language II (3 credits)
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. (3 lecture hours per week) [CB 16.1603.5113]

Anthropology
Traci Elliott, Department Chairperson

ANTH 2301
Physical Anthropology (3 credits)
This course provides an overview of human origins and biocultural adaptations. It also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB45.0301.5125]

ANTH 2302
Introduction of Archeology (3 credits)
This course is a study of human history which describes the major cultural developments in humanity's past and explores the methods used by archeologists to retrieve, process and analyze material remains of past cultures. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB45.0301.5125]

ANTH 2346
General Anthropology (3 credits)
Following principles of physical and cultural anthropology, this course analyzes the cultures of prehistoric and existing preliterate people and the impact of modern western culture (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB45.0201.5125]

ANTH 2351
Cultural Anthropology (3 credits)
This course provides a survey of cultures around the world in order to explain the key concepts, methods and theories used in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.0201.5325]

SGNL 1302
Beginning American Sign Language II (3 credits)
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. (3 lecture hours per week) [CB 16.1603.5113]

Arts
Dennis LaValley, Department Chairperson

ARTS 1301
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). Prerequisites: ENGL 0310 and READ 0310. [CB50.0703.5126]

ARTS 1303
Art History I (3 credits)
This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from prehistoric times through the medieval period. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB50.0703.5226]

ARTS 1304
Art History II (3 credits)
This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from the medieval period to contemporary art. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB50.0703.5226]

ARTS 1311
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. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

ARTS 1312
Design II (3 credits)
This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

ARTS 1316
Drawing I (3 credits)
This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0705.5226]
ARTS 1317  
**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. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 1316 [CB50.0705.5226]  

ARTS 2316  
**Painting I**  
(3 credits)  
This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0401.5126]  

ARTS 2317  
**Painting II**  
(3 credits)  
This course is an expansion of the concepts presented in Painting I with unrestricted subject matter. In addition to scheduled class hours, students should arrange three additional hours per week to paint. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2316. [CB50.0401.5126]  

ARTS 2326  
**Sculpture I**  
(3 credits)  
This course provides students with experience in sculpture in clay, wood, and found object materials. Art majors are expected to take a sculpture course. Students should arrange three additional hours per week to work in sculpture. (3 lecture & 3 lab hours per week) [CB5007095126]  

ARTS 2327  
**Sculpture II**  
(3 credits)  
This course provides students with experience in sculpture in clay, wood, and found object materials. It is an expansion of the concepts presented in Sculpture I. Students should arrange three additional hours per week to work in sculpture. Prerequisite: ARTS 2326 (3 lecture & 3 lab hours per week) [CB5007095126]  

ARTS 2333  
**Printmaking I**  
(3 credits)  
This course introduces students to printmaking techniques and principles. The student will explore woodcut, etching, dry point, monoprint and linocut methods. In addition to scheduled class hours, students should arrange three additional hours per week to work on projects. (3 lecture & 3 lab hours per week) [CB5007105126]  

ARTS 2334  
**Printmaking II**  
(3 credits)  
This course is an extension of Printmaking I with the inclusion of serigraphy and lithography. In addition to scheduled class hours, students should arrange three additional hours per week to work on projects. Prerequisite: ARTS 2333 (3 lecture & 3 lab hours per week) [CB5007105126]  

ARTS 2341  
**Art Metals I**  
(3 credits)  
This course explores various methods of metal fabrication with an emphasis on jewelry making. The principles of two and three dimensional design are given careful consideration. The history and contemporary trends of art metals are examined. (3 lecture & 3 lab hours per week) [CB5007135126]  

ARTS 2342  
**Art Metals II**  
(3 credits)  
This course is a continuation of Art Metals I. It explores metal fabrication, jewelry making, history and contemporary trends. Prerequisite: ARTS 2341. (3 lecture & 3 lab hours per week) [CB5007135126]  

ARTS 2346  
**Ceramics I**  
(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. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0711.5126]  

ARTS 2347  
**Ceramics II**  
(3 credits)  
This course includes the combining of hand building and wheel thrown objects. Students learn the techniques of section pottery throwing. In addition to glaze application and kiln firing, Raku pottery will be introduced. Students should arrange at least three additional hours per week. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. [CB50.0711.5126]  

ARTS 2348  
**Digital Art I**  
(3 credits)  
This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0402.5226]  

ARTS 2349  
**Digital Art II**  
(3 credits)  
This course is an advanced study of advertising art and production. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. Prerequisite: ARTS 2348 (3 lecture & 3 lab hours per week) [CB50.0402.5226]  

ARTS 2356  
**Photography I**  
(3 credits)  
This course introduces the student to the fundamental elements of black & white techniques, knowledge of chemistry, and presentation skills with an emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics. (3 lecture & 3 lab hours per week) [CB50.0605.5126]  

ARTS 2357  
**Photography II**  
(3 credits)  
This course builds upon the techniques and concepts presented in Photography I and focuses on continued development of printing and developing skills with emphasis placed on the development individual expression. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 [CB50.0605.5126]  

ARTS 2366  
**Watercolor I**  
(3 credits)  
Students explore the watercolor medium as a means of artistic expression through interpretation of still life, landscape, and figure subjects. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2366. (3 lecture & 3 lab hours per week) [CB50.0708.5326]  

ARTS 2367  
**Watercolor II**  
(3 credits)  
This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. Prerequisite: ARTS 2366. (3 lecture & 3 lab hours per week) [CB50.0708.5326]  

**Astronomy**  
Dora Devery, Department Chairperson  
Joseph Mills  

**ASTR 1403**  
**Planetary Astronomy**  
(4 credits)  
Introductory planetary astronomy course which includes basic material on the history of astronomy, physics of planetary motion, the nature of light, operation of telescopes, formation of solar system, terrestrial planets, Jovian planets, Kuiper Belt objects, comets, and asteroids. Lab includes observing the stars, nebulae, galaxies, planets, and a variety of exercises in observational astronomy. (3 lecture and 3 lab hours per week) [CB 40.0201.5103]  

**ASTR 1404**  
**Stellar & Galactic Astronomy**  
(4 credits)  
An introductory course that will concentrate on the origin, life and fate of the stars, star clusters, galaxies, and cosmology. An appropriate laboratory program will include lab experiments, telescope observations, field trips, and Internet research. This is a course for non-science majors who need natural science credit or anyone interested in the study of the universe. (3 lecture and 3 lab hours per week) [CB42.1601.51 25]
Biology

Dwight Rhodes, Department Chairperson
Jerrod Butcher, John Matula

BIOL 1308
Contemporary Biology I
(3 credits)
This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The course stresses basic biological principles relevant to animals. (3 lecture hours per week). Prerequisite: READ 0310. [CB40.0501.5103]

BIOL 1309
Contemporary Biology II
(3 credits)
This course covers fundamental characteristics of living matter from the molecular level to the ecological community. This course stresses basic biological principles relevant to plants. (3 lecture hours per week). Prerequisite: READ 0310. [CB2601015124]

BIOL 1406
General Biology I
(4 credits)
An introductory survey of contemporary biology. Topics emphasized will include the chemical basis of life, structure and function of cells, energy transformations, and molecular biology and genetics. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB26.0101.5103]

BIOL 1407
General Biology II
(4 credits)
An introductory survey of current biological concepts. Emphasis will be placed on topics which include evolution, biological diversity, ecology, and comparative structure and function of organisms. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB26.0101.5103]

BIOL 2306
Environmental Conservation
(3 credits)
This course includes a study of the management of natural resources, the problems caused by population and pollution, the balance of nature, and man's importance in the environment. (3 lecture hours per week). Prerequisite: READ 0310 [CB03.0103.5101]

BIOL 2401
Anatomy and Physiology I
(4 credits)
This course includes a study of the structure and function of organ system of the human body. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB26.0707.5103]

BIOL 2402
Anatomy and Physiology II
(4 credits)
This course continues the study of the structure and function of organ system of the human body. (3 lecture and 3 laboratory hours per week). Prerequisite: BIOL 2401. [CB26.0707.5103]

BIOL 2420
Basic Microbiology
(4 credits)
This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. This course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. (3 lecture and 3 laboratory hours per week). Prerequisites: Either BIOL 1406 or BIOL 1407, or BIOL 2401, or BIOL 2402. [CB26.0503.5103]

Business Administration

Norman Bradshaw, Department Chairperson

BUSI 1301
Introduction to Business
(3 credits)
An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week). [CB52.0101.5104]

BUSI 1307
Personal Finance
(3 credits)
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. (3 lecture hours per week). [CB19.0401.5109]

BUSI 2301
Business Law I
(3 credits)
This course covers the principles of law which form the legal framework for business activities. (3 lecture hours per week). [CB22.0101.5124]

BUSI 2302
Business Law II
(3 credits)
This course explores the role of law in business and society, government regulations of business and legal reasoning, source of law, social policy and legal institutions, antitrust, and other laws affecting business. (3 lecture hours per week). [CB22.0101.5224]

Chemistry

Dora Devery, Department Chairperson
Betty Graef, Donna Payne

CHEM 1405
Introductory Chemistry I
(4 credits)
Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB40.0501.5103]

CHEM 1407
Introductory Chemistry II
(4 credits)
This course surveys organic and biochemistry, and it may include polymer chemistry and heterocyclic. (3 lecture and 3 laboratory hours per week). Prerequisite: CHEM 1405. [CB40.0501.5103]

CHEM 1411
General Chemistry and Analysis I
(4 credits)
The topics presented in this course include atomic structure, the periodic classification, the gas laws, reactions involving oxygen and hydrogen, solutions of electrolytes, ionization, and acids, bases, and salts. (3 lecture and 4 laboratory hours per week). Prerequisites: READ 0310 and MATH 0310. [CB4005015203]

CHEM 1412
General Chemistry and Analysis II
(4 credits)
The topics presented in this course include thermodynamics, kinetics, properties of solutions, equilibria and electrochemistry. The student is introduced to computer and microscale techniques in laboratory investigations. Prerequisite: CHEM 1411. (3 lecture and 4 lab hours per week) [CB 40.0501.5203]

CHEM 2423
Organic Chemistry I
(4 credits)
This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, and ethers. The student is introduced to micro-scale laboratory techniques. (3 lecture and 4 laboratory hours per week). Prerequisite: CHEM 1412. [CB4005045203]

CHEM 2425
Organic Chemistry II
(4 credits)
This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of aldehydes, ketones, carboxylic acids, and amines. This course also covers stereochemistry and some elementary concepts in biochemistry. Microscale laboratory techniques are utilized. (3 lecture and 4 laboratory hours per week). Prerequisite: CHEM 2423. [CB4005045203]
CDEC 1313
Curriculum Resources for Early Childhood Programs
(3 credits)
A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; and develop guidelines for creating developmentally appropriate indoor and outdoor learning environments. The student will apply an understanding of teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1317
Child Development Associate Training I
(3 credits)
Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. The student will identify methods to advance physical and intellectual competence; describe the CDA process, develop general observation skills and summarize basic child growth and development; utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1319
Child Guidance
(3 credits)
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. The student will summarize theories related to child guidance; explain how appropriate guidance promotes autonomy, self-discipline and life-long social skills in children; recognize the importance of families and culture in guiding children; and promote development of positive self-concept and prosocial behaviors in children. The student will apply appropriate guidance techniques to specific situations relating to children's behaviors and demonstrate skills in helping children resolve conflicts. (3 lecture and 1 laboratory hour per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1321
The Infant and Toddler
(3 credits)
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of quality infant/toddler caregiving and elements of appropriate indoor and outdoor environments. The student will provide developmentally appropriate materials and activities and use developmentally appropriate teaching/guidance techniques. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1356
Emergent Literacy for Early Childhood
(3 credits)
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. The student will define literacy and emergent literacy; analyze various theories of language development; and describe the teacher's role in promoting emergent literacy. The student will create literacy environments for children; and select and share appropriate literature with children. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]

CDEC 1358
Creative Arts for Early Childhood
(3 credits)
An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will define the creative process; describe the role of play in a child's growth and development and developmental sequences for creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts and components of creative environments. The student will plan, implement, and assess child-centered activities for music, movement, visual arts, and dramatic play. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1359
Children With Special Needs
(3 credits)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; review legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1384
Cooperative Ed. In Child Development I
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]

CDEC 2307
Math and Science for Early Childhood
(3 credits)
An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to the early childhood indoor and outdoor learning environments. The student will develop strategies which promote thinking and problem-solving skills in children; utilize observation and assessment as a basis for planning discovery experiences for the individual child; and create, evaluate, and/or select developmentally appropriate materials, equipment and environments to support the attainment of math and science concepts. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 2322
Child Development Associate Training II
(3 credits)
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. The student will explain methods to establish and maintain a safe, healthy learning environment, describe ways to support social and emotional development, and describe techniques used to provide positive guidance. The student will utilize skills in writing, speaking, problem solving, time management, and record keeping. (1 lecture and 5 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 2324
Child Development Associate Training III
(3 credits)
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. The student will describe methods to establish positive and productive relationships with families; explain methods to ensure a well-
run, purposeful program responsive to participant needs; and identify how to maintain a commitment to professionalism; utilize skills in writing, speaking, problem-solving, time management, and record keeping. (1 lecture and 5 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 2384
Cooperative Ed. In Child Development II (3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills utilizing the terminology of the occupation and the business/industry. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]

CDEC 2426
Administration of Programs for Children I (4 credits)
A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will analyze the planning functions; evaluate the operational functions and interpret the supervisory functions of an administrator. The student will summarize the evaluation of functions in an early care and education program and explore methods of effective communication and utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0708]

CDEC 2428
Administration of Programs for Children II (4 credits)
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. The student will discuss codes of conduct; describe communication skills needed in effectively administering an early care and education program; discuss the importance of parent education/partnerships in early care and education programs; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues which impact programs; evaluate fiscal responsibilities of an administrator; and examine current technology and issues in early care and education administration. The student will utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0708]

EDUC 1301
Introduction to the Teaching Profession (3 credits)
An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; and includes 16 hours of field-experience activities in P-12 schools. (3 lecture and 1 lab hour per week) Prerequisite: ENGL 0310, READ 0310. [CB1301015109]

EDUC 2301
Special Populations (3 credits)
An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; and includes 16 hours of field-based activities, which must be with special populations in P-12 schools. (3 lecture hours per week). Prerequisite: ENGL 0310, READ 0310. [CB13.1001.5109]

TECA 1303
Family, School and Community (3 credits)
A study of the child, family, community, and schools, including parent education and education and involvement, family and community lifestyles, child abuse, and current family life issues. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907015109]

TECA 1311
Educating Young Children (3 credits)
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907085109]

TECA 1318
Wellness of the Young Child (3 credits)
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907085209]

TECA 1354
Child Growth and Development (3 credits)
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. The student will summarize principles of growth and development and developmental processes on early childhood practices and types and techniques of observation; and explain the importance of play. The student will demonstrate skills in practical application of developmental principles and theories, observation techniques and recognition of growth and developmental patterns. (3 lecture hours per week). Corequisite: ENGL 0310, READ 0310. [CB1907065209]

Chinese
Amalia D. Parra, Department Chairperson

CHIN 1411
Beginning Chinese I (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture & 2 lab hours per week) Prerequisite: CHIN 1412 [CB 16.0301.5113]

CHIN 1412
Beginning Chinese II (4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture & 2 lab hours per week) Prerequisite: CHIN 1411 [CB 16.0301.5113]

CHIN 2311
Intermediate Chinese I (3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture & 1 lab hour per week) Prerequisite: CHIN 1412 [CB 16.0301.5213]
CHIN 2312
Intermediate Chinese II
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture & 1 lab hour per week) Prerequisite: CHIN 2311 [CB16.0301.5213]

Communications
William C. Lewis, Department Chairperson
Mark Moss, Jason Nichols

COMM 1307
Introduction to Mass Communication
(3 credits)
Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. (3 lecture hours per week) [CBO9.0102.5106]

COMM 1318
Photography I
3 credits
(Cross-listed as ARTS 2356)
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. (3 lecture and 3 lab hours per week) [CIP50.0605.5126]

COMM 1336
Television Production I
(3 credits)
Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 lab hours per week). [CB10.0202.5206]

COMM 1337
Television Production II
(3 credits)
This course continues practical experience in the operation of television studio and field equipment, including both pre- and post-production needs. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. (2 lecture and 4 lab hours per week). Prerequisite: COMM 1336 [CB10.0202.5206]

COMM 2303
Audio/Radio Production
(3 credits)
Concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent. (2 lecture and 2 lab hours per week) [CB10.0202.5106]

COMM 2311
News Gathering & Writing I
(3 credits)
Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. (2 lecture and 4 lab hours per week) [CBO9.0401.5706]

COMM 2326
Practicum in Electronic Media
3 credits
Lecture and laboratory instruction and participation. (1 lecture and 5 lab hours per week) [CIP09.0701.5306]

COMM 2327
Introduction to Advertising
(3 credits)
Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media. (3 lecture hours per week) [CIP09.0903.5106]

COMM 2331
Radio/Television Announcing
(3 credits)
Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, disk jockey, radio and TV. (2 lecture and 4 lab hours per week). [CB09.0701.5406]

COMM 2332
Radio/Television News
(3 credits)
Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) [CBO9.0402.5206]

COMM 2336
Introduction to Film
(3 credits)
Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (2 lecture and 2 lab hours per week). [CBO50.0602.5126]

RTVB 1301
Broadcast News Writing
(3 credits)
Instruction in the writing and organization of news copy. Topics include proper style and format used for broadcast news scripts, organization of newscasts, use of computerized news editing systems. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1309
Audio/Radio Production I
(3 credits)
Concepts and techniques of sound production including basic recording, mixing, and editing techniques. (2 lecture and 2 laboratory hours per week) [CIP09.0701]

RTVB 1310
Introduction to Mass Communications
(3 credits)
Basic factors affecting human communication, including theories and models of communication, the relationship of mass media and society, trends in newspaper, radio, television, film, books, advertising, public relations and photography. (3 lecture hours per week). [CIP09.0701]

RTVB 1321
TV Field Production
(3 credits)
Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 1325
TV Studio Production
(3 credits)
Basic television production. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 1329
Scriptwriting
(3 credits)
Writing of commercials, public service announcements, promos, news documentaries, and other broadcast and film materials. Emphasis on the format and style of each type of writing and development of a professional writing style. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 1355
Radio and Television Announcing
(3 credits)
Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 1380, 1381, 2380, 2381
Cooperative Education – Radio and Television
(3 credits)
Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (1 lecture and 20 laboratory hours per week) [CIP09.0701]
RTVB 1391
Special Topics in Radio and Television Broadcasting
(3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 lecture and 4 laboratory hours per week) [CIP09.07017]

RTVB 2331
Audio/Radio Production III
(3 credits)
Advanced concepts in audio/radio recording and editing, including digital editing, sound processing systems, and multitrack mix down recording techniques. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 2337
TV Production Workshop I
(3 credits)
Application and design of video productions in location or studio shooting environments with real deadlines and quality control restrictions. Students will produce programming for KACC-TV. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 2339
Broadcast Sales
(3 credits)
Instruction in sales methods, audience measurement, demographics, station promotion, advertising and public relations. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 2340
Portfolio Development
(3 credits)
Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester. (1 lecture and 6 laboratory hours per week) [CIP131.0701]

Technology Department. This allows students to locate correct assignments and examples. Internet students taking a computer science course have access to the computer laboratories when space is available.

In internet programming courses, it is recommended that students use the same software that is used at ACC. The student accepts the responsibility of installing the necessary software and creating the necessary files. Internet students taking a computer science programming course have access to the laboratories when space is available.

RTVB 1391
Special Topics in Radio and Television Broadcasting
(3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 2331
Audio/Radio Production III
(3 credits)
Advanced concepts in audio/radio recording and editing, including digital editing, sound processing systems, and multitrack mix down recording techniques. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 2337
TV Production Workshop I
(3 credits)
Application and design of video productions in location or studio shooting environments with real deadlines and quality control restrictions. Students will produce programming for KACC-TV. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 2339
Broadcast Sales
(3 credits)
Instruction in sales methods, audience measurement, demographics, station promotion, advertising and public relations. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

RTVB 2340
Portfolio Development
(3 credits)
Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester. (1 lecture and 6 laboratory hours per week) [CIP131.0701]

Computer Information Technology
Thomas Magliolo, Department Chair
Richard Melvin, Cathy LeBouef

It is the responsibility of all students taking a computer science internet course(s) to contact their instructor(s) at the beginning of the semester.

In the BCIS 1405, internet course, it is necessary for students to use the same textbook and software version that is being used at Alvin Community College Computer Information

BCIS 1405
Business Computer Applications
(4 credits)
This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CBS5212025227]

BCIS 1420
Introductory C Programming
(4 credits)
Introduction to programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309 and MATH 0310. [CBS5212025227]

BCIS 1431
Programming in Visual Basic
(4 credits)
Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309 and MATH 0310. [CBS5212025227]

BCIS 2431
Advanced Programming Visual Basic
(4 credits)
Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. (3 lecture and 3 lab hours per week). Prerequisites: READ 0309, MATH 1314 and BCIS 1431. [CBS5212025227]

COSC 1415
Fundamentals of Programming - Java
(4 credits)
Introduction to computer programming. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309, MATH 0312. Corequisite: MATH 1314 [CB1102015227]

COSC 1436
Programming Fundamentals I
(4 credits)
Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0310. [CB1102015227]

COSC 1437
Programming Fundamentals II
(4 credits)
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 1436 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (3 lecture and 3 laboratory hours per week) [CIP 11.02015507]

COSC 1440
Computer Programming -- C++
(4 credits)
Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309, MATH 0312. Corequisite: MATH 1314 [CB1102015227]

COSC 2315
Data Structures
(3 credits)
This course is an introduction to data structures and algorithm development. Topics include: arrays, records, linked list, stacks, queues, binary trees, sorting, and searching. (3 lecture hours per week). Prerequisite: READ 0309. [CB1102015327]
COSC 2420
Advanced Computer Programming - C++
(4 credits)
Topics include object-oriented programming, dynamic memory allocation, classes, function overloading, inheritance, polymorphism, streams, templates, exception handling. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and COSC 1420. [CIP1102015327]

COSC 2436
Programming Fundamentals III
(4 credits)
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 2436 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. Prerequisite: COSC 1437. (3 lecture and 3 laboratory hours per week) [CIP 11.02015707]

CPMT 1403
Introduction to Computer Technology
(4 credits)
This is a fundamental computer course that provides information on procedures to properly utilize computer hardware and software. The student will become familiarized with the terminology and various acronyms associated with computers and the computer industry. The course also informs the student about the wide variety of career opportunities available in Computer Technology. (3 lecture and 3 laboratory hours per week). [CIP15.0402]

CPMT 1411
Introduction to Computer Maintenance
(4 credits)
This course is an introduction to the various components that make up a microcomputer system. The student will identify and learn the operation of the individual modules and assemble and connect them to create a complete microcomputer system. In addition, the student will also learn the evolution of the microprocessor and microprocessor bus systems. (3 lecture and 3 laboratory hours per week). [CIP47.0104]

CPMT 1445
Computer Systems Maintenance
(4 credits)
Functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week). [CIP: 47.0104]

CPMT 1447
Computer Systems Peripherals
(4 credits)
Theory and practices involved in computer peripherals, operation and maintenance techniques, and specialized test equipment. (2 lecture plus 6 lab hours per week). [CIP: 47.0104]

CPMT 2445
Computer System Troubleshooting
(4 credits)
This course teaches the principles and practices involved in troubleshooting hardware and software problems in computer systems. The student will be aided by advanced diagnostic test programs and specialized test equipment that can give information on a specific troubleshooting technique to use. (3 lecture and 3 laboratory hours per week). Prerequisite: CPMT 1411. [CIP15.0402]

GAME 1403
Introduction to Game Design and Development
(4 credits)
This course is an introduction to electronic game development and game development careers. The course includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0309. [CIP 10.0304]

IMED 1416
Web Design I
(4 credits)
Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; create, design, test, and debug a web site. (3 lecture & 3 laboratory hours per week) Prerequisites: none [CIP11.0801]

IMED 1445
Interactive Multimedia
(4 credits)
This course uses graphics to create interactive multimedia animations using industry standard authoring software. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 [CIP11.0801]

ITMC 2355
Deploying & Managing Microsoft Internet Security & Acceleration Server
(3 credits)
Advanced concepts of deploying and managing Microsoft Internet Security and Acceleration (ISA) Server in an enterprise environment. Explain the use of ISA Server as a cache server and as an enterprise firewall; install and configure ISA Server as a cache server and as a firewall; configure access policies to enable secure internet access for client computers; configure ISA Server as a cache server; configure ISA Server as a virtual private network (VPN); configure ISA Server as a firewall; configure access to selected internal resources; monitor ISA Server activities by using alerts, logging, reporting, and real-time monitoring; install and configure ISA Server for an enterprise environment. (2 lecture and 2 laboratory hours per week) Prerequisite ITMC 1340 [CIP11.0801]

ITMC 1302
Windows Vista Configuration
(3 credits)
A study of Windows Vista operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions; security features; network connectivity; setup of external devices; optimization and customization; and deployment of application, with hands-on experience. (2 lecture and 2 laboratory hours per week) Prerequisite ITNW 1358 or ITNW 1325 or COSC 1401 [CIP11.0901]

ITMC 1340
Managing and Maintaining a Microsoft Windows Server 2003 Environment
(3 credits)
Managing accounts and resources, maintaining server resources, monitoring server performance, and safeguarding data in a Microsoft Windows Server 2003 environment. (2 lecture and 2 laboratory hours per week). [CIP11.0901]

ITMC 1350
Implementing Managing, & Maintaining a Windows Server 2003 Network Infrastructure
(3 credits)
Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMC 1340 [CIP11.0901]

ITMC 1355
Planning & Maintaining a Microsoft Windows Server 2003 Network Infrastructure
(3 credits)
Planning and maintaining a Windows Server 2003 network infrastructure. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMC 1340 [CIP11.0901]

ITMC 2300
Planning, Implementing & Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure
(3 credits)
Windows Server 2003 directory service environment. Includes forest and domain structure; Domain Name System (DNS); site topology and replication; organizational unit structure and delegation of administration; Group Policy; and user, group, and computer account strategies. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMC 1340. [CIP11.0901]

ITMC 2330
Designing a Microsoft Windows Server 2003 Active Directory Infrastructure
(3 credits)
Designing a Microsoft Active Directory service and network infrastructure for a Microsoft Windows Server 2003 environment. Intended for systems engineers
who are responsible for designing directory service and network infrastructures. Prerequisite: ITMT 1340. [CIP11.0901]

ITMT 2346 Implementing & Administering Security in a Microsoft Windows Server 2003 Network (3 credits)
Addresses the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) skills path for information technology security practitioners. Focuses on Microsoft Windows Server 2003 infrastructure solutions. Includes client-focused content where appropriate. Provides functional skills in planning and implementing infrastructure security. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMT 1340 [CIP11.0901]

ITMT 2340 Designing Security for Microsoft Networks (3 credits)
Assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. Includes decision-making skills through an interactive tool that simulates real-life scenarios. Focuses on collecting information and sorting through details to resolve a given security requirement. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302 or ITMT 1340. [CIP11.0901]

ITNW 1325 Fundamentals of Networking (3 credits)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 laboratory hours per week). [CIP11.0901]

ITNW 1358 Network (3 credits)
Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. (2 lecture plus 2 lab hours per week). [CIP11.0901]

ITNW 2321 Networking with TCP/IP (3 credits)
Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Configure IP addressing and routing; design and implement a domain name server; implement static and dynamic IP addressing; explain subnets and supernet; and use network management utilities to manage and troubleshoot IP networks. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMT 1302 or ITMT 1340. [CIP11.0901]

ITSE 1402 Computer Programming (4 credits)
Introduction to computer programming with emphasis on the fundamentals of design, development, testing, implementation, and documentation. Includes language syntax, data, input/output methods, and file structures. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1406 PHP Programming (4 credits)
Introduction to PHP including the design of web-based applications, arrays, strings, regular expressions, file input/output, e-mail and database interfaces, stream and network programming, debugging, and security. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1407 Introduction to C++ Programming (4 credits)
Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1411 Web Page Programming (4 credits)
Instruction in Internet Web page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, JAVASCRIPT, OR ASP. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1412 Introduction to C Programming (4 credits)
Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1413 Introduction to Visual BASIC Programming (4 credits)
Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1445 Introduction to Oracle SQL (4 credits)
An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). (3 lecture hours and 3 laboratory hours per week). Prerequisite: BCIS 1431 or BCIS 1420 or another programming language course. [CIP11.0201]

ITSE 1491 Special Topics in Computer Programming – Computer Programming (4 credits)
This course is an introduction to computer programming. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0309. [CIP11.0201]

ITSE 2387 Internship - Computer Programming (3 credits)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. (20 laboratory hours per week). Prerequisite: READ 0309 and at least 3 computer programming languages from ITSE 1422, COSC 1420, ITSE 1431 or ITSE 2417. [CIP11.0201]

ITSE 2402 Intermediate Web Programming (4 credits)
Intermediate applications for web authoring. Topics may include server side include (SSI), Perl, HTML, Java, Javascript, and/or ASP. (3 lecture and 2 laboratory hours per week). Prerequisite: ITSE 1411. [CIP11.0201]

ITSE 2409 Database Programming (4 credits)
Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 laboratory hours per week). Prerequisite: BCIS 1405. [CIP11.0201]

ITSE 2413 Web Authoring (4 credits)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 2417 JAVA Programming (4 credits)
Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web...
aplets. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and BCIS 1420. [CIP11.0201]

ITSE 2449
Advanced Visual BASIC Programming
(4 credits)
Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309, ITSE 1431, and BCIS 1431. [CIP11.0201]

ITSY 1300
Fundamentals of Information Security
(3 credits)
Basic information security goals of availability, integrity, accuracy, and confidentiality are studied. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (3 lecture hours per week) [CIP11.0901]

ITSY 1342
Information Technology Security
(3 credits)
Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (2 lecture and 2 laboratory hours per week) Prerequisite: ITNW 1325 or ITNW 1358. [CIP11.0901]

ITSW 1404
Introduction to Spreadsheets
(4 credits)
This course is an instruction in the concepts, procedures, and application of electronic spreadsheets. This course will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. (3 lecture and 3 laboratory hours per week) Prerequisite: READ 0309 [CIP11.0301]

CRTR 1302
Law and Legal Terminology
(3 credits)
Introduction in civil law, criminal law, the judicial system (discovery trial and appellate process), methods of researching legal citations, and the legal terms used in the reporting profession. (3 lecture hours per week). Prerequisite: READ 0310, ENGL 0310. [CIP52.0405]

CRTR 1308
Realtime Reporting I
(3 credits)
Development of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction. Emphasis will be placed on writing techniques to ensure a conflict-free system of machine writing by drill and dictation of geographical matter, names in current events and history, number inputting, along with methods of preparing transcripts. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 1314, CRTR 1406. [CIP52.0405]

CRTR 1312
Reporting Communications I
(3 credits)
Study of basic rules of English grammar and spelling, punctuation, capitalization and proofreading skills as they apply to the production of transcripts of the spoken word in the reporting field. (2 lecture and 3 laboratory hours per week). Prerequisite: READ 0310, ENGL 0310. [CIP52.0405]

CRTR 1314
Reporting Technology I
(3 credits)
Introduction to computer-aided transcription terminology and systems based on computer-compatible theory. The course includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (2 lecture and 3 laboratory hours per week). Prerequisite: CRTR 1404. [CIP52.0405]

CRTR 1346
Captioning Reporting I
(3 credits)
Introduction to realtime/caption production procedures with transcription of materials produced in proper form. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing realtime/caption equipment, the psychology for writing realtime, and the procedures for operation of realtime/captioning software and hardware. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401. [CIP52.0405]

CRTR 1357
Literary/Jury Charge Dictation I (100-120)
(3 credits)
Skills necessary to develop speed and accuracy in writing and transcribing literary/jury charge dictation. This course is designed to be repeated to meet program standards. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 1404. [CIP22.0303]

CRTR 1359
Literary/Jury Charge Dictation II (140-160)
(3 credits)
Continued skill development necessary for speed and accuracy in writing and transcribing literary/jury charge dictation. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 1406. [CIP22.0303]

CRTR 1404
Machine Shorthand I
(4 credits)
Introduction in general principles of conflict-free machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription. (2 lecture and 8 laboratory hours per week). Prerequisite: READ 0310, ENGL 0310. [CIP52.0405]

CRTR 1406
Machine Shorthand II (60-80-100)
(4 credits)
Continued development of conflict-free shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (2 lecture and 8 laboratory hours per week). Prerequisites: CRTR 1404, READ 0310, ENGL 0310. [CIP52.0405]

CRTR 2236
Accelerated Machine Shorthand II (180-200-225)
(2 credits)
Continuation of skill development and mastery of high-speed dictation including readback, machine practice and transcript production. This course may be repeated multiple times until machine shorthand standards are met. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401. [CIP22.0303]

CRTR 2306
Medical Reporting
(3 credits)
Orientation to medical terms and anatomy as needed in the reporting profession. Topics include medical reporting transcription techniques and production of machine shorthand medical transcripts. Lectures, study guides, tests, and exercises designed to ensure the student's knowledge of the components in building a medical vocabulary and the application thereof. (3 lecture hours per week). Prerequisite: READ 0310, ENGL 0310, CRTR 1404. [CIP52.0405]

CRTR 2311
Reporting Communications II
(3 credits)
In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills necessary to produce reporting and/or spoken word documents. The student is given dictation for transcribing and is tutored in voice and speech patterns while reading notes aloud. (2 lecture hours and 3 laboratory hours per week). Prerequisites: READ 0310, ENGL 0310, CRTR 1312. [CIP52.0405]

CRTR 2312
Court Reporting Procedures
(3 credits)
Instruction in the role of the court reporter in court proceedings and/or depositions. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401. [CIP22.0303]

Course Descriptions

Bill Cranford, Department Chairperson
Karen Downey, Micki Kincaide, Laura Noultes, Robin McCartney, Jim Preston, Roland Scott

CRTR 1207
Machine Shorthand Speedbuilding (60-80)
(2 credits)
Continued development of realtime shorthand skills through readback, machine practice, and transcription. this course is designed to be repeated to meet program standards. (2 lecture and 1 laboratory hours per week) Prerequisite: CRTR 1404 [CIP22.0303]
The course descriptions include various academic offerings. Here is a summary of some of the courses:

**CRTR 2313**
Reporting Technology II (Scopist)
(3 credits)
Instruction in the operation, maintenance, and assembly of a computer-aided real-time transcription system, including the computer functions necessary for transcript production. (2 lecture hours and 3 laboratory hours per week). Prerequisites: CRTR 1404, CRTR 1314 [CIP22.0303]

**CRTR 2331**
Certified Shorthand Reporter (CSR) and Registered Professional Reporter (RPR)
Preparation
(3 credits)
Preparation for taking the Texas CSR and the RPR examinations through the use of mock examinations. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 2403. [CIP52.0405]

**CRTR 2333**
Captioning Reporting II
(3 credits)
In-depth presentation of realtime/caption production procedures with transcription of materials produced in proper form. Topics include the techniques utilized in reporting for seminars, conferences, and conventions and in the broadcast environments. Emphasis is placed on off-line and on-line captioning. The course includes extensive supervised community interaction. (2 lecture and 3 laboratory hours per week). Prerequisite: CRTR 1346. [CIP52.0405]

**CRTR 2380**
Cooperative Education - Court Reporter
(3 credits)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course is designed for students pursuing the Court Reporting Scopist Certificate. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 laboratory hours per week). Prerequisite: CRTR 1314, CRTR 2311. [CIP52.0405]

**CRTR 2381**
Cooperative Education - Court Reporter
(3 credits)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institutional and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing hours with a court reporter on job assignments. The student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 20 laboratory hours per week). Prerequisites: CRTR 2403 and CRTR 1314. [CIP52.0405]

**CRTR 2401**
Intermediate Machine Shorthand (120-140)
(4 credits)
Continued development of conflict-free machine shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 120 and 140 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 1406. [CIP52.0405]

**CRTR 2403**
Advanced Machine Shorthand (160-180)
(4 credits)
In-depth coverage of conflict-free shorthand theory and continued skill building through readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 160 and 180 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2401. [CIP52.0405]

**CRTR 2435**
Accelerated Machine Shorthand (200-225)
(4 credits)
Mastery of high-speed dictation including readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 200 and 225 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2403. [CIP52.0405]

**Criminal Justice**
Maurice Cook, Department Chairperson
Jeff Gambrell

**CJCR 1300**
Basic Jail Course
(3 credits)
Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures and release procedures. Taught in accordance with the current TCOLEOSE instructor guides provided by the Commission for course #1005. (3 lecture hours per week). [CIP53.0102]

**CJCR 1304**
Probation and Parole
(3 credits)
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. (3 lecture hours per week). [CIP43.0102]

**CJCR 2324**
Community Resources in Corrections
(3 credits) Tech Prep/Dual Credit only
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). [CIP43.0102]

**CJCR 2325**
Legal Aspects of Corrections
(3 credits)
A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. (3 lecture hours per week). [CIP43.0102]

**CJLE 1506**
Basic Peace Officer I
(5 credits)
This course is one of a series of courses taught in the Police Academy. The course provides instruction and participation in U.S. & Texas Constitution & Bill of Rights, Penal Code, Use of Force, Traffic Law & Accident Investigation, Code of Criminal Procedure, Juvenile Issues - Texas Family Code, Professionalism & Ethics. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1512**
Basic Peace Officer II
(5 credits)
This course is one of a series of courses taught in the Police Academy. The course provides instruction and participation in Arrest, S Earch & Seizure, Patrol Procedures, Civil Process & Liability, Field Note Taking, Texas Alcoholic Beverage Code, Emergency Communications, Family Violence, MHMR. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1518**
Basic Peace Officer III
(5 credits)
This course is one of a series of courses taught in the Police Academy. The course provides instruction and participation in Arrest, Search & Seizure, Patrol Procedures, Civil Process & Liability, Field Note Taking, Texas Alcoholic Beverage Code, Emergency Communications, Family Violence, MHMR. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1524**
Basic Peace Officer IV
(5 credits)
This course is one of a series of courses taught in the Police Academy. The course provides instruction and participation in Mechanics of Arrest, Emergency Medical Assistance, Professional Police Driving. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]
CJLE 1211
Basic Peace Office V (2 credits)
This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Basic Firearms Training. (1 lecture hour / 2 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 2424
Texas Peace Office Capstone (4 credits)
Recently identified current events, skills, knowledge, and/or attitudes and behaviors that are components of the Texas Commission on Law Enforcement (TCLEOSE) learning objectives pertinent to a law enforcement career. This class is the capstone course of TCLEOSE Course 1011. (3 lecture hours and 4 lab hours per week). [CIP43.0107]

CJLE 2345
Vice and Narcotics Investigation (3 credits)
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs and investigative techniques; and identify proper interaction procedures and techniques. (3 lecture hours per week). [CIP43.0107]

CJLE 2420
Texas Peace Officer Procedures (4 credits)
Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer license exam in addition to obtaining an Associate’s or Bachelor’s Degree with approval of the department chair. (3 lecture and 4 laboratory hours per week). [CIP43.0107]

CJLE 2421
Texas Peace Officer Law (4 credits)
Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate’s or Bachelor’s Degree and approval of the department chair. (3 lecture and 4 laboratory hours per week). [CIP43.0107]

CJLE 2522
Texas Peace Officer Skills (5 credits)
Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate’s or Bachelor’s Degree and approval of the department chair. (3 lecture and 5 laboratory hours per week). [CIP43.0107]

CJSA 1308
Criminalistics I (3 credits)
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. (3 lecture hours per week). [CIP43.0104]

CJSA 1325
Criminology (3 credits)
This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences. (3 lecture hours per week). [CIP43.0104]

CJSA 1342
Criminal Investigation (3 credits)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). [CIP43.0104]

CJSA 1351
Use of Force (3 credits)
A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement. (3 lecture hours per week). [CIP43.0104]

CJSA 1364, CJSA 1365
Practicum (or Field Experience) - Criminal Justice Studies, Corrections (3 credits)
Practical general training and experiences in the workplace. The College, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Student may enroll in only one Practicum course per semester. (21 external hours per week). [CIP43.0104]

CJLE 2424
Texas Peace Officer Capstone (3 credits)
Recently identified current events, skills, knowledge, and/or attitudes and behaviors that are components of the Texas Commission on Law Enforcement (TCLEOSE) learning objectives pertinent to a law enforcement career. This class is the capstone course of TCLEOSE Course 1011. (3 lecture and 4 laboratory hours per week). [CIP43.0107]

CRJ 1301
Introduction to Criminal Justice (3 credits)
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of the criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. (3 lecture hours per week). [CB4301045124]

CRJ 1306
Court Systems and Practices (3 credits)
The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release, grand juries; adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week). [CB2201015424]

CRJ 1307
Crime in America (3 credits)
This course explores American crime problems in a historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). [CB4504015242]
Course Descriptions

CRJ 1310
Fundamentals of Criminal Law
(3 credits)
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (3 lecture hours per week). [CB2201015324]

CRJ 1313
Juvenile Justice System
(3 credits)
A study of the juvenile justice process to include specialized juvenile law; role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 lecture hours per week). [CB4301045224]

CRJ 2301
Community Resources in Corrections
(3 credits)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). [CB4301045324]

CRJ 2313
Correctional Systems and Practices
(3 credits)
Corrections in the criminal justice system, organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (3 lecture hours per week). [CB4301045442]

CRJ 2314
Criminal Investigation
(3 credits)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). [CB4301045542]

CRJ 2323
Legal Aspects of Law Enforcement
(3 credits)
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (3 lecture hours per week). [CB4301045642]

CRJ 2328
Police Systems and Practices
(3 credits)
The police profession; organization of law enforcement systems; the police role; police discretion; ethics, police-community interaction, current and future issues. (3 lecture hours per week). [CB4301045742]

Culinary Arts

Leslie Bartosh, Department Chairperson

CHEF 1291
Current Events in Culinary Arts
(2 Credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include sustainable agriculture, aquaculture, current events affecting food safety and career exploration. (2 lecture hours per week). Prerequisite: READ 0309 [CIP12.0503]

CHEF 1301
Basic Food Preparation
(3 Credits)
A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (2 lecture and 3 lab hours per week). Corequisite: CHEF 1305. [CIP12.0503]

CHEF 1302
Principles of Healthy Cuisine
(3 Credits)
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Students will modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1305
Sanitation and Safety
(3 Credits)
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (3 lecture hours per week). [CIP12.0503]

CHEF 1310
Garde Manger
(3 Credits)
A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Topics will include hot and cold hors d’oeuvres, canapés, salads, basic charcuterie skills, and the preparation of forcemeat items. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1341
American Regional Cuisine
(3 Credits)
A study of the development of regional cuisine’s in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. The importance of the immigration phenomena in shaping America’s cuisine will be examined as students prepare regional specialties. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1345
International Cuisine
(3 Credits)
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1364
Practicum
(3 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (30 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 1365
Practicum
(3 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (22.5 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]
CHEF 2301
Intermediate Food Preparation
(3 Credits)
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

CHEF 2302
Saucier
(3 Credits)
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Topics include: the usage and storage of stocks and sauces, emulsions, thickening agents, compound butters, dessert sauces, relishes, chutneys, compotes, vinaigrettes. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

HAMG 1321
Introduction to the hospitality Industry
(3 Credits)
A study of the principles and procedures of managing people in the hospitality workplace. Topics include: the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

HAMG 1324
Hospitality Human Resources Management
(3 Credits)
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 lecture hours per week). Prerequisite: READ 0309 [CIP52.0901]

IFWA 1217
Food Production and Planning
(2 Credits)
Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). Prerequisite: READ 0309 [CIP12.0508]

IFWA 1318
Nutrition for the Food Service Professional
(3 Credits)
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 lecture hours per week). Prerequisite: READ 0309 [CIP12.0508]

PSTR 1301
Fundamentals of Baking
(3 Credits)
The Fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (2 lecture and 3 lab hours per week). [CIP12.0501]

RSTO 2301
Principles of Food and Beverage Controls
(3 Credits)
A study of principles of food and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (3 lecture hours per week). Prerequisite: READ 0309 [CIP12.0504]

Diagnostic Cardiovascular Sonography
Jessica Murphy, Department Chairperson

CVTT 1161
Clinical - Cardiovascular Technology
(1 Credit)
A method of instruction providing detailed education, training, work-based experience, and direct patient care generally at a clinical site in the specialty of electrodiagnostics. Specific learning objectives related to ECG, stress testing, and Holter monitoring will be met. Students will be instructed, supervised, and evaluated at the clinical site. (6 clinical hours per week). Corequisite: DSAE 1340. [CIP51.0901]

DMSO 1210
Introduction to Sonography
(2 Credits)
This course is an introductory clinical for learning basic echocardiography skills. Students will observe, assist, and begin to gain hands-on experience in clinical. Emphasis will be placed on instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (16 clinical hours per week) Corequisite: DSAE 1303, DSAE 1318. [CIP51.0910]

DMSO 1407
Basic Patient Care Skills
(4 credits)
This course presents an overview of basic health and patient care concepts. Topics in this course may include personal/patient safety, infection control, patient monitoring, vital signs, assessment, physical exam, history, and patient transport. (3 lecture and 2 lab hours per week) [CIP51.0910]

DMSO 2303
Cardiovascular Concepts
(3 credits)
This course offers a detailed study of anatomy, physiology, and pathophysiology of the cardiovascular system. Focus will be on cardiac and vascular structural anatomy, relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Pathophysiology concepts are also covered including the etiology, pathology, signs and symptoms, risk factors, and treatment of cardiovascular disease. (3 lecture and 1 lab hours per week). [CIP51.0910]
DSAE 2335
Advanced Echocardiography
(3 credits)
This course will cover topics in the ever-changing world of diagnostic cardiac sonography. Potential topics may include transesophageal echo, stress echo, 3D echo, tissue and doppler harmonics, power doppler, tissue doppler, digital echo, contrast echo, intra-operative and intra-cardiac echo. Students will attend conferences and local society meetings as well as review current journals and prepare for the registry examination. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2361 Corequisite: DSAE 2462. [CIP51.0910]

DSAE 2361
Clinical – DMST, Echocardiography I
(3 credits)
The purpose of this course is to provide education, training, work-based experience and direct patient care, generally at a clinical site. This will include instruction, supervision, and evaluation of students in the field of echocardiography. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the normal adult echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSAE 1360, Corequisite: DSAE 2404. [CIP51.0910]

DSAE 2404
Echocardiographic Evaluation of Pathology I
(Echo II)
(4 credits)
The purpose of this course is to emphasize the methods for evaluating adult acquired cardiac pathologies. Topics may include cardiovascular pathophysiology, quantitative measurements, and the application of 2D, Mmode, and Doppler to evaluate for abnormalities. Emphasis will be placed on valvular heart disease, endocarditis, ischemic heart disease, systemic and pulmonary hypertension, pericardial disease, and cardiomyopathy. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 1303 Corequisite: DSAE 2361. [CIP51.0910]

DSAE 2437
Echocardiographic Evaluation of Pathology II
(Echo III)
(4 credits)
This course is a continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. Topics may include congenital heart disease, diseases of the aorta and great vessels, cardiac missiles, masses, and myxomas, arrhythmias’ effect on echo findings and other syndromes and diseases relevant to echocardiography with continued emphasis on quantitative measurements and calculations used during 2D, Mmode, and doppler to evaluate for these diseases. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2404, Corequisite: DSAE 2461. [CIP51.0910]

DSAE 2461
Clinical – DMST, Echocardiography II
(4 credits)
This course is to provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision and evaluation of students in the field of echocardiography. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and measurements of acquired heart disease. (24 clinical hours per week) Prerequisite: DSAE 2361, Corequisite: DSAE 2437. [CIP51.0910]

DSAE 2462
Clinical – DMST, Echocardiography III
(4 credits)
This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of echocardiography. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and measurements of acquired heart disease. (24 clinical hours per week) Prerequisite: acceptance into program. [CIP51.0910]

DSPE 2357
Echocardiographic Evaluation of Congenital Heart Disease I
(3 Credits)
The purpose of this course is to emphasize the methods for evaluating congenital heart disease. Topics may include physiology, hemodynamics, and anomalies of each of the following: the aorta, arch, aortic valve, tetrology of Fallot, pulmonic valve (atresia), tricuspid valve (Ebstein’s), and pulmonary veins. The evaluation will include pathophysiology, quantitative measurements, and the application of echo techniques to identify and quantify these anomalies. (2 lecture and 3 lab hours per week) [CIP51.0910]

DSPE 2359
Advanced Pediatric Echocardiography
(3 Credits)
This course will cover topics in specialized techniques in pediatric echocardiography. Topics will include transesophageal echocardiography and fetal echocardiography. The course will also focus on acquired cardiac pathology and additional rare anomalies. (2 lecture and 3 lab hours per week) [CIP51.0910]

DSPE 2349
Echocardiographic Evaluation of Congenital Heart Disease II
(3 Credits)
This course is a continuation of Echocardiographic Evaluation of Congenital Heart Disease I. Topics will include anomalies of the following: great vessels, ventricles (ie: hypoplasia), and extra cardiac structures. In addition, echo evaluation of post operative repairs and defects shall be included with continued emphasis on quantitative measurements and calculations used during 2D, M-Mode, and Doppler. (2 lecture and 3 lab hours per week) [CIP51.0910]

DSPE 2461
Clinical – DMST, Pediatric Echocardiography II
(4 Credits)
The purpose of this course is to provide additional clinical education, training, experience, and patient care. It will include instruction, supervision and evaluation of students in the field of pediatric echocardiography. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and quantification of congenital heart disease. (24 clinical hours per week) [CIP51.0910]

DSPE 2462
Clinical – DMST, Pediatric Echocardiography III
(4 Credits)
This course will provide advanced clinical education, training, experience, and patient care. It will include...
DSVT 1300
Principles of Vascular Technology (Vasc I)
(3 credits)
The purpose of this course is to introduce non-invasive vascular technology modalities including two-dimensional imaging, duplex, Doppler, plethysmography, and segmental pressures. Emphasis will be on performing basic exam protocols for carotid duplex, arterial duplex and non-imaging, and venous duplex along with basic measurements and features of the normal exam. (2 lecture and 4 lab hours per week) Corequisite: DSVT 1360, DSAE 1318. [CIP51.0910]

DSVT 1360
Clinical – DMST, Introduction to Vascular
(3 credits)
This is an introductory clinical for learning basic non-invasive vascular techniques. Students will observe, assist, and begin to gain hands-on experience in clinical. Emphasis will be on instrumentation, patient positioning, transducer handling, image orientation, and identification of anatomic structures and waveforms. Students will attend conferences and local society meetings as well as review current journals and prepare to take the registry examination. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2430. Corequisite: DSVT 2461. [CIP51.0910]

DSVT 2335
Advanced Non-Invasive Vascular Technology
(3 credits)
This course will cover advances in the ever changing world of diagnostic medical sonoigraphy specifically, peripheral non-invasive vascular technology. Possible topics may include intravascular ultrasound, transcranial imaging, 3D, power doppler, intra-operative, and abdominal vascular concepts. Students will attend conferences and local society meetings as well as review current journals and prepare to take the registry examination. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2430. Corequisite: DSVT 2461. [CIP51.0910]

DSVT 2361
Clinical – DMST, Vascular Technology I
(3 credits)
The purpose of this course is to provide education, training, work-based experience, and direct patient care, generally at a clinical site. This will include instruction, supervision, and evaluation of students in the field of non-invasive vascular technology. Emphasis will be placed on hands-on experience to develop peripheral non-invasive vascular techniques used to evaluate the appearance of normal exams utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSVT 2430. Corequisite: DSVT 2430. [CIP51.0910]

DSVT 2418
Non-Invasive Peripheral Vascular Evaluation
(4 credits)
This course is an integration of basic concepts and application of prior knowledge and skills to the understanding and evaluation of peripheral vascular diseases utilizing non-invasive vascular techniques. Emphasis will be placed on venous and arterial diseases of the extremities. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300. Corequisite: DSVT 2461. [CIP51.0910]

DSVT 2430
Non-Invasive Cerebral Vascular Evaluation
(4 credits)
This course is a continuation of Vascular Evaluation with emphasis on recognition, evaluation and quantification of cerebrovascular diseases and interventions utilizing duplex ultrasonography, transcranial doppler, and non-imaging techniques used to evaluate the cerebrovascular circulation. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300. Corequisite: DSVT 2361. [CIP51.0910]

DSVT 2461
Clinical – DMST, Vascular Technology II
(4 credits)
This course will provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision, and evaluation of students in the field of peripheral non-invasive vascular technology. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (16 clinical hours per week) Prerequisite: DSVT 2430. Corequisite: DSVT 2418. [CIP51.0910]

DSVT 2462
Clinical – DMST, Vascular Technology III
(4 credits)
This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of peripheral non-invasive vascular technology. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of students' skills. (16 clinical hours per week) Prerequisite: DSVT 2430. Corequisite: DSVT 2430. [CIP51.0910]

SCIT 1420
Physics for Allied Health
(4 credits)
An introduction to physics with emphasis on applications to health related fields of study. Topics include forces, motion, work and energy, fluids, heat, electricity and magnetism, wave motion, sound, electromagnetic radiation, and nuclear radiation. (4 lecture hours and 2 lab hours per week.) [CIP40.8081]

Drama
C. Jay Burton, Department Chairperson

DRAM 1221
Theatre Practicum I
(2 credits)
This course is an activities course in which the student participates in Theater productions either as an actor or crew member. (6 laboratory hours per week). [CB50.0506.5326]

DRAM 1310
Introduction to Theater
(3 credits)
This course is the study of the principles of drama and the development of the Theater as an art as evidenced through study of areas of productions past and present. (3 lecture and 2 laboratory hours per week). Prerequisite: READ 0309. [CB50.0501.5126]

DRAM 1322
Stage Movement and Dance
(3 credits)
This course provides instruction and participation in stage movement and beginning dance. (1 lecture and 3 laboratory hours per week). [CB50.0506.5426]

DRAM 1330
Stagecraft I
(3 credits)
This course is a study of the basics for working in the areas of construction, properties, and sets. (2 lecture and 4 laboratory hours per week). Prerequisite: READ 0309. [CB50.0502.5226]

DRAM 1341
Stage Makeup
(3 credits)
This course provides a survey of the reasons for stage makeup and the types of makeup available. It includes principles for defining makeup for characters in a play and intensive practical application. (2 lecture and 4 laboratory hours per week). Prerequisite: READ 0309. [CB50.0502.5326]

DRAM 1351
Acting I
(3 credits)
This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and 4 laboratory hours per week). Prerequisite: READ 0309. [CB50.0503.5130]

DRAM 1352
Acting II
(3 credits)
This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 laboratory hours per week). [CB50.0503.5130]

DRAM 2120
Theatre Practicum III
(1 credit)
This course is an activities course in which the student participates in Theater productions either as actor or crew member. (6 laboratory hours per week). [CB50.0501.5230]
Economics

Kevin Jefferies, Department Chairperson
Tim Reynolds, Gregory Roof

ECON 2301
Principles of Economics I (3 credits)
An introduction to the macro-economics of a modern industrial society. This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the economy’s ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CIP 51.0903]

ECON 2302
Principles of Economics II (3 credits)
An introduction to the micro-economics of a modern industrial society. This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination, pure competition, monopolistic competition, oligopoly, and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CIP 51.0903]

Electroneurodiagnostics

Diane Flatland, Department Chair

ENDT 1345
Allied Electronics & Instrumentation (3 credits)
Theory and application of electrical concepts, recording techniques, data analysis, and descriptions. Includes electronics & instrumentation associated with the conventional electroencephalograph such as the power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-Hz filters), the writer unit, electrical output, electrical safety, and standards for clinical electroencephalographs. Also covers ambulatory monitoring & digital electroencephalography. (2 lecture hours & 2 lab hours per week) [CIP 51.0903]

ENDT 1350
Electroencephalography (3 credits)
The field of electroencephalography (EEG) and its use in medicine & surgery. Emphasizes patient hookup, taking histories, careful handling of the patient, and reviewing normal and abnormal brainwaves, identifying artifacts, EEG instrumentation, pattern recognition, and sleep recordings. Includes examination of EEG findings in neurological disease and introduces special EEG procedures. (2 lecture hours & 2 lab hours per week) [CIP 51.0903]

ENDT 1363
Electroneurodiagnostics Clinical I (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (16 clinical hours per week) [CIP 51.0903]

EDVT 2210
Evoked Potentials (2 credits)
Evoked potentials (EP) instrumentation, EP history, signal averaging, statistics, A/D converter, amplifiers, filters & simulators. Includes recording evoked potentials from volunteers & observing the effect of different variables. Emphasizes somatosensory, visual & brainstem auditory evoked responses & provides practical application & evaluation of EP data. (2 lecture hours per week) [CIP 51.0903]

Emergency Medical Technology

Douglas Stevenson, Department Chairperson
David Suffian, MD Medical Director

EMSP 1160
Emergency Medical Technician Basic - Clinical (1 credit)
A course of instruction that provides detailed education, training, and work-based experience in the hospital and ambulance arena. Clinical experiences
EMSP 1166
EMSP Practicum I
(1 credit)
A course of instruction that provides detailed education, training, and work-based experience in various ambulance services. All EMS practicum experiences are unpaid external learning experiences. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. [CIP51.0904]

EMSP 1209
Emergency Medical Dispatching
(2 credits)
Study of the principles and procedures used in emergency medical dispatching. Emphasis on general principles of information exchange and communication theory including various types of emergency medical services communication services and their operating principles and procedures. (1 lecture hours & 6 lab hours per week) [CIP51.0904]

EMSP 1338
Introduction to Advanced Practice
(3 credits)
An exploration of the foundations necessary for mastery of the advanced topics orprehospital care. (3 hours of lecture and 1 hour of laboratory hours per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

EMSP 1355
Trauma Management
(3 credits)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (2 hours of lecture and 3 hour of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1261, EMSP 1166. [CIP51.0904]

EMSP 1356
Patient Assessment and Airway Management
(3 credits)
A detailed study of the knowledge and skills required to reach competency in performing patient assessment and airway management. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

EMSP 1391
Special Topics in EMS
(3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 hours lecture, and 2 hours laboratory per week) [CIP51.0904]

EMSP 1501
Emergency Medical Technician - Basic
(5 credits)
Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. (5 lecture and 6 laboratory hours per week). Co-Requisite: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1160. [CIP51.0904]

EMSP 2160
Paramedic Clinical I
(1 credit)
A course of instruction that provides detailed education, training, and work-based experience in the hospital emphasizing cardiovascular care. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166. Co-Requisite: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1160. [CIP51.0904]

EMSP 2166
Paramedic Clinical II
(1 credit)
A course of instruction that provides detailed education, training, and work-based experience in the hospital emphasizing cardiovascular care. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/EMSP 1338/EMSP 1355/EMSP 1261/EMSP 1166. Co-Requisite: Enrollment in EMSP 2248, EMSP 2338, EMSP 2444. [CIP51.0904]

EMSP 2243
Assessment Based Management
(2 credits)
The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. (1 hour of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2248/EMSP2338/EMSP 2160/EMSP 2434/EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/EMSP 2166. [CIP51.0904]

EMSP 2261
Paramedic Clinical III
(2 credits)
A course of instruction that provides detailed education, training, and work-based experience in the hospital areas specializing in the care of patients with medical emergencies. Clinical experiences are unpaid external learning experiences. (1 lecture hour & 8 lab hours per week) Prerequisite: Completion of EMSP 1501/EMSP 1160/ EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2248/EMSP2338/EMSP 2160. Co-Requisite: Enrollment in EMSP 2434. [CIP51.0904]

EMSP 2300
Methods of Teaching - Emergency Medical Services
(3 credits)
Instruction in teaching methodology for instructors of emergency medical services. (3 hours of lecture per week). Sponsorship by a Texas State Department of Health Services EMS Coordinator required. [CIP51.0904]

EMSP 2330
Special Populations
(3 credits)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/ EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2248/EMSP2338/EMSP 2160/EMSP 2434/EMSP 2261. Co-Requisite: Enrollment in EMSP 2243/EMSP 2166. [CIP51.0904]

EMSP 2338
EMS Operations
(3 credits)
A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. (3 hours of lecture per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/ EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166. Co-Requisite: Enrollment in EMSP 2444, EMSP 2248, EMSP 2160. [CIP51.0904]
EMSP 2352  
**EM Research**  
(3 credits)  
Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. (3 hours of lecture per week). [CIP51.0904]

EMSP 2359  
**EM Supervision/ Management**  
(3 credits)  
Instruction, literary review, group discussions, and case study on topics pertinent to the emergency medical service (EMS) supervisor or manager. (3 lecture and 1 lab hour per week). [CIP51.0904]

EMSP 2434  
**Medical Emergencies**  
(4 credits)  
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. (3 hours of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP 2338/ EMSP 2160. Co-Required: Enrollment in EMSP 2261 [CIP51.0904]

EMSP 2444  
**Cardiology**  
(4 credits)  
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (3 hours of lecture and 3 hours of laboratory and per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Required: Enrollment in EMSP 2248, EMSP 2338, EMSP 2160. [CIP51.0904]

EMSP 2458  
**Critical Care Paramedic**  
(4 credits)  
Prepares healthcare personnel to function as members of a critical care transport team. (lecture and 6 lab hours per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP 2338/ EMSP 2160/ EMSP 2434/ EMSP 2261/ EMSP 2330/ EMSP 2243/ EMSP 2166. Or current Texas State Department of Health Services Paramedic certification or Paramedic Licensure. [CIP51.0904]

HITT 1305  
**Medical Terminology**  
(3 credits)  
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week). [CIP51.0707]

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**Course Descriptions**

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**English**

Laurie Eckhart, Department Chairperson  
Gilbert Benton, James Creel, Ann Guess, Linda Matteson, Brietta Perez

**NOTE:** The basics of writing are taught in ENGL 0309 and ENGL 0310. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their writing skills.

One or both of these courses may be required by state law for students whose scores on either the local placement test or the TASP fall below the established cutoff levels.

**ENGL 0309**  
Developmental Writing I  
(3 credits)  
Beginning with a study of basic grammar, this course concentrates on correct sentence patterns and gives some attention to paragraph writing. (3 lecture hours and 1 laboratory hour per week). [CB32.0108.5312]

**ENGL 0310**  
Developmental Writing II  
(3 credits)  
Extensive practice in writing paragraphs and short papers follows a review of grammar. Prerequisite: ENGL 0309 and READ 0310 (3 lecture hours and 1 laboratory hour per week). [CB32.0108.5312]

**ENGL 1301**  
Composition I  
(3 credits)  
This standard course focuses on correct and effective writing through a review of grammar and progression of written assignments. Reading assignments in the short story provide topics for required themes. (3 lecture hours per week). Prerequisite: ENGL 0310 & READ 0310 or passing score on THEA or equivalent test. [CB23.0401.5112]

**ENGL 1302**  
Composition II  
(3 credits)  
This course is a continuation of ENGL 1301. There is more intensive practice in theme writing, including a research paper, and reading assignments include drama and poetry as well as fiction. (3 lecture hours per week). Prerequisite: ENGL 1301. [CB23.0401.5112]

**ENGL 2322**  
Survey of English Literature I  
(3 credits)  
As a continuation of ENGL 2322, this course is a study of British literature from the Romantic Period to the present. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.0801.5112]

**ENGL 2323**  
Survey of American Literature I  
(3 credits)  
Selected significant works of American Literature from the pre-colonial era through 1865. (3 lecture hours per week) Prerequisite: ENGL 1302 [CB 23.0701.5112]

**ENGL 2328**  
Survey of American Literature II  
(3 credits)  
Selected significant works of American Literature from 1865 to the present. (3 lecture hours per week) Prerequisite: ENGL 1302 [CB 23.0701.5112]

**ENGL 2332**  
Survey of Literature I  
(3 credits)  
Readings in world masterpieces dating from ancient times to the eighteenth century provide topics for various kinds of written analysis. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB16.0104.5213]

**ENGL 2333**  
Survey of Literature II  
(3 credits)  
This course is a continuation of ENGL 2332. World literature ranging from seventeenth-century Europe to twentieth-century America is the subject area of reading and writing assignments. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB16.0104.5213]
### English for Speakers of Other Languages

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ESOL 0300</td>
<td>Reading and Vocabulary for Non-Native Speakers</td>
<td>3</td>
<td>Develop reading fluency and vocabulary in speakers of languages other than English and prepare them to function in an English speaking society. (3 lecture hours per week). [CB32.0108.5512]</td>
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</tbody>
</table>

### French

Amalia D. Parra, Department Chairperson

**NOTE:** All foreign language classes aim to integrate acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities. Students with two or more years of high school French are urged to take the departmental online placement test to determine at which level to begin French.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>FREN 1411</td>
<td>Elementary French I</td>
<td>4</td>
<td>Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week) (3 lecture and 2 lab hours per week). [CB16.0901.5113]</td>
</tr>
<tr>
<td>FREN 1412</td>
<td>Elementary French II</td>
<td>4</td>
<td>Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week) (3 lecture and 2 lab hours per week). [CB16.0901.5113]</td>
</tr>
<tr>
<td>FREN 2306</td>
<td>Intermediate French Conversation</td>
<td>3</td>
<td>Basic practice in comprehension and production of the spoken language. (3 lecture hours per week) [CB16.0901.5413]</td>
</tr>
<tr>
<td>FREN 2311</td>
<td>Intermediate French I</td>
<td>3</td>
<td>Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture and 1 lab hour per week) Prerequisite: FREN 1412 or the departmental online placement test. [CB 16.0901.5213]</td>
</tr>
<tr>
<td>FREN 2312</td>
<td>Intermediate French II</td>
<td>3</td>
<td>Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture and 1 lab hour per week) Prerequisite: FREN 2311 or the departmental online placement test. [CB 16.0901.5213]</td>
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### Geography

Christopher Chance, Department Chairperson Johanna Hume

<table>
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<tr>
<td>GEG 1301</td>
<td>Physical Geography</td>
<td>3</td>
<td>This course is designed to enhance student understanding of the physical and human elements that have shaped the present physical environments and cultures of the world. Emphasis is placed on scientific principles and explanations underlying the distribution of tectonic activities and landforms, elements and factors of local and world climates, population, economic activities, cultures, urban landscapes, and political systems. The important role of maps in geography is also discussed. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4507015125]</td>
</tr>
<tr>
<td>GEOG 1303</td>
<td>World Regional Geography</td>
<td>3</td>
<td>A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). Prerequisites: READ 0310, ENGL 0310 [CB4507015225]</td>
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</table>

### Geology

Dora Devery, Department Chairperson

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>GEOL 1401</td>
<td>Earth Science</td>
<td>4</td>
<td>Topics covered in this course include geology, oceanography, meteorology and astronomy. The course integrates information about the earth and how it works. Emphasis is placed on the study of the structure and composition of the earth, natural hazards; such as tornadoes and hurricanes, as well as discussions about the solar system. This course is particularly well suited for students planning a career teaching in the elementary grades. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB40.0601.5103]</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Physical Geology</td>
<td>4</td>
<td>This course provides an introduction to the study of rocks, minerals and physical processes that modify the surface of the earth, and it gives special attention to the practical aspects of geology in society, such as mineral, energy, and water resources, volcanism, and geologic factors that influence the environment. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB40.0601.5403]</td>
</tr>
<tr>
<td>GEOL 1404</td>
<td>Historical Geology</td>
<td>4</td>
<td>This course is a study of the history of the Earth as recorded by rocks and fossils. Topics covered in the course include: plate tectonics, determining sequence of events, and the identification of fossils. Special emphasis is placed on the study of sedimentary rocks and geologic maps. Prerequisite: READ 0310. [CB40.0601.5403]</td>
</tr>
<tr>
<td>GEOL 1405</td>
<td>Environmental Geology</td>
<td>4</td>
<td>Topics covered in this course include geologic hazards, energy resources, waste disposal, air and water pollution, medical geology, environmental law as well as land use planning. The emphasis is on geologic processes and how they influence human activities. (3 lecture and 3 lab hours per week). Prerequisite: READ 0310. [CB0301035301]</td>
</tr>
<tr>
<td>GEOL 1445</td>
<td>Oceanography</td>
<td>4</td>
<td>This course is an online lab science course (both lecture and lab are offered online). It is designed to introduce students to the physical, geological, and chemical characteristics of the Earth's oceans. Topics covered include: plate tectonics and ocean basin formation, topographic features of the ocean floors, properties of ocean water, as well as tides, waves, and ocean currents. This course also looks at the interaction between marine organisms and the marine environment as well as the interaction between land and sea and the interaction between the atmosphere and the sea. Prerequisite: READ 0310 and MATH 0312. [CB40.0601.5103]</td>
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**CB16.0901.5113**

**CB16.0901.5213**

**CB32.0108.5512**
GEOL 1447
Meteorology
(4 credits)
The study of the atmosphere and weather are the focus of this online, lab science course (both lecture and lab are offered online). Topics include: composition and structure of the atmosphere, solar and terrestrial radiation, air pressure, humidity, clouds, precipitation, thunderstorms, tornadoes, hurricanes, and climate change. Prerequisite: READ 0310 and MATH 0312. [CB40.0601.5103]

German
Amalia D. Parra, Department Chairperson

NOTE: Students with two or more years of high school German are urged to take a placement examination to determine at which level to begin German.

GERM 1411
Elementary German I
(4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week) [CB 16.0501.5113]

GERM 1412
Elementary German II
(4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: GERM 1411 or an appropriate placement test. (3 lecture and 2 lab hours per week) [CB 16.0501.5113]

GERM 2311
Intermediate German I
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture and 1 lab hour per week) Prerequisites: GERM 1412 or an appropriate placement test. [CB 16.0501.5213]

GERM 2312
Intermediate German II
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture and 1 lab hour per week) Prerequisites: GERM 2311 or an appropriate placement test. [CB 16.0501.5213]

Course Descriptions

Government
Kevin Jeffries, Department Chairperson
Tim Reynolds, Gregory Roof

GOVT 2301
American National & State Governments I
(3 credits)
This course surveys the origin and development of the federal system and includes an analysis of the federal constitution and various state constitutions, particularly the Texas constitution. The course focuses on federal, state and interstate relations, Texas state government, and citizenship in a modern democratic society. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4510025125]

GOVT 2302
American National and State Governments II
(3 credits)
The primary focus of this course is the federal system. Particular emphasis is placed on national issues and the executive, judicial and legislative branches of the federal government. The course also surveys the functions and services of the federal system and those of the various state governments, including the Texas state government. Prerequisites: READ 0310 and ENGL 0310. [CB4510025125]

History
Christopher Chance, Department Chairperson
John Duke, Johanna Hume, Marjorie Nash

HIST 1301
The United States to 1877
(3 credits)
This course surveys United States history from colonial origins through reconstruction, including exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War, and reconstruction. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB5401025125]

HIST 1302
The United States Since 1877
(3 credits)
This course surveys United States history from 1877 to the present. Topics include big business, big labor, the United States as a world power, the Great Depression, and the Cold War. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB5401025125]

HIST 2301
Texas History
(3 credits)
This course surveys social, economic and political developments in Texas from the arrival of the first Native Americans in Texas to present. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB5401025225]
*Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.

HIST 2311
Western Civilization I
(3 credits)
This course surveys the primary political, social, intellectual, and religious developments of near eastern and western human societies with emphasis on the Mesopotamian, Egyptian, Greek, and Roman civilizations; the development of Judaism, Christianity, and Islam; the Byzantine empire; feudalism in eastern and western Europe; the Renaissance and the Reformation; national monarchies and state building in the early modern period; and the Scientific Revolution. Prerequisites: READ 0310 and ENGL 0310. (3 lecture hours per week) [CB 54.0101.5425]

HIST 2312
Western Civilization II
(3 credits)
This course surveys the primary political, social, intellectual, and religious developments in western human societies from the 17th century to the 20th century. Particular emphasis will be placed on the trans-Atlantic world, absolutism and state building, the Enlightenment, the period of revolutions, ideology, the rise of nation-states, and the wars of the 20th century. READ 0310 and ENGL 0310. (3 lecture hours per week) [CB 54.0101.5425]

HIST 2313
History of England I
(3 credits)
Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to 1603. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB 54.0101.5425]

HIST 2314
History of England II
(3 credits)
Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to 1603 to the present. (3 lecture hours per week) [CB 54.0101.5425]

HIST 2321
World Civilizations I
(3 credits)
A survey of the political, social, cultural, intellectual, diplomatic, technological, and economic development of civilizations in Africa, Asia, Europe and the New World to 1500. Particular attention is given to intersections between cultures along with a comparative analysis of their unique historical trajectories. (3 lecture hours per week). Prerequisites: READ 0310, ENGL 0310 [CB54.0101.5325]
HIST 2322
World Civilizations II
(3 credits)
A survey of the political, social, cultural, intellectual, diplomatic, technological, and economic development of civilizations in Africa, Asia, Europe and the New World from the 16th to the 20th centuries. Particular emphasis is placed on the rise of the nation-state and the West as a hegemonic power and its impact on the balance of civilization. (3 lecture hours per week). Prerequisites: READ 0310, ENGL 0310. [CB24.0103.5112]

HIST 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in history. (3 lecture hours per week) [CB 54.0101.5425]

Horticulture
Dwight Rhodes, Department Chairperson

HORT 1401
Principles of Horticulture
(4 credits)
This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 laboratory hours per week) [CB01.0601.5101]

Humanities
Amalia D. Parra, Department Chairperson

HUMA 1301
Introduction to Humanities I
(3 credits)
An interdisciplinary multi-perspective study of the cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. This course examines Ancient and Medieval thought and culture through works from Mesopotamia, Egypt, the early Greeks, the Roman Empire, Judaism, Christianity, Islam, the Byzantine Empire, and the Middle Ages. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB24.0103.5112]

HUMA1302
Introduction to Humanities II
(3 credits)
An interdisciplinary multi-perspective study of the cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. This semester focuses on works from the Renaissance, the Reformation and counter-Reformation, the Baroque world, the age of Reason and Neoclassicism, the Romantic era, and the twentieth century. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB24.0103.5112]

HUMA 1305
Introduction to Mexican-American Studies
(3 credits)
Introduction to the field of Mexican American/Chicano studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano experience. (3 lecture hours per week) [CB 05.0203.5125]

Human Services - Substance Abuse Counseling
(formerly Mental Health)
G. E. Carrier, Department Chairperson

CMSW 1341
Behavior Modification and Cognitive Disorder
(3 credits)
In depth study of the theories and principles of behavioral science and skill development in the methods of modifying and controlling behavior. Clinical and personal settings. Emphasis on techniques as managing self behavior. Topics include stimulus controls, shaping, relaxation training, reinforcement scheduling and taken economics. (3 lecture hours per week) (3 lecture and 3 laboratory hours per week) [CIP51.1503]

DAAC 1304 (see also SOCI 2340)
Pharmacology of Addiction
(3 credits)
Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction. (3 lecture hours per week) [CIP51.1501]

DAAC 1305
Co-occurring Disorders
(3 credits)
Provides students with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. The course includes an integrated approach to address the issues accompanying the illness. (3 lecture hours per week) [CIP: 51.1502]

DAAC 1309
Assessment Skill of Alcohol and Other Drug Addictions
(3 credits)
Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. (3 lecture hours per week) [CIP51.1501]

DAAC 1311
Counseling Theories
(3 credits)
An introduction to major theories of various treatment modalities including Reality Therapy, Psycho-dynamic, Grief Therapy, Client Centered Therapy, Rational Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. (3 lecture hours per week) [CIP51.1501]

DAAC 1317
Basic Counseling Skills
(3 credits)
This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications of attitudes and feelings; consideration of alternative solutions; and decision making. (3 lecture hours per week) [CIP51.1501]

DAAC 1319
Introduction to Alcohol and Other Drug Addictions
(3 credits)
Causes and consequences of addiction as they relate to the individual, family, community and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 lecture hours per week) [CIP51.1501]

DAAC 1336
Practicum Substance Abuse/Addiction Counseling
(3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the state, college, employer and student. The student will apply concepts and skills associated with substance abuse counseling in a licensed treatment facility. (1 lecture hour and 20 lab hours per week) [CIP: 51.1502]

DAAC 1380
Cooperative Education I - Alcohol/Drug Abuse Counseling
(3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of
the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) Prerequisite: DAAC 1364. [CIP51.1501]

DAAC 1381 Cooperative Education II - Alcohol/Drug Abuse Counseling (3 credits)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) Prerequisite: DAAC 1380 [CIP51.1501]

DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling (3 credits)
This course is a review of the requirements for licensure in addiction counseling examination. The course is also used to work on topics in the area of mental health or addiction studies - example: research/projects/field work. (3 lecture hours per week) [CIP51.1501]

DAAC 2306 Substance Abuse Prevention (3 credits)
This course focuses on aspects of substance abuse prevention from a public health model. We will identify risk and evidence based prevention strategies within a cultural context, include resources for prevention planning and programs. (3 lecture hours per week) [CIP 51.1502]

DAAC 2307 Addicted Family Intervention (3 credits)
An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. (3 lecture hours per week) [CIP51.1501]

DAAC 2341 Counseling Alcohol and Other Drug Addictions (3 credits)
Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes confidentiality and ethical issues. The course will use the format of the oral licensure process to prepare students for licensure. (3 lecture hours per week) [CIP51.1501]

DAAC 2343 Current Issues (3 credits)
A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be associated. (3 lecture hours per week) [CIP51.1501]

DAAC 2354 Dynamics of Group Counseling (3 credits)
Exploration of group counseling skills, techniques, and stages of group development. (3 lecture hours per week) [CIP 51.1501]

DAAC 2380 Cooperative Education III - Alcohol/Drug Abuse Counseling (3 credits)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1501]

GER 1301 Introduction to Gerontology (3 credits)
Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. (3 lecture hours per week) [CIP30.1101]

PMHS 1380 Cooperative Education I - Psychiatric/Mental Health Services Technician (3 credits)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1502]

PMHS 1381 Cooperative Education II - Psychiatric/Mental Health Services Technician (3 credits)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) Prerequisite: DAAC 1380. [CIP51.1502]

PMHS 1391 Special Topics in Psychiatric/Mental Health Services Technician (3 credits)
This course will examine the management of psychological technicians and review the duties of training required. A variety of mental health settings, such as mental retardation, mental illness and dual diagnosis units will be discussed. Residential and non-residential settings will be reviewed in terms of training requirements and employment opportunities. (3 lecture hours per week) [CIP51.1502]

PMHS 2380 Cooperative Education III - Psychiatric/Mental Health Services Technician (3 credits)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) Prerequisite: DAAC 1381 [CIP51.1502]

RECT 1301 Introduction to Therapeutic Recreation (3 credits)
Introduction to the value, history, philosophy, terminology, process, and outcomes of therapeutic recreation. Emphasis on identification of client groups, leisure activities, application of therapeutic recreation in various human service settings, and professional development and career opportunities. (3 lecture hours per week) [CIP51.2309]

SCWK 1313 Introduction to Social Work (3 credits)
An overview of the social work profession and introduction to the terms, concepts, people, and critical events that have shaped the profession. We will examine why individuals enter the helping professions, apply the code of ethics to case work skills, evaluate the impact of social service delivery, discuss case management related to the needs of a culturally diverse society, identify community resources to meet various client needs and learn the role of advocacy for individuals who cannot advocate for themselves. (3 lecture hours per week) [CIP: 44.0701]

SCWK 1321 Orientation to Social Services (3 credits)
Introduction to the basic concepts of social welfare, insurance, and service programs and practices. Topics include historical development, social and legal as well as clinical issues in the helping professions. Methods of treatment and services will be discussed for addicted persons and persons with mental illness or mental retardation. (Equates to PMHS 1301) (3 lecture hours per week) [CIP44.0701]
**Course Descriptions**

**Industrial Design Technology**  
(Formerly Drafting)

James Langley, Department Chairperson  
Lupe Gonzales

**ARCE 1403**  
Architectural Materials and Methods of Construction  
(4 Credits)

Properties, specifications, vendor references, and uses of materials as related to architectural systems of structures. Identify the characteristics of standard construction materials; and describe their application in the construction industry. (4 lecture and 0 laboratory hours per week) Prerequisites: DFTG 1405 and DFTG 1315 or 1325 [CIP04.0901]

**ARCE 1452**  
Structural Drafting  
(4 Credits)

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems; Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Identify components of structural systems; use reference materials; produce drawings for concrete, wood, and steel framing systems; draw design details and connections for framing components; and draw column and beam details for manufacture and assembly utilizing various fastening methods. (2 Lecture and 6 Laboratory hours per week) Prerequisite: DFTG 1419 [CIP04.0901]

**ARCE 2452**  
Mechanical and Electrical Systems  
(4 Credits)

The properties of building materials (assemblies), specifications, codes, vendor references, and uses of mechanical, plumbing, conveying, and electrical systems as they relate to architecture for residential and commercial construction. Perform mechanical/electrical/plumbing (MEP) calculations; select MEP components; interpret codes and specifications; and produce MEP drawings. (3 Lecture and 3 Laboratory hours per week) Prerequisites: DFTG 2428 [CIP04.0901]

**DFTG 1409**  
Basic Computer Aided Drafting  
(4 credits)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, display, and plot/print working drawings. (2 Lecture and 6 Laboratory hours per week) Prerequisites: BCIS 1405, DFTG 1405 [CIP15.1302]

**DFTG 1410**  
Specialized Computer Aided Drafting (CAD)  
(4 credits)

Microstation. A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. (3 lecture and 3 laboratory hours per week) Prerequisite: BCIS 1405, DFTG 1405 [CIP15.1302]

**DFTG 1417**  
Architectural Drafting-Residential  
(4 credits)

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. (3 lecture and 3 laboratory hours per week) Prerequisite: DFTG 2419. [CIP15.1303]

**DFTG 1433**  
Mechanical Drafting  
(4 credits)

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Develop a set of working drawings including assembly, detail, and pictorial. (2 Lecture and 6 Laboratory hours per week) Prerequisite: DFTG 2419 [CIP15.1308]

**DFTG 1445**  
Parametric Modeling and Design  
(4 credits)

Parametric-based design software for 3D design and drafting. Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. (2 Lecture and 6 Laboratory hours per week). [CIP15.1306]

**DFTG 2317**  
Descriptive Geometry  
(3 credits)

Graphical solutions to problems involving points, lines, and planes in space. Describe spatial relationships; use sequential thinking; and create views necessary to show object’s true size and shape/development using points, lines, and planes in space. (3 lecture and 3 laboratory hours per week) [CIP15.1301]

**DFTG 2406**  
Machine Design  
(4 Credits)

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Utilize the steps used in the design process, terminology, and mechanical processes to produce drawings. (2 Lecture and 6 Laboratory hours per week). Prerequisite: DFTG 1433 [CIP15.1306]

**DFTG 2419**  
Intermediate Computer-Aided Drafting  
(4 credits)

AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings (2 Lecture and 6 Laboratory hours per week) Prerequisites: DFTG 1409. [CIP15.1302]

**DFTG 2423**  
Pipe Drafting  
(4 credits)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings. (2 Lecture and 6 Laboratory hours per week) Prerequisites: DFTG 2419 [CIP15.1302]

**DFTG 2428**  
Architectural Drafting – Commercial  
(4 credits)

Architectural drafting procedures, practices, governing codes, terms and symbols, and the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Apply commercial construction materials and processes; produce a set of commercial construction drawings including a site plan, floor plans, reflected ceiling plan, sections, elevations, schedules, and details. (2 Lecture and 6 Laboratory hours per week) Prerequisite: DFTG 2419. [CIP15.1303]

**DFTG 2430**  
Civil Drafting  
(4 credits)

An in-depth study of drafting methods and principles used in civil engineering. Interpret field notes;
Course Descriptions

DFTG 2431
Advanced Technologies in Architectural Design and Drafting
(4 credits)
Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture. Use architectural techniques to design, assemble, evaluate, and render architectural building components; develop plan and elevation drawings and details from three-dimensional architectural models. (3 lecture and 3 laboratory hours per week) Prerequisite: DFTG 1417, 2440 [CIP15.1302]

DFTG 2435
Advanced Technologies in Mechanical Design and Drafting
(4 Credits)
Pro/Engineer Wildfire. An advanced course in the use of parametric design techniques to design, assemble, evaluate and render mechanical assemblies; develop orthographic drawings, auxiliary views and details from three-dimensional models. (3 lecture and 3 lab hours per week) Prerequisite: DFTG 1433, 2440 [CIP15.1306]

DFTG 2438
Final Project – Advanced Drafting
(4 Credits)
A drafting course in which students participate in a comprehensive project from conception to conclusion. Conceptualize, design and present a complete project in a prescribed discipline. Integrate problem solving and related technologies to identify solutions; use discipline specific industry standards, and produce documentation. (3 lecture and 3 laboratory hours per week) Prerequisite: DFTG 1433, 2440. Co-requisite: DFTG 2406 [CIP15.1302]

DFTG 2440
Solid Modeling/Design
(4 credits)
AutoCAD. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthogonal drawings and utilization of three dimensional models in design work. Create three-dimensional solid model objects; and generate pictorial and orthographic drawings. (2 Lecture and 6 Laboratory hours per week) Prerequisite: DFTG 1409 [CIP15.1302]

DFTG 2445
Advanced Pipe Drafting
(4 Credits)
A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. Compile a comprehensive set of construction documents from engineering notes and process flow diagrams; solve design implementation problems; apply appropriate codes and standards; document the implementation of a comprehensive industrial plan; create details for cost effective implementation; and integrate appropriate instrumentation and industrial devices. (2 Lecture and 6 Laboratory hours per week) Prerequisite: DFTG 2423 [CIP15.1302]

DFTG 2450
Geometric Dimensioning and Tolerancing
(4 credits)
Course Description: Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Apply tolerance, feature control frame, feature of size, datums, form, orientation, location, runout, and profile controls between various parts. Prerequisite: DFTG 1433 (2 Lecture and 6 Laboratory hours per week) [CIP15.1306]

DFTG 2457
Advanced Technologies in Pipe Design and Drafting (AutoPlant)
(4 credits)
Advanced design and production techniques using specialized process plant based design software. Use pipe design software; dimension and annotate pipe drawings; reference materials; apply pipe drafting design methods and standards; develop 2D and 3D drawings; and develop flow diagrams and P&IDs. (3 lecture + 3 lab hours per week) Pre-requisites: DFTG 2440. Co-requisites: DFTG 2423 [CIP 15.1302]

DFTG 2471
Advanced Technologies in Pipe Design
(4 credits)
Use process plant based design software for specific applications in industrial design and drafting. This course emphasizes advanced design and production technique through the use of the most common locally used Computer Aided Drafting third party software. Emphasis is placed on computer based organization and automation as it applies to Process Plant design layout and drawing object manipulation. (3 lecture and 3 laboratory hours per week) Prerequisite: DFTG 2423, 2440 [CIP 15.1303]

DFTG 2481
Cooperative Education
(4 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (2 Lecture and 6 Laboratory hours per week) [CIP15.1301]

ENTC 1323
Strength of Materials
(3 credits)
Course Description: Introduces the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles of force and load; and calculate and measure the stresses and loads on structures. Prerequisite: MATH 2412 (3 lecture and 3 laboratory hours per week) [CIP15.000]

MCHN 1419
Manufacturing Materials and Processes
(4 credits)
A basic study of various materials used in the metals industry and the chemical, physical, and mechanical properties of various metals. Emphasis on manufacturing processes, including casting, forming, and matching. Identify various metals such as ferrous and non ferrous metals; describe the different manufacturing processes; identify by code and color the different types of metals; perform a test necessary to determine the kind of metal used and determine whether it is casting or forging. (4 lecture and 1 laboratory hours per week) [CIP48.0501]

MCHN 1426
Introduction to Computer-Aided Manufacturing (CAM)
(4 credits)
A study of Computer-Aided Manufacturing (CAM) software which is used to develop applications for manufacturing. Emphasis on tool geometry, tool selection, and the tool library. Use Computer-Aided Manufacturing software to create part programs; transfer programs to the machine control unit; and machine parts. Prerequisite: DFTG 1433. Co-requisite: DFTG 2440 (2 Lecture and 6 Laboratory hours per week) [CIP48.0501]

TECH 1303
Technical Calculations
(3 Credits)
Specific mathematical calculations required by business and industry. Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). Solve business/industry problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement (standard and/or metric). (3 lecture and 1 laboratory hours per week) [CIP27.0301]
Journalism
Susan Cooper, Department Chairperson
JOUR 1120
Journalism Activities
(1 credit)
This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week). [CB0904015426]

Management Development
Susan Cooper, Department Chairperson
BMGT 1327
Principles of Management
(3 credits)
The concepts, terminology, principles, theory, and issues that are the substance of the practice of management are examined. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week). [CIP52.0201]

BMGT 1382
Cooperative Education-Business Administration and Management, General I
(3 credits)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). [CIP52.0201]

BMGT 2303
Problem Solving and Decision Making
(3 credits)
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgments. (3 lecture hours per week). [CIP52.0201]

BMGT 2383
Cooperative Education - Business Administration & Management, General II
(3 credits)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). [CIP52.0201]

BMGT 2383
Cooperative Education - Business Administration & Management, General III
(3 credits)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). [CIP52.0201]

BUSG 2309
Small Business Management
(3 credits)
A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 lecture hours per week). [CIP52.0701]

HRPO 2307
Organizational Behavior
(3 credits)
The analysis and application of organizational theory, group dynamics, motivations theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Experiences in managing and resolving organizational problems as well as team dynamics, team building strategies, and cultural diversity will be examined. (3 lecture hours per week). [CIP52.1003]

MRKG 1301
Services Marketing/Management
(3 Credits)
This course examines the characteristics of the service domain which today is the dominate industry in the United States. The planning, organization, production and marketing of quality services will be the focus of the course. It is designed to help develop an understanding of the unique marketing needs and management challenges faced by service organizations through examining customer interactions and perceptions to service experiences. (3 lecture hours per week). Prerequisite: MRKG 1311 [CIP 52.1401]

MRKG 1311
Principles of Marketing
(3 credits)
This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week). [CIP52.1401]

MRKG 2333
Principles of Selling
(3 credits)
This course serves as an introduction to the selling process and its application to all forms of sales. Identification of all the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which affect salespeople. The student will define the selling process and its application to all forms of sales, identify the elements of the communications process between buyers and sellers in business; and examine ethical issues and legal restrictions of American business which affect salespeople. (3 lecture hours per week). [CIP08.0706]
Mathematics

Jennifer Hopkins, Department Chairperson
Bette Nelson, James Boler, Tammi Lansford, Deanna Dick, Charles Kilgore, Ralph Best, Robin Harbour

NOTE: The basics of arithmetic and algebra are taught in MATH 0309, MATH 0310, and MATH 0312. These courses benefit students needing additional preparation for college level work and those desiring only to improve their mathematical skills. One or all of these courses may be required by state law, or by the ACC Developmental Education Plan, for students whose scores on placement tests fall below established cutoff levels.

MATH 0309
Pre-Algebra
(3 credits)
This course offers instruction and practice in the basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry and a study of signed numbers. The purpose of MATH 0309 is to prepare the students for MATH 0310. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours and 1 lab hour per week). [CB32.0104.5119]

MATH 0310
Developmental Mathematics - Algebra
(3 credits)
This course includes linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test or have passed MATH 0309 with a grade of A, B, or C. (3 lecture hours and 1 lab hour per week). [CB32.0104.5119]

MATH 0312
Developmental Mathematics - Intermediate Algebra
(3 credits)
Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare students for MATH 1314 or MATH 1332. Students enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. (3 lecture hours per week). [CB32.0104.5219]

MATH 1314
College Algebra
(3 credits)
This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions, exponential and logarithmic functions, systems of equations, matrices and the binomial theorem. Graphing calculators (TI-83, TI-84 or comparable models) are required. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: READ 0310 with a C or better or the TSI standard in Reading. [CB27.0101.5419]

MATH 1324
Mathematics for Business & Social Science I
(3 credits)
This course is designed for business, economics, management, and finance students. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability. Applications in business and economics will be emphasized (3 lecture hours per week). Prerequisite: MATH 1314. [CB27.0301.5219]

MATH 1325
Mathematics for Business & Social Science II
(3 credits)
This course is designed for business, economics, management, and finance students. The course includes a study of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. [CB27.0301.5319]

MATH 1332
Contemporary Mathematics I
(3 credits)
This course is designed for liberal arts, humanities and human/social sciences. It is not intended for mathematics, science, engineering, elementary education or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics may include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. Prerequisite: MATH 0312 with a grade of A,B, or C or meeting the college algebra standard on a placement test and READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB27.0101.5119]

MATH 1333
Contemporary Mathematics for Tech
(3 credits)
This course provides a broad background in principles and applications of mathematics found in the technical and vocational degree programs. Topics will include: a survey of equations, a survey of relations and functions, probability and statistics, and applications. This course will satisfy the math requirements of the Associate of Applied Science, but does not satisfy the math requirements of the Associate of Arts, The Associate of Science, or the Associate of Arts in Teaching degree. Prerequisite: MATH 0310 with a C or higher or the equivalent on the college placement exam and READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB27.0101.5119]

MATH 1342
Elementary Statistical Methods
(3 credits)
This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. Students enrolling in this course should have previously taken two years of high school algebra and/or passed MATH 1314. (3 lecture hours per week). Prerequisites: MATH 1314. [CB27.0501.5119]

MATH 1350
Fundamentals of Mathematics I
(3 credits)
This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or equivalent or higher level math. [CB2701015619]

MATH 1351
Fundamentals of Mathematics II
(3 credits)
This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or MATH 1350 or equivalent. [CB27.0101.6019]

MATH 2318
Linear Algebra
(3 credits)
This course includes such topics as vector spaces, linear independence, bases, linear transformations, matrices, determinants, eigenvalues, eigenvectors, and applications. (3 lecture hours per week). Prerequisite: MATH 2413 or departmental approval. [CB27.0101.6119]

MATH 2320
Differential Equations
(3 credits)
The course includes the following topics: equations of the first order, singular solutions, linear equations with coefficient, and miscellaneous methods of solving equations of high order than the first, with geometric and physical applications. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. [CB27.0301.5119]

MATH 2412
Pre-Calculus Math
(4 credits)
This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Graphing calculators (TI-83, TI-84 or comparable models) are required. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015819]
MATH 2413  
Calculus I  
(4 credits)  
This course is designed to meet the needs of mathematics, engineering, and science students. Topics included in this course are vectors and vector operations, limits, continuity, differentiation and integration of algebraic and transcendental functions, with applications such as optimization, curve sketching, and finding area under a curve. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry, or passed MATH 1314 and MATH 2412. (4 lecture hours per week). Prerequisites: MATH 2412 or departmental approval. [CB27.0101.5919]

MATH 2414  
Calculus II  
(4 credits)  
This course is a continuation of MATH 2413. Topics include differentiation and integration of hyperbolic and inverse trigonometric functions, techniques of integration, sequences and series, and applications such as the area between curves. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. [CB27.0101.5919]

MATH 2415  
Calculus III  
(4 credits)  
This course is a continuation of MATH 2414. Topics covered include vector-valued functions, functions of several variables, partial differentiation, multiple integrals, vector fields, line integrals, Green's Theorem, Stoke's Theorem, and the Divergence Theorem. (4 lecture hours per week). Prerequisites: MATH 2414 or equivalent course. [CB27.0101.5919]

Music  
Kevin Moody, Department Chairperson  
David Griffith

GENERAL MUSIC

MUSI 1158  
Opera Workshop  
(1 credit)  
This course provides practical experience for the singing actor in the integration of music, acting, and staging of portions of operas. (1 lecture and 2 laboratory hours per week). [CB5009085226]

MUSI 1159/2159  
Musical Theater  
(1 credit)  
This course can be repeated for credit. This course stresses the study and performance of works selected from the music Theater repertoire. (1 lecture and 4 laboratory hours per week). [CB5009036126]

MUSI 1166  
Woodwind Class  
(1 credit)  
This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours per week). [CB50.0903.5126]

MUSI 1168  
Brass Class  
(1 credit)  
This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week). [CB50.0903.5126]

MUSI 1181  
Class Piano I  
(1 credit)  
This course is designed for students with little or no previous keyboard experience and provides a study of basic technique, scales, chords, and repertoire. (1 lecture and 1 laboratory hours per week). [CB50.0907.5126]

MUSI 1182  
Class Piano II  
(1 credit)  
This Class piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week). [CB50.0907.5126]

MUSI 1183  
Voice Class  
(1 credit)  
This laboratory class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 laboratory hours per week). [CB50.0908.5126]

MUSI 1188  
Percussion Class  
(1 credit)  
This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, timpani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week). [CB50.0903.5126]

MUSI 1192  
Guitar Class  
(1 credit)  
This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week). [CB50.0911.5126]

MUSI 1211  
Music Theory I  
(2 credits)  
This course provides a review of musical rudiments, harmony and voice-leading through submediant and mediant chords, figured bass, cadences and phrase structure, basic analysis, and elementary composition. (3 lecture hours per week). Prerequisite: READ 0310. Corequisite: MUSI 1216 [CB50.0904.5126]

MUSI 1212  
Music Theory II  
(2 credits)  
This course studies harmony and voice-leading through modal mixture, secondary dominants and modulation, periodic structures, and further analysis and composition. (3 lecture hours per week). Prerequisite: MUSI 1211. Corequisite: MUSI 1217 [CB50.0904.5126]

MUSI 1216  
Elementary Sight Singing & Ear Training I  
(2 credits)  
This required course for music majors is the first of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and in sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 1211. [CB50.0904.5126]

MUSI 1217  
Elementary Sight Singing & Ear Training II  
(2 credits)  
This required course for music majors is the second of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 1216. Corequisite: MUSI 1212. [CB50.0904.5126]

MUSI 1230  
Improvisation  
(2 credits)  
This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 laboratory hours per week). [CB50.0903.5126]

MUSI 1301  
Introduction to Music  
(3 credits)  
This course is an introduction to the elements of music including notation, rhythm, melody, scales, keys, and chords. The course meets the needs of elementary education majors and other students who wish to gain a working knowledge of music. (3 lecture hours per week). Prerequisite: READ 0309. [CB5009045526]

MUSI 1306  
Music Appreciation  
(3 credits)  
What is music? Where does it come from? What did music sound like 2000 years ago? Who was Beethoven and why should I care? Take this course and find out. (3 lecture hours per week). Prerequisites: READ 0309. [CB5009025126]

MUSI 1308  
Survey of Music Literature I  
(3 credits)  
This course is a study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB5009025226]
MUSI 1309
Survey of Music Literature II
(3 credits)
This course is a survey of western classical music from Beethoven through the present. This music history course is open to non-majors. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310 [CB5009025226]

MUSI 1310
American Music
(3 credits)
The Beatles, Elvis, The Rolling Stones, from Ragtime to Hip-Hop: How did all this get started? You'll find out if you take this class. (3 lecture hours per week). Prerequisite: READ 0310 [CB5009025326]

MUSI 1317
Advanced Sight Singing & Ear Training II
(2 credits)
This required course for music majors is the fourth of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 2216. Corequisite: MUSI 2212. [CB5009045726]

MUSI 1386
Composition
(3 credits)
This course provides instruction in music composition in small forms for simple media in both traditional and contemporary electronic styles. (3 lecture hours per week). [CB5009045326]

MUSI 2181
Class Piano III
(1 credit)
This class piano course is for students who have taken 1 year of piano and is a continuation of basic techniques. (1 lecture and 1 laboratory hours per week). [CB5009075126]

MUSI 2182
Class Piano IV
(1 credit)
This class piano course is for students who have taken 3 semesters of class piano and is a continuation of basic techniques. (1 lecture and 1 laboratory hours per week). [CB5009075126]

MUSI 2211
Music Theory III
(2 credits)
This course studies harmony and voice-leading through linear chords, the Neapolitan and augmented sixths, advanced modulation, ninth chords, binary form, more advanced modulation and composition. (3 lecture hours per week). Corequisite: MUSI 2216. Prerequisite: MUSI 1212. [CB5009045226]

MUSI 2212
Music Theory IV
(2 credits)
This course studies compositional practices of the twentieth century and later, through analysis and composition exercises. (3 lecture hours per week). Prerequisite: MUSI 2211. Corequisite: MUSI 2217 [CB5009045226]

MUSI 2216
Advanced Sight Singing & Ear Training I
(2 credits)
This required course for music majors is the third of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 1217. Corequisite: MUSI 2211. [CB5009045726]

ENSEMBLES

MUEU 1125, 1126, 2125, 2126
Jazz Band
(1 credit each)
This course can be repeated for credit. This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. Membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week). [CB5009035526]

MUEU 1122, 1123, 2122, 2123
Concert Band
(1 credit each)
This course can be repeated for credit. This concert group of brass, woodwind, and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week). [CB5009035526]

MUEU 1135, 2135
Jazz Lab
(1 credit each)
This course can be repeated for credit. This organization performs for many special occasions on and off campus. Music includes small band jazz-rock with emphasis on individual improvisation. Membership is open to all College students by approval of the instructor. (3 laboratory hours per week). [CB5009035526]

MUEU 1141, 1142, 2141, 2142
Concert Choir
(1 credit each)
This course can be repeated for credit. This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week). [CB5009035726]

MUEU 1143, 1144, 2143, 2144
College Singers
(1 credit each)
This course can be repeated for credit. This organization is limited in membership. Students are selected through auditions from the membership of the College choir. The student must have previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval. (4 laboratory rehearsal hours per week). [CB5009035726]

APPLIED MUSIC

MUAU 1217, 1218
Applied Music Woodwind
(2 credits each)
These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (1 lecture and 4 laboratory practice hours per week).

MUAU 1237, 1238
Applied Music Brass
(2 credits each)
These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (1 lecture and 4 laboratory practice hours per week)

MUAU 1261, 1262
Applied Music Guitar
(2 credits each)
These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week).

MUAU 1269, 1270
Applied Music Piano
(2 credits each)
These courses provide one hour of individual instruction a week in piano. (1 lecture and 4 laboratory practice hours per week).

MUAU 1281, 1282
Applied Music Voice
(2 credits each)
These courses provide one hour of individual instruction per week in voice. (1 lecture and 4 laboratory practice hours per week).

MUAU 1291, 1292
Applied Music Composition
(2 credits each)
These courses provide one hour of instruction per week in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (1 lecture and 4 laboratory practice hours per week).
MUAP 2217, 2218  
Applied Music Woodwind  
(2 credits each)  
These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (1 lecture and 4 laboratory practice hours per week).

MUAP 2237, 2238  
Applied Music Brass  
(2 credits each)  
These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (1 lecture and 4 laboratory practice hours per week).

MUAP 2257, 2258  
Applied Music Percussion  
(2 credits each)  
These courses provide one hour of individual instruction per week in percussion instruments. (1 lecture and 4 laboratory practice hours per week).

MUAP 2261, 2262  
Applied Music Guitar  
(2 credits each)  
These courses provide one hour of individual instruction per week in guitar. (1 lecture and 4 laboratory practice hours per week).

MUAP 2269, 2270  
Applied Music Piano  
(2 credits each)  
These courses provide one hour of individual instruction per week in piano. (1 lecture and 4 laboratory practice hours per week).

MUAP 2281, 2282  
Applied Music Voice  
(2 credits each)  
These courses provide one hour of individual instruction per week in voice. (1 lecture and 4 laboratory practice hours per week).

MUAP 2291, 2292  
Applied Music Composition  
(2 credits each)  
These courses provide one hour of instruction per week in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (1 lecture & 4 laboratory practice hours per week).

MUSC 2427  
Audio Engineering II  
(4 credits)  
A continuation of Audio Engineering I with emphasis on implementation of the techniques and theories of the recording process. Topics include applications on microphones, the audio console, the multitrack tape recorder and signal processing devices in recording sessions environments. (2 lecture and 4 lab hours per week). Prerequisites: MUSC 1327. [CB 10.0203]

MUSC 2447  
Audio Engineering III  
(4 credits)  
Presentation of advanced procedures and techniques utilized in recording and manipulating audio information. Topics include advanced computer based console automation, hard disk based digital audio editing, nonlinear digital multitrack recording and advanced engineering project completions. (2 lecture and 4 lab hours per week). [CB 10.0203]

Nursing  
(Associate Degree)  

Sally Durand, Director  
Robin Abrams, Mary Alice Estes, Debra Fontenot, Judy Hafner, Sharon Hightower, Manuela Imlhurn, Susan Priest, Christy Scales, Wendy Stewart, Briana Sowell.

RNSG 1108  
Dosage Calculations for Nursing  
(1 credit)  
Dosage calculations include reading, interpreting and solving calculation problems encountered in the preparation of medications, includes conversion of measurements within the apothecary, avoirdupois, and metric system. This course emphasizes critical thinking skills and techniques needed to accurately and safely calculate medication dosages. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture hour per week) Prerequisite: MATH 0310 [CIP51.1601]

RNSG 1162  
Clinical Nursing: Mental Health Nursing  
(1 credit)  
A health related work-based learning experience that enables the student to apply nursing theory, skills and concepts. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1513 is required.(6 lab hours per week) Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, BIOL 2402, ENGL 1301, Corequisites: PSYC 2314, RNSG 1513, RNSG 1215, RNSG 1108. [CIP51.1601]

RNSG 1215  
Health Assessment  
(2 credits)  
Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. This course emphasizes critical thinking skills and techniques needed to perform health assessments of the adult and family. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture and 2 lab hours per week). Prerequisite: BIOL 2401 [CIP51.1601]

RNSG 1260  
Clinical Nursing: Foundations for Nursing Practice  
(2 credits)  
A health related work-based learning experience that enables the student to apply nursing theory, skills and concepts. Direct supervision is provided by the clinical professional. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adults and family in acute care settings. Clinical education is an unpaid learning experience. Concurrent theory enrollment in RNSG 1513 is required.(6 lab hours per week) Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2402, PSYC 2301, PSYC 2314, ENGL 1301. (Corequisites: RNSG 2213 or RNSG 1417. [CIP51.1601]

RNSG 1417  
Concepts of Nursing Practice I for Articulating Students  
(4 credits)  
Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 1262. (3 lecture and 2 lab hours per week) Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. (Corequisites: RNSG 1262. [CIP51.1501]
Nursing Care of the Childbearing and Childrearing Family

RNSG 1512

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antepartum, neonatal, and postpartum periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Analysis and synthesis of knowledge and skills are based upon normal and abnormal assessment findings. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 2563. (3 lecture and 2 lab hours per week) Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 2563. [CIP51.1601]

Nursing - (Vocational)

Karen Briza, Department Chairperson

Michael Cooper, Melinda Wallace

VNSG 1122

Vocational Nursing Concepts

(1 credit)

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licenced vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week). [CIP51.1613]

VNSG 1160

Clinical - Practical Nurse I

(1 credit)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (5 clinical hours per week). Corequisite: VNSG 1423. [CIP51.1613]

VNSG 1219

Professional Development

(2 credits)

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Learning Outcomes: The student will describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies;
VNSG 1226 Geriatrics (2 credits)
Overview of the normal physical, psychological, and cultural aspects of the aging process. Addresses common disease processes of aging and explores attitudes towards care of the elderly. Topics include but are not limited to introduction to aging; the aging adult; geriatric mental health; sexuality and aging; pain management; geriatric medications; assisting the dying client and family; hospice care. (2 lecture hours per week). [CIP51.1613]

VNSG 1227 Essentials of Medication Administration (2 credits)
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. IV administration is not included. Instruction includes various systems of measurement. Lab required. Learning Outcomes: The student will demonstrate accurate dosage calculation; discuss the principles of medication administration safety; and identify the elements of accurate documentation of medication administration. (1 lecture and 2 laboratory hours per week). [CIP51.1613]

VNSG 1230 Maternal - Neonatal Nursing (2 credits)
Utilization of the nursing process in the assessment and management of the child bearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Learning Outcomes: The student will discuss the bio-psycho-socio-cultural needs of the childbearing family; and utilize the nursing process to assist in planning the care of the childbearing family. (2 lecture hours per week). Corequisite: VNSG 1660. [CIP51.1613]

VNSG 1231 Pharmacology (3 credits)
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Learning Outcomes: The student will identify properties, effects, and principles of pharmacotherapeutic agents; and list common nursing interventions associated with the various pharmacotherapeutic agents. (4 lecture hours per week). [CIP51.1613]

VNSG 1232 Medical - Surgical Nursing I (3 credits)
Application of the nursing process to the care of adult and geriatric patients experiencing respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661. [CIP51.1613]

VNSG 1300 Mental Health and Mental Illness (3 credits)
Study of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy. The student will identify the characteristics of mental health; identify common mental illness and maladaptive behaviors; describe trends in psychotherapeutic treatment; discuss the application of therapeutic communication skills; and assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior. (3 lecture hours per week). [CIP51.1613]

VNSG 1329 Medical Surgical Nursing I (3 credits)
Application of the nursing process to the care of adult and geriatric patients experiencing respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1160. [CIP51.1613]

VNSG 1330 Medical - Surgical Nursing II (3 credits)
Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult and geriatric patients experiencing cardiovascular, neurosensory, endocrine, and oncological medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent cardiovascular, neurosensory, endocrine, and oncological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661. [CIP51.1613]

VNSG 1332 Anatomy & Physiology for Allied Health (4 credits)
Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Learning Outcomes: The student will identify the structure of each of the major body systems; describe the function of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis. (4 lecture hours per week). [CIP51.1613]

VNSG 1420 Clinical - Practical Nurse III (6 credits)
A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1330 and VNSG 1334. [CIP51.1613]

VNSG 1423 Basic Nursing Skills (4 credits)
Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Lab required. Learning Outcomes: The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care settings. (3 lecture and 4 laboratory hours per week). Corequisite: VNSG 1160. [CIP51.1613]
Nutrition
Sally Durand, Department Chairperson

HECO 1322
Nutrition & Diet Therapy
*This course is only offered in the Fall Semester.
(3 credits)
This course is a study of nutrients including functions, food sources, digestion, absorption and metabolism with application to normal and preventative nutrition needs across the lifespan. The course includes nutrient intake analysis, energy expenditure evaluation, and diet planning. (3 lecture hours per week). Prerequisite: BIOL 2401, READ 0309. [CIP19.0502]

Office Administration—
(formerly Business Technology)
Catherine Finley, Department Chairperson
Crystal Price

It is the responsibility of all students taking Office Administration internet course(s) to contact their instructor(s) by the third class day through Blackboard.

Students are required to use the same text books and software version used by the Office Administration Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D211 when space is available.

ACNT 1303
Introduction to Accounting I
(3 credits)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 lecture and 1 laboratory hours per week). [CIP52.0302]

ACNT 1311
Introduction to Computerized Accounting
(3 credits)
Introduction to utilizing the computer and maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 lecture and 3 laboratory hours per week). Prerequisite: ACNT 1303. [CIP52.0302]

HITT 1305
Medical Terminology I
(3 credits)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (2 lecture and 3 lab hours per week). Prerequisite: READ 0309. [CIP51.0707]

HITT 1349
Pharmacology
(3 credits)
Overview of the basics of the pharmacological treatment of various diseases affecting major body systems. Prerequisite: HITT 1305 (3 lecture hours per week). [CIP51.0707]

HITT 1341
Coding and Classification Systems
(3 credits)
Application of basic coding rules, principles, guidelines, and conventions. Emphasis on basic ICD9. (3 lecture hours per week). Prerequisite: HITT 1305 [CIP51.0713]

HITT 2335
Coding and Reimbursement Methodologies
(3 credits)
Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisite: POFM 1300, HITT 1341. (3 lecture hours a week) [CIP51.0713]

HITT 2346
Advanced Medical Coding
(3 credits)
In-depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Emphasis on CPT. Prerequisite: POFM 1300, HITT 1341.(3 lecture hours a week) [CIP51.0713]
POFT 1309  Administrative Office Procedures I  
(3 credits)  
Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) [CIP2.0401]  

POFT 1329  Beginning Keyboarding I  
(3 credits)  
For Non-OFAD Majors  
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 1 lab hours per week) [CIP2.0408]  

POFT 1382, 2382, 2383  
Cooperative Education - Office Occupations and Clerical Services  
(3 credits)  
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP2.0408]  

POFT 1419  Records & Information Management I  
(4 credits)  
Introduction to basic records information management filing systems including manual and electronic filing. (3 lecture and 3 lab hours per week). [CIP2.0401]  

POFT 1425  Business Math & Machine Applications  
(4 credits)  
Business Math problem-solving skills using office technology. (3 lecture and 3 lab hours per week). [CIP2.0408]  

POFT 1429  Beginning Keyboarding II  
(4 credits)  
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 3 lab hours per week). [CIP2.0408]  

POFT 2401  Intermediate Keyboarding  
(4 credits)  
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week). [CIP2.0408]  

Paralegal  
Karen Barnett, Department Chairperson  

LGLA 1301  Legal Research & Writing  
(3 credits)  
This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CIP22.0302]  

LGLA 1311  Introduction to Law  
(3 credits)  
This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]  

LGLA 1342  Federal Civil Litigation  
(3 credits)  
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal’s role. Federal Civil Litigation covers litigation from the pre-trial stage to the post-trial phase. Federal law will be emphasized in this course. Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]  

LGLA 1343  Bankruptcy  
(3 credits)  
This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal’s role. Topics include individual and business liquidation and reorganization. (3 lecture hours per week) [CIP: 22.0302]  

LGLA 1344  Texas Civil Litigation  
(3 credits)  
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal’s role. Texas Civil Litigation covers litigation from the pre-trial stage to the post-trial phase. State law will be emphasized in this course. Prerequisite: READ 0309 and ENGL 0309. [CIP22.0302]  

LGLA 1351  Contract Law  
(3 credits)  
This course presents fundamental concepts of contract law with emphasis on the paralegal’s role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. The student will learn to define and properly use contract law terminology, locate, describe and analyze sources of law relating to contract law; understand the ethical obligations of the paralegal and draft documents commonly used in contract law. (3 lecture hours per week). Prerequisites; READ 0309 and ENGL 0309. [CIP22.0302]  

LGLA 1353  Wills, Trusts, and Probate Administration  
(3 credits)  
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal’s role. (3 lecture hours per week). Prerequisites; READ 0309 and ENGL 0309. [CIP22.0302]  

LGLA 1355  Family Law  
(3 credits)  
This course presents fundamental concepts of family law with emphasis on the paralegal’s role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]  

LGLA 1380, LGLA 2381  
Cooperative Education (Internship) - Paralegal  
(3 credits)  
The objective of the cooperative education course is to combine the student's classroom learning with work experience. This is accomplished through the cooperation of the instructor, employer and student. The instructor or department chair can usually assist students in obtaining a non-paying internship for this course. If this assistance is required, it is necessary to contact the department chair in advance of beginning the course, so an internship can be arranged. However, if the student requires a paid internship, they are responsible for obtaining such a position themselves, as these are very limited. It is helpful to contact the department chair to determine possible job listings. (1 lecture and 20 lab hours per week). Prerequisites: READ 0309, ENGL 0309. [CIP22.0302]  

LGLA 2303  Torts and Personal Injury law  
(3 credits)  
This course presents fundamental concepts of tort law with emphasis on the paralegal’s role. Topics include intentional torts, negligence, and strict liability. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]  

LGLA 2305  Interviewing and Investigating  
(3 credits)  
Study and development of paralegal skills of interviewing and investigating including communication skills, conducting client and witness interviews, preparation of witness statements, formulating a plan of investigation, techniques for locating persons, conducting investigations in public and private records, locating and working with experts, the rules of evidence as they relate to interviewing and investigating, proper handling of documents and other physical evidence, conducting formal discovery in civil and criminal proceedings and the ethical and professional responsibilities of the practitioner and legal assistant in interviewing and investigative work. (3 lecture hours per week) [CIP22.0302]
LGLA 2309
Real Property
(3 credits)
This course presents fundamental concepts of real
property law with emphasis on the paralegal's role.
Topics include the nature of real property, rights
and duties of ownership, land use, voluntary and
involuntary conveyances, and the recording of and
searching for real estate documents. (3 lecture hours
per week). Prerequisites: READ 0309 and ENGL
0309. [CIP22.0302]

LGLA 2311
Business Organizations
(3 credits)
This course presents basic concepts of business
organizations with emphasis on the paralegal's role.
Topics include law of agency, sole proprietorships,
forms of partnerships, corporations and other
emerging business entities. The student will learn
termology related to business organizations, the
formation and termination of businesses and how to
draft documents related to business entities. (3
lecture hours per week) Prerequisites: READ 0309,
ENGL 0309. [CIP22.0302]

LGLA 2313
Criminal Law and Procedure
(3 credits)
This course introduces the criminal justice system
including procedures from arrest to final disposition,
principles of federal and state law, and the preparation
of pleadings and motions. (3 lecture hours per
week.) Prerequisites: READ 0309 and ENGL 0309.
[CIP22.0302]

LGLA 2323
Intellectual Property
(3 credits)
This course presents the fundamentals of intellectual
property law, including creation, procurement,
preparation, and filing documents related to patents,
copyrights, trademarks, and processes of intellectual
property litigation with emphasis on the paralegal's
role. (3 lecture hours per week) [CIP 22.0302]

PHRA 1205
Drug Classification
(2 credits)
This course provides an introduction to the study of
disease processes, pharmaceutical drugs
abbreviations, classifications, dosages, actions in the
body, and routes of administration. (2 lecture hours
per week). [CIP51.0805]

PHRA 1309
Pharmaceutical Mathematics I
(3 credits)
This course includes reading, interpreting, and
solving calculation problems encountered in the
preparation and distribution of drugs. It will cover
conversion of measurements within the apothecary,
avoiduopos, and metric systems with emphasis on
the metric system of weight and volume. Topics
include ratio and proportion, percentage, dilution and
concentration, millequivalents, units, intravenous
flow rates, and solving dosage problems. (3 lecture
hours per week). [CIP51.0805]

PHRA 1313
Community Pharmacy Practice
(3 credits)
This course introduces the skills necessary to
process, prepare, label, and maintain records of
physicians' medication orders and prescriptions in
a community pharmacy. It is designed to train
individuals in supply, inventory, and data entry. It
also includes customer service, count and pour
techniques, prescription calculations, drug selection
and preparation, over-the-counter drugs, record
keeping, stock level adjustment, data input, editing,
and legal parameters. (2 lecture and 3 lab hours per
week). [CIP51.0805]

PHRA 1315
Pharmacy Terminology
(3 credits)
This course provides a study of word origins and
structure through the introduction of prefixes, suffixes,
and root words as it relates to a pharmaceutical
setting. It focuses on translation and recognition of
commonly used pharmacy abbreviations. (3 lecture
hours per week). [CIP51.0805]

PHRA 1349
Institutional Pharmacy Practice
(3 credits)
This course is an exploration of the unique role
and practice of pharmacy technicians in an
institutional pharmacy with emphasis on daily
pharmacy operation. Topics include hospital
pharmacy organization, work flow and personnel,
medical and pharmaceutical terminology, safety
techniques, data entry, packaging and labeling
operations, extemporaneous compounding, inpatient
drug distribution systems, unit dose cart fills, quality
assurance, drug storage, and inventory control. (2
lecture and 3 lab hours per week). [CIP51.0805]

PHRA 1441
Pharmacy Drug Therapy and Treatment
(4 credits)
This course is the study of therapeutic agents, their
classifications, properties, actions, and effects on the
human body and their role in the management of
disease. It provides detailed information regarding
drug dosages, side effects, interactions, toxicities,
and incompatibilities. (3 lecture and 3 lab hours per
week). [CIP51.0805]

PHRA 1445
Intravenous Admixture and Sterile Compounding
(4 credits)
This course is a study of sterile products, legal and
regulatory guidelines, hand washing techniques,
Physics

Dora Dever, Department Chairperson
Joseph Mills

PHYS 1301
Essentials of College Physics
(3 credits)
This is a survey course for non-majors to study mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture hours per week) Prerequisite: MATH 0312 and READ 0310. [CB 40.0801.5303]

PHYS 1401
College Physics I
(4 credits)
This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). Prerequisite: PHYS 1401. [CB40.0801.5303]

PHYS 1402
College Physics II
(4 credits)
This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). Prerequisite: PHYS 1401. [CB40.0801.5303]

PHYS 1403
Planetary Astronomy
(4 credits)
Introductory planetary astronomy course which includes basic material on the history of astronomy, physics of planetary motion, the nature of light, operation of telescopes, formation of solar system, terrestrial planets, Jovian planets, Kuiper Belt objects, comets, and asteroids. Lab includes observing the stars, nebulae, galaxies, planets, and a variety of exercises in observational astronomy. (3 lecture and 3 lab hours per week) [CB 40.0201.5103]

PHYS 1404
Stellar & Galactic Astronomy
(4 credits)
An introductory course that will concentrate on the origin, life and fate of the stars, star clusters, galaxies, and cosmology. An appropriate laboratory program will include lab experiments, telescope observations, field trips, and Internet research. This is a course for non-science majors who need natural science credit or anyone interested in the study of the universe. (3 lecture and 3 lab hours per week) [CB42.1601.51 25]

PHYS 2425
University Physics I
(4 credits)
This course is designed primarily to meet the needs of the pre-engineering student or physics major. Problem solving techniques with the use of calculus re developed in the topics of vectors, kinematics, forces, work and energy, momentum, torque, angular momentum, simple harmonic motion, gravity, properties of solids and fluids, heat and thermodynamics. Prerequisites: READ 0310 and MATH 2413 (3 lecture and 3 lab hours per week) [CB 40.0801.5403]

PHYS 2426
University Physics II
(4 credits)
A continuation of PHYS 2425. The topics covered are vibration and mechanical waves, sound electrostatics, electricity, dc and ac circuits, magnetism and electromagnetism, light, optics, lenses and mirrors, relativity and some quantum physics. Prerequisites: READ 0310 and PHYS 2425 (3 lecture and 3 lab hours per week) [CB 40.0801.5403]

Polysomnography
Paul McCarver, Department Chairperson
Daniel Glaze, MD, Medical Director

HITT 1305
Medical Terminology I
(3 credits)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week) Prerequisite: READ 0309 [CIP 51.0707]

HPRS 1304
Basic Health Profession Skills
(3 credits)
A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. (2 lecture and 2 lab hours per week). [CIP51.0000]

PSGT 1205
Neurophysiology of Sleep
(2 credits)
This course is an introduction to the study of sleep medicine and the different stages of sleep. Emphasis is on associated wave patterns and collection and utilization of sleep histories. (2 lecture hours per week) [CIP51.0903]

PSGT 1260
Polysomnography Clinical I
2 credits
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (8 clinical hours per week) Corequisite: PSGT-1400. [CIP 51.0903]

PSGT 1291
Special Topics in Polysomnography
(2 credit)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the field of polysomnography and relevant to the professional development of the student. (2 lecture hours per week) [CIP 51.0903]

PSGT 1310
Neuroanatomy and Physiology
(3 credits)
This course is a study of the anatomy of the human central nervous system. The student will also be introduced to cardiopulmonary structures and function as well as ECG interpretation. (3 lecture hours per week) [CIP51.0903]

PSGT 1340
Sleep Disorders
(3 credits)
A discussion of disorders of that affect sleep including insomnias, circadian rhythm disorders, narcolepsy, sleep disordered breathing, movement and neuromuscular disorders, and medical and psychiatric disorders. (3 lecture hours per week) Prerequisites: PSGT 1310. [CIP51.0903]

PSGT 1400
Polysomnography I
(4 credits)
This course is designed to provide both didactic and laboratory training for entry-level personnel in the basics of polysomnographic technology. Students will become familiar with terminology, instrumentation setup and calibration, patient safety and infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnography technology. (2 lecture and 8 lab hours per week). [CIP51.0903]

PSGT 2250
Infant and Pediatric Polysomnography
(2 credit)
This course is an introduction to the sleep patterns of the infant and pediatric population. the student will be provided with opportunities to perform a pediatric study. (2 lecture hours per week) [CIP51.0903]

PSGT 2660
Polysomnography Clinical II
(6 credits)
This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 1260. Corequisite: PSGT 2411. [CIP51.0903]

PSGT 2661
Polysomnography Clinical III
(6 credits)
This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 2411. [CIP51.0903]

PSGT 2441
Polysomnography II
(4 credits)
Development of skills for sleep scoring and staging. Consideration of medication effects, age, gender, sleep/wake schedules, changes in sleep habits, and other pertinent factors. Students will evaluate parameters such as total record time, total sleep time, sleep efficiency, total wake time, wake after sleep onset, wake after sleep offset, sleep latency, REM latency, stage 1,3, REM sleep, awakenings, arousals, EEG, sleep disordered breathing, leg movements, and cardiac patterns. (2 lecture and 5 lab hours). Prerequisites: PSGT 1400, Corequisite: PSGT 1260. [CIP51.0903]
Course Descriptions

Process Technology_____
Mark Demark, Department Chairperson

CTEC 1401
Applied Petrochemical Technology (Physics) (4 credits)
This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). [CIP410301]

CTEC 2480
Cooperative Education - Process Technology (4 credits)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Availability of this course depends on positions in industry. (1 lecture hour, 21 co-op hours per week). [CIP410301]

PTAC 1302
Introduction to Process Technology (3 credits)
An introduction to process operations in refineries and chemical plants. The course includes: process technician duties, responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements of the process technician, family, and career considerations is included. (2 lecture hours, 2 lab hours per week). [CIP410301]

PTAC 1332
Process Instrumentation I (3 credits)
This course introduces the student to the varied instruments and instrument systems employed in the refining and chemical industry. It includes primary variables: flow, temperature, pressure, level; analyzers, piping and instrument symbology and diagrams, hardware, control fired equipment, separation equipment; troubleshooting. (2 lecture hours, 2 lab hours per week) [CIP410301]

PTAC 1410
Process Technology I (4 credits)
This course reviews the fundamentals and operating considerations of process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. (3 lecture hours, 2 lab hours per week) [CIP410301]

PTAC 1454
Industrial Processes (4 credits)
This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reformation, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420. [CIP410301]

PTAC 2314
Quality (including SPC and Economics) (3 credits)
Students are taught advanced quality techniques employed by industry to remain competitive in today's global economy. The widespread use of statistical techniques is stressed. Students learn principles of data handling, plotting, flow charting, histograms, standard deviation, control charts, cause and effect diagrams, etc. Principles of economics, as they affect unit, plant and corporate realizations are explored to give the student a foundation in the factors which affect business profitability. This course is only offered on-line. (2 lecture hours, 2 lab hours per week) [CIP410301]

PTAC 2420
Process Technology II (Systems) (4 Credits)
This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; cooling systems, utilities, and auxiliary systems. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 1302. [CIP410301]

PTAC 2436
Process Instrumentation II (4 credits)
This course prepares students to recognize and understand instrumentation and controls as applied to process operations. Process control systems for basic unit operations such as furnace/boiler firing, distillation, and reactors are described and explained with actual instrument-operations including manual, auto, proportional, integral, derivative modes. Feedback and feed forward control systems, cascade, split range, ratio control systems are covered. Process analyzers, computer, and programmable logic controllers are described. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332. [CIP410301]

PTAC 2438
Process Technology III (Operations) (4 credits)
This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college cogen/refrigeration facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 2420. [CIP410301]

PTAC 2446
Process Troubleshooting (4 credits)
This course introduces students to different types of troubleshooting techniques and describes how these methods are used to solve problems in various process operations. Teams of students are given field problems which they approach from both a technical and practical viewpoint. The text includes specific problems which are presented in a comprehensive and easy to understand style. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420 [CIP410301]

PTRT 1407
Production Methods (4 credits)
An introduction to the different methods associated with oil and gas production: natural flow and artificial lift. The student will also develop skills and competency in lease layout and specific recovery methods such as water flooding, chemical flooding, thermal processes, and CO2 injections. Prerequisites: PTAC 1302 (3 lecture and 2 lab hours per week) [CIP150903]

PTTRT 1491
Special Topics in Petroleum Technology (4 credits)
Building on the material learned in PTTRT 1407, this course reviews down-hole and surface equipment in more detail and covers production problems, troubleshooting and workover operations. Also covered is natural gas and cogeneration, along with
new technology for oil and gas production. (3 lecture and 2 lab hours per week) Prerequisite: PTRT 1407 [CIP15.0903]

SCIT 1414
Applied General Chemistry
(4 credits)
Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry—the many families that are found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours, 3 lab hours per week) [CIP400501]

Psychology
Traci Elliott, Department Chairperson
Nancey Lobb, Jean Raniseski

PSYC 1300
Learning Strategies
(3 credits)
This course provides an introduction to basic learning theories and strategies. Emphasis will be placed on identifying individual learning styles and developing the necessary skills for college success. (3 lecture hours per week) [CB42.0301.51 25]

PSYC 2301
General Psychology
(3 credits)
This course gives students a broad overview of the field and introduces them to the fundamental theories of behavior. Emphasis will be placed on experimental research; cognitive, social and emotional development; neuroscience; sensation and perception; motivation; and identity. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.0101.51 25]

PSYC 2302
Applied Psychology
(3 credits)
This course is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, government, and other areas of life. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.0101.5225]

PSYC 2306
Human Sexuality
(3 credits)
This course involves the study of the psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB 42.0101.53 25]

PSYC 2307
Adolescent Psychology
(3 credits)
This course explores the physical, cognitive, social, and emotional factors that impact adolescent development. Emphasis will be placed on the transition between adolescence and early adulthood. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.0701.51 25]

PSYC 2308
Child Growth and Development
(3 credits)
This course explores the physical, cognitive, social, and emotional development from conception through middle childhood. Emphasis will be placed on factors which influence children’s development. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.0701.51 25]

PSYC 2311
Adult Development
(3 credits)
The course focuses on the physical, cognitive, social, and emotional factors that impact adult development. Emphasis will be placed on the transition between early adulthood and late adulthood, followed by the inevitable transition to death. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.0701.51 25]

PSYC 2314
Life-Span Growth & Development
(3 credits)
This course focuses on an overview of physical, cognitive, social, and emotional development from conception through death. Emphasis will be placed on factors that impact each stage of life. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.0701.51 25]

PSYC 2315
Psychology of Adjustment
(3 credits)
This course is a study of the processes involved in the adaptation of individuals to their personal and social environments. Emphasis will be placed on the principles of behavior which underlie positive and healthy adjustment to everyday life. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.0101.56 25]

PSYC 2316
Psychology of Personality
(3 credits)
This course investigates the complex determinants of personality. Emphasis will be placed on the main theories and assessments of personality. (3 lecture hours per week) Prerequisites: READ0310 and ENGL 0310 [CB42.0701.51 25]

PSYC 2317
Statistical Methods in Psychology
(3 credits)
This course introduces students to the measurement and formulas psychologists use to explain human behavior. Emphasis will be placed on measures of central tendency and variability, statistical inference, correlation, and regression. (3 lecture hours per week) Prerequisites: PSYC 2301 and MATH 0310 [CB42.1601.51 25]

PSYC 2319
Social Psychology
(3 credits)
This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.1601.51 25]

PSYC 2189 Academic Cooperative
(1 credit)
PSYC 2289 Academic Cooperative
(2 credits)
PSYC 2389 Academic Cooperative
(3 credits)
This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in psychology. It may involve seminars, and individual projects with specific goals and objectives in the study of human behavior and/or social institutions. Prerequisites: READ 0310 and ENGL 0310. [CB45.0101.5125]

Reading
Lynda Vern, Department Chairperson

NOTE: Basic reading skills are taught in 0309, 0310 and 0312. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading ability. READ0309 and/or0310 may be required by state law for students whose scores on the THEA or an approved alternate test fall below the established cutoff levels.

READ 0309
Developmental Reading I
(3 credits)
READ 0309 is an introductory course designed to prepare students to more successfully deal with assignments in college classes. This course emphasizes reading comprehension, vocabulary development, and study skills. Beginning instruction in the THEA (formerly TASP) reading skills is included. (3 lecture and 1 laboratory hour per week). [CB32.0108.5121]

READ 0310
Developmental Reading II
(3 credits)
READ 0310 focuses on the teaching of reading skills students need to perform effectively in college courses. This course includes a thorough study of the THEA (formerly TASP) reading skills, emphasizing the ability to comprehend college textbooks. (3 lecture and 1 laboratory hour per week). [CB32.0108.5121]

READ 0312
Developmental Reading III
(3 credits)
READ 0312 is a review course for students who have completed READ 0310 with a grade of A,B,C or D or who have passed the THEA or a state approved alternate test. It is designed to reinforce the reading skills college students need to succeed
in their courses. This course includes a review and reinforcement of the THEA (formerly TASP) skills.

**NOTE:** If a D is made in READ 0310, college readiness status in reading may be earned by taking READ 0312 and earning a C or better in the course. (3 lecture hours per week). Prerequisite: READ 0310 or the TSI standard in Reading. \[CB32.0108.5212\]

### Respiratory Care Descriptions

**Diane Flatland, Department Chairperson**

**Marby McKinney**

**Wayne Hite, MD, Medical Director**

#### RSPT 1160
**Respiratory Care Practicum I**

(1 credit)

An in-depth study of basic respiratory concepts, theories and techniques needed in the education of the polysomnography student. Application of these procedures are instructed and performed in the laboratory and in the clinical area under supervision. (2 lecture and 2 lab hours per week) \[51.0908\]

#### RSPT 1325
**Respiratory Care Sciences**

(3 credits)

Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, chemistry, basic math, physics, computer applications, and cleaning and sterilization techniques. (3 lecture hours per week) Prerequisite: READ 0309. \[CIP51.0908\]

#### RSPT 1331
**Respiratory Care Fundamentals II**

(3 credits)

Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices and suctioning. (2 lecture and 3 laboratory hours per week) Requires departmental approval. \[CIP51.0908\]

#### RSPT 1429
**Respiratory Care Fundamentals I**

(4 credits)

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, medical gas therapy, oxygen analyzers, and humidify/aerosol therapy. Application of these procedures are performed in the laboratory under supervision. (3 lecture and 3 laboratory hours per week) Requires departmental approval. \[CIP51.0908\]

#### RSPT 2131
**Clinical Simulations for Respiratory Care**

(1 credit)

The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking computerized simulations, and basic concepts of computer usage. (2 laboratory hours per week) Prerequisites: All previous respiratory care courses or permission of the Chairperson. \[CIP51.0908\]

#### RSPT 2135
**Pediatric Advanced Life Support**

(1 credit)

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the infant and child. Strategies for preventing cardiopulmonary arrest and identification of high-risk infants and children will be presented. (3 laboratory hours per week) Requires departmental approval. \[CIP51.0908\]

### Cardiopulmonary Diseases

#### RSPT 2267
**Cardiopulmonary Disease I**

(2 credits)

A discussion of pathogenesis, pathology, radiological diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 1 laboratory hour per week) Requires departmental approval. \[CIP51.0908\]

#### RSPT 2266
**Cardiopulmonary Disease II**

(2 credits)

This course is designed for the student to rotate through specialty areas including the pulmonary function laboratory, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. (8 laboratory hours per week) Requires departmental approval. \[CIP51.0908\]

#### RSPT 2265
**Respiratory Care Practicum III**

(2 credits)

In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 laboratory hours per week) Requires departmental approval. \[CIP51.0908\]

#### RSPT 2264
**Respiratory Care Practicum IV**

(2 credits)

This in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (16 laboratory hours per week) Requires departmental approval. \[CIP51.0908\]

#### RSPT 2305
**Pulmonary Diagnostics**

(3 credits)

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. (2 lecture and 3 laboratory hours per week) Requires departmental approval. \[CIP51.0908\]

#### RSPT 2310
**Cardiopulmonary Disease III**

(3 credits)

This course is a continuation of cardiopulmonary diseases. (2 lecture and 2 laboratory hours per week) Requires departmental approval. \[CIP51.0908\]
Course Descriptions

**RSPT 2314**
Mechanical Ventilation II
(3 credits)
This course is a continuation of mechanical ventilation designed to provide the student with the opportunity to set up, operate, and troubleshoot various volume ventilators on the market today. Emphasis will be placed on building skills needed to work with volume and pressure ventilators. (2 lecture and 2 laboratory hours per week) Requires departmental approval. [CIP 28.0101.0099]

**RSPT 2317**
Respiratory Care Pharmacology
(3 credits)
A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the autonomic nervous system. (3 lecture hours per week) Requires departmental approval. [CIP 28.0101.0099]

**RSPT 2335**
Neonatal/Pediatric Cardiopulmonary Care
(3 credits)
This course explores the care of the pediatric patient with cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic techniques used in treating these diseases are covered. (3 lecture hours per week) Requires departmental approval. [CIP 28.0101.0099]

**RSPT 2355**
Critical Care Monitoring
(3 credits)
This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring, chest drainage, and counterpulsation. (3 lecture hours per week) Requires departmental approval. [CIP 28.0101.0099]

**RSPT 2414**
Mechanical Ventilation I
(4 credits)
Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. (3 lecture and 2 laboratory hours per week) Requires departmental approval. [CIP 28.0101.0099]

**ROTC Army**
(Reserve Officer Training Corps)
Admissions & Academic Advising Office

**MSCI 1125/1126**
Army Physical Readiness Training
(1 credit)
Open to all students; no prerequisites. Utilizes Army physical fitness techniques; develops strength, flexibility and endurance; develops self-confidence to plan, conduct and lead physical training for others through Army leadership training methods and physical activities. A variety of physical activities include standard warm-up and strength/endurance building exercises, timed/progressive repetitions, weight/strength training (cardiovascular), negative-resistance, running (up to two miles), cycling/spinning, and individual/team competitions. (3 hours per week) [CIP 28.0301.0099]

**MSCI 1210,1220**
Military Leadership
(2 credits) (1-2)
Open to all students. No military commitment is required. Overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. Students explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. The key objective of the second semester is to explore in more detail the Army's leadership philosophy and learn fundamental military concepts. There is a mandatory lab for this course. (1 lecture and 2 lab hours per week) [CIP 28.0301.0099]

**MSCI 2210, 2220**
Military Leadership Development
(2 credits) (2-2)
Open to all students. No military commitment is required. Examines the challenges of leading tactical teams in the complex contemporary operating environment (COE). This course highlights dimensions of terrain analysis, patrolling, and operation orders. Provides a smooth transition into advanced level MSCI courses. Students develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. There is a mandatory lab for this course. (1 lecture and 2 lab hours per week) [CIP 28.0301.0099]

**ROTC Air Force**
(Reserve Officer Training Corps)
Admissions & Academic Advising Office

**AFSC 1201, 1202**
Foundations of the USAF I, II
(2 Credits) (1-1)
Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

**AFSC 2201, 2202**
Evolution of Air Power I, II
(2 credits) (1-1)
Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

**Sociology**

Traci Elliot, Department Chairperson

**SOCI 1301**
Introductory Sociology
(3 credits)
This course presents a scientific examination of human social life, the unique social order of groups, and the products of living in society. Emphasis will be placed on social interaction patterns, group processes, and established institutions. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.1101.51.25]

**SOCI 1306**
Social Problems
(3 credits)
This course includes the scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole, and those that represent violations of the norms of special groups in society. The topics include population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, disorganization of family, education, and religion. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB45.1101.5225]

**SOCI 2301**
Marriage and the Family
(3 credits)
This course is a sociological examination of marriage and family life. It includes issues associated with courtship, mate selection, marriage adjustment, and parenting in modern American society. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB45.1101.5425]

**SOCI 2306**
Human Sexuality
(3 credits)
This course involves the study of the psychological, sociological and physiological aspects of human sexuality. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [CB42.0101.5325]

**SOCI 2319**
Minority Studies
(3 credits)
This course provides an introduction to the multicultural and multi-ethnic diversity residing in the United States. Emphasis will be placed on the patterns of discrimination, prejudice, educational and healthcare disparities, and crime. (3 lecture hours per...
Social Psychology
(3 credits)
This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB44.0401.5125]

Sociology of Health & Illness
(3 credits)
This course will present and review current research on the social causes, organization, and management of health and illness. (3 lecture hours per week) Prerequisites: SOC 2189 Academic Cooperative (1 credit) and SOC 2289 Academic Cooperative (2 credits) [CB24.0103.5212]

Sociology of Sport & Recreation
(3 credits)
This course will examine the social bases of sport and recreation. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB51.1504.5216]

Sociology of Urban Life
(3 credits)
This course will study the town as an urban organism. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB45.0401.5125]

Social Psychology
(3 credits)
This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB44.0401.5125]

Sociology of Urban Life
(3 credits)
This course will study the town as an urban organism. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB51.1504.5216]

Sociology of Urban Life
(3 credits)
This course will study the town as an urban organism. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB45.0401.5125]

Spanish
Annalia D. Parra, Department Chairperson

Students from a Spanish speaking background and those with two or more years of high school Spanish should take the departmental online placement test on the departmental website to determine at which level to begin Spanish.

SPAN 1411 Elementary Spanish I*
(4 credits)
Fundamental skills in listening, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture. (3 lecture and 2 laboratory hours per week). [CB16.0905.5113]

SPAN 1412 Elementary Spanish II*
(4 credits)
Fundamental skills in listening, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture. (3 lecture and 2 laboratory hours per week). Prerequisite: SPAN 1411 with grade C or above or the Departmental Online Placement Test. [CB16.0905.5113]

SPAN 2311 Intermediate Spanish I*
(3 credits)
Review and application of skills in listening, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture. (3 lecture and 1 hour per week). Prerequisite: SPAN 1412 with grade C or above or the Departmental Online Placement Test. [CB16.0905.5213]

SPAN 2312 Intermediate Spanish II*
(3 credits)
Review and application of skills in listening, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture. (3 lecture and 1 laboratory hours per week). Prerequisite: Departmental Online Placement Test. [CB16.0905.5213]

SPAN 2315 Spanish for Native/Heritage Speakers II
(3 credits)
Review and application of skills in reading and writing. Emphasizes vocabulary acquisition, reading, composition, and culture. For the individuals with oral proficiency in Spanish and considered equivalent to SPAN 2312. (3 lecture hours per week) Prerequisite: Departmental Online Placement Test. [CB16.0905.5213]

SPAN 2321 Introduction to Spanish Literature I (Iberian)
(3 credits)
Representative readings. (3 lecture hours per week). Prerequisite: SPAN 2312 or the Departmental Online Placement Test. [CB16.0905.5313]

SPAN 2322 Introduction to Spanish Literature II (Iberian)
(3 credits)
Representative readings. (3 lecture hours per week) [CB 16.0905.5313]

SPAN 2323 Introduction to Latin American Literature
(3 credits)
Representative readings. (3 lecture hours per week) [CB 16.0905.5313]

SPAN 2324 Spanish Culture
(3 credits)
Representative readings. (3 lecture hours per week) [CB 16.0905.5313]

Speech
C. Jay Burton, Department Chairperson
Earnest Burnett, Bill Waggner

SPCH 1311 Fundamentals of Speech
(3 credits)
This course consists of the study of the importance of speech as an aid on social adjustment; the improvement of articulation and pronunciation; the study of the use of bodily activity and its relation to effective speaking; vocabulary development; the study of the general ends of speech; and preparation toward the achieving of these ends. (3 lecture hours per week). Prerequisite: READ 0310. [CB23.1001.5112]

SPCH 1315 Public Speaking
(3 credits)
This course concentrates on the methods of organization and the techniques of delivery of the platform speech, with emphasis on explanation and persuasion. The course includes a study of group methods of problem solving and parliamentary procedures. The student must have the approval of the department chairperson. (3 lecture hours per week). Prerequisite: READ 0310. [CB23.1001.5312]

SPCH 1318 Interpersonal Communication
(3 credits)
This course presents theory, examples, and participation in exercises in order to improve effective one-to-one and small group communication. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB23.1001.5412]
SPCH 1321
Business Speaking
(3 credits)
Theory and practice of communication as applied to business and professional situations. The course will analyze trends in business communication and provide practical application of selected methods. (3 lecture hours per week). Prerequisite: READ 0310. [CB23.1001.5212]

SPCH 2335
Argumentation and Debate.
(3 credits)
Theory and practice in argumentation and debate including analysis, reasoning, organization, strategy, and refutation. (3 lecture hours per week). Prerequisite: READ 0310 [CB23.1001.5912]

SPCH 2341
Oral Interpretation
(3 credits)
This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and intonation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). Prerequisite: READ 0310. [CB23.1001.5712]

Sports and Human Performance
Bonny Johnson, Department Chairperson
Bryan Alexander, Don Childs, Gary Coffman, Jennifer Hightower, Jason Schreiber

Activity Courses
The same activity course may be applied twice toward degree requirements if taken during different semesters. Students are strongly advised to research the transferability of repeated course before enrollment. Any course in the ranges 1100-1150 and 2100-2150 are under [CB36.0108.5123]

PHED 1100, PHED 1110
Individual and Dual Sports - Tennis
(1 credit)
This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week).

PHED 1102, PHED 1112
Individual and Dual Sports - Karate
(1 credit)
This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week).

PHED 1103, PHED 1113
Individual and Dual Sports-Racquetball
(1 credit)
This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week).

PHED 1106, PHED 1116
Individual and Dual Sports - Jogging
(1 credit)
This course provides instruction and participation in jogging in order develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week).

PHED 1108, PHED 1118
Individual and Dual Sports - Adaptive Physical Activity
(1 credit)
This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. This course may be repeated once for credit. (3 laboratory hours per week).

PHED 1109, PHED 1119
Individual and Dual Sports - Defensive Measures for Women
(1 credit)
This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 laboratory hours per week).

PHED 1120, PHED 1121
Volleyball
(1 credit)
This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week).

PHED 1122, PHED 1123
Physical Fitness and Weight Training
(1 credit)
This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 laboratory hours per week)

PHED 1124, PHED 1130
Fundamentals of Movement - Aerobic Dance
(1 credit)
This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week).

PHED 1126, PHED 1131
Fundamentals of Movement - East Coast Swing
(1 credit)
This course provides instruction and participation in jazz exercise, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week).

PHED 1132, PHED 1133
Bowling
(1 credit)
This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 laboratory hours per week).

PHED 1134, PHED 1136
Aerobic Exercise
(1 credit)
This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours per week).

PHED 1135, PHED 1137
Hi-Lo/Step/Cardio Dance
(1 credit)
This course consists of a planned program that utilizes Hi-Lo Aerobics, Step Aerobics and Cardio-Dance in an effort to provide improvement in overall aerobic fitness through increased cardio-respiratory activity and large muscle exercise. (3 laboratory hours per week).

PHED 1138, PHED 1148
Fitness Walking
(1 credit)
This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours per week)

PHED 1139, PHED 1149
Golf
(1 credit)
This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours per week)

PHED 1140, PHED 2140
Pilates
(1 credit)
This course consists of a planned program that uses the Pilates method in an effort to improve the individual's core strength. This unique method of body conditioning will strengthen and tone muscles, improve posture and provide better flexibility and balance. (3 laboratory hours per week).

PHED 1141, PHED 1142
Team Sports - Wallyball
(1 credit)
The course includes class instruction and participation in the game of wallyball, a form of volleyball on the racquetball court. (3 laboratory hours per week).

PHED 1143, PHED 1144
Team Sports - Volleyball and Softball.
(1 credit)
This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week).

PHED 1145
Horsemanship
(1 credit)
This course is for students who are interested in learning more about the art of riding, handling, training and caring for horses. (3 lab hours per week)

PHED 1146
Cardio Kickboxing - Individual and Dual Sports
(1 credit)
This course provides instruction and participation in kickboxing in order to develop the student's fitness
skills, knowledge and appreciation. (3 laboratory hours per week).

**PHED 1147-1157**
Basketball (1 credit)
This course consists of instruction and participation in both beginning and advanced basketball. (3 laboratory hours per week).

**PHED 1150, PHED 2150**
Individual and Dual Sports - Fitness & Wellness (1 credit)
This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 laboratory hours per week).

**PHED 1151**
Individual and Dual Sports - Scuba Diving (1 credit)
This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB36.0108.5423]

**PHED 1152**
Individual and Dual Sports - Advanced Scuba Diving (1 credit)
This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB36.0108.5423]

**PHED 2110, PHED 2111**
Boot Camp (1 credit)
Boot camp fitness workouts include, but are not limited to, cardiovascular conditioning, speed, endurance, partner resistance, and different types of strength training. This course also includes fitness group challenges, kickboxing, medicine ball drills, obstacle course, and other core strength training. All activities are structured so that you can choose the appropriate intensity for your fitness level. (3 laboratory hours per week).

**PHED 2112**
Flag Football (1 credit)
This course provides instruction and participation in flag football in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week)

**ADVANCED SPORTS**
[Each course may be repeated once each, for a maximum total of 4 credits for each sport.]

**PHED 2100, 2101**
Advanced Baseball (1 credit each)
These courses are for advanced baseball players. (3 laboratory hours per week).

**PHED 2102, 2103**
Advanced Fast-Pitch Softball (1 credit each)
These courses are for advanced fast-pitch softball players. (3 laboratory hours per week).

**PHED 2104**
Advanced Soccer (1 credit each)
This course is for advanced soccer players. (3 laboratory hours per week).

**PHED 2105**
Co-Ed Indoor Soccer (1 credit)
This course is designed to introduce students to the basics of indoor soccer. Passing and shooting drills are emphasized along with team play. Modifications to soccer rules are used to accommodate indoor soccer rules. (3 laboratory hours per week).

**PHED 2108, PHED 2109**
Stretch, Tone and Sculpt (1 credit)
This course consists of a planned program of toning and conditioning exercises that incorporate resistance in an effort to improve muscular strength, endurance and flexibility. (3 laboratory hours per week).

**THEORY COURSES**

**PHED 1301**
Introduction to Physical Fitness & Sport (3 credits)
Designed for professional orientation in sports and human performances, health, and recreation, this course includes a brief history and a study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week). [CB31.0501.5223]

**PHED 1304**
Health and Wellness (3 credits)
This course presents the essential present-day knowledge of health and wellness. The course stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. The course also includes discussion of pollution and prevention and control of diseases. Topics such as nutrition, mental health, stress management, drugs and aspects of health and fitness are also included. (3 lecture hours per week). [CB51.1504.5116]

**PHED 1306**
First Aid (3 credits)
This course presents the theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. (3 lecture hours per week). Corequisite: READ 0309. [CB51.1504.5316]

**PHED 1308**
Officiating Baseball and Softball (3 credits)
This course presents the essential present-day knowledge of health and wellness. The course stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. The course also includes discussion of pollution and prevention and control of diseases. Topics such as nutrition, mental health, stress management, drugs and aspects of health and fitness are also included. (3 lecture hours per week). Corequisite: READ 0309. [CB31.0101.5123]

**PHED 1336**
Concepts of Recreation & Leisure (3 credits)
Students are introduced to a brief historical background, professional opportunities, current issues and trends in the field of recreation and leisure living. (3 lecture hours per week). [CB31.0101.5123]

**PHED 1338**
Concepts of Physical Fitness (3 credits)
Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. (3 lecture & 3 lab hours per week) Prerequisite: READ 0309 [CB 31.0101.5123]

**PHED 1346**
Drug Use and Abuse (3 credits)
A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. (3 lecture hours per week). [CB51.1504.5216]
**Automotive Technology**

David Garza

**Course Descriptions**

All AUMT courses are under [CB47.0604]

**AUMT 1305 Introduction to Automotive Technology**

(3 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities and automotive maintenance. (1 lecture and 8 laboratory hours per week).

**AUMT 1319 Automotive Engine Repair**

(3 credits)

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. (1 lecture and 8 laboratory hours per week).

**AUMT 1407 Automotive Electrical Systems**

(4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnoses, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. (2 lecture and 8 laboratory hours per week).

**AUMT 1416 Automotive Suspension and Steering Systems**

(4 credits)

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnoses, component repair, and alignment procedures. (2 lecture and 8 laboratory hours per week).

**AUMT 2417 Automotive Engine Performance Analysis I**

(4 credits)

Theory, operation, diagnoses and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. (2 lecture and 8 laboratory hours per week).

**Computer Repair**

Felipe Garza

**CPMT 1403 Introduction to Computer Technology**

(4 credits)

A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities. (3 lecture and 4 lab hours per week).

**CPMT 1411 Introduction to Computer Maintenance**

(4 credits)

A study of the information for the assembly of a microcomputer system. emphasis on the evolution of microprocessors and microprocessor bus structures. (3 lecture and 4 laboratory hours per week).

**CPMT 1445 Computer Systems Maintenance**

(4 credits)

Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week).

**CPMT 1447 Computer System Peripherals**

(4 credits)

Principles and practices involved in computer system troubleshooting techniques, programs, and the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week).

**ITNW 1408 Implementing and Supporting Client Operating Systems**

(4 credits)

Skills development in the management of client as desktop operating systems. (3 lecture and 4 laboratory hours per week).
Computer Information Technology/WebAuthoring

Thomas Maglio, Department Chairperson
Tom Cook, Randy Jonte, Michael J. Smith

BCIS 1305
Business Computer Applications
(3 credits)
This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer. (3 lecture hours per week). [CB5212025227]

IMED 1416
Web Design I
(4 credits)
Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web consortium (W3C) formatting and layout standards; create, design, test, and debug a web site. (3 lecture and 3 lab hours per week) [CIP11.0801]

ITSE 2434
Advanced Web Page Programming
(4 credits)
Advanced applications for Web Authoring. Topics include Perl Scripts, Common Gateway Interface (CGI), Database Interaction Active Server Pages, Java Applets, Javascripts, tables, HTML, and/ or interactive elements. (3 lecture and 4 laboratory hours per week)

ITSE 1422
Introduction to C Programming
(4 credits)
Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). [CIP11.0204]

ITSE 1431
Introduction to Visual BASIC Programming
(4 credits)
Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 4 lab hours per week)

ITSE 2402
Internet Web Programming
(4 credits)
Intermediate applications for Web Authoring. Topics may include Server Side Include (SSI), Perl, HTML, JAVA, Javascript, and/or ASP. (3 lecture and 4 laboratory hours per week)

ITSE 2413
Web Authoring
(4 credits)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 lecture and 4 laboratory hours per week)

ITSE 2449
Advanced Visual BASIC Programming
(4 credits)
Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (2 lecture and 6 lab hours per week)

ITSW 1407
Introduction to Database
(4 credits)
Introduction to database theory and the practical applications of a database. (3 lecture and 4 lab hours per week)

ITSW 2437
Advanced Database
(4 credits)
Designed to provide an understanding of advanced functionality of databases. (3 lecture and 4 laboratory hours per week)

Culinary Arts

Rosemary Bowen

CHEF 1205
Sanitation and Safety
(2 Credits)
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. (2 lecture hours per week). [CIP12.0503]

CHEF 1400
Professional Cooking and Meal Service
(4 Credits)
Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on teamwork, professionalism, guest relations and table service. (2 lecture and 4 lab hours per week) [CIP12.0503]

CHEF 1401
Basic Food Preparation
(4 Credits)
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. (2 lecture and 4 lab hours per week) [CIP12.0503]

CHEF 2301
Intermediate Food Preparation
(3 Credits)
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. (2 lecture and 3 lab hours per week). [CIP12.0503]

CHEF 2331
Advanced Food Preparation
(3 Credits)
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. (2 lecture and 3 lab hours per week). [CIP12.0503]

IFWA 1427
Food Preparation II
(4 Credits)
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. (2 lecture and 4 lab hours per week) [CIP12.0503]

IFWA 2346
Quantity Procedures
(3 Credits)
Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution. (2 lecture and 4 lab hours per week) [CIP12.0503]

PSTR 1301
Fundamentals of Baking
(3 Credits)
The fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (2 lecture and 3 lab hours per week) [CIP12.0501]
Desktop Publishing

Thomas Cook

ARTC 2448
Digital Publishing III
(4 credits)
A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. (3 lecture and 4 lab hours per week)

GRPH 1432
Electronic Imaging System
(4 credits)
An introduction to electronic publishing systems, including advantages, disadvantages, and characteristics of these systems. An overview of hardware and software platforms, as well as disk and file formats. Emphasis on procedures for transferring information between different hardware and software platforms. Exploration of characteristics of printers and scanners used in electronic publishing and communication with service bureaus. (3 lecture and 4 lab hours per week)

GRPH 1496
Special Topics in PDP and DID
(3 credits)
Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. (3 lecture and 3 lab hours per week). [CIP: 11.0801]

IMED 1416
Web Design I
(4 credits)
Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation & optimization of graphics & other embedded elements; demonstrate the use of World Wide Web consortium (W3C) formatting & layout standards; create, design, test, and debug a web site. (3 lecture and 3 lab hours per week).

ITSC 1401
Introduction to Computers
(4 credits)
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. (3 lecture and 4 lab hours per week).

POFI 2431
Desktop Publishing for the Office
(4 credits)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, multiple page displays, and business applications. (3 lecture and 4 lab hours per week)

POFI 2440
Advanced Word Processing
(4 credits)
Advanced applications in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. (2 lecture and 6 lab hours per week)

Drafting

Ray Salinas

DFTG 1215
Architectural Blueprint Reading
(2 credits)
The fundamentals of blueprint reading for the construction industry will be examined. (1 lecture and 2 lab hours per week)

DFTG 1405
Technical Drafting
(4 credits)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. (2 lecture and 6 lab hours per week)

DFTG 1409
Basic Computer-Aided Drafting
(4 credits)
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. (2 lecture and 6 lab hours per week)

DFTG 1417
Architectural Drafting – Residential
(4 credits)
Architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. (2 lecture and 5 lab hours per week)

DFTG 1433
Mechanical Drafting
(4 credits)
Detail drawings with proper dimensioning and tolerances, use of sectioning technique, common fasteners, pictorial drawings, including bill of materials (2 lecture and 6 lab hours per week)

DFTG 2323
Pipe Drafting
(3 credits)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 lecture and 2 lab hours per week)

DFTG 2419
Intermediate Computer-Aided Drafting
(4 credits)
A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of 3 dimensional, interfacing 2d and 3d environments and extracting data. (2 lecture and 6 lab hours per week)

TECM 1303
Technical Mathematics
(3 credits)
A review of basic mathematics including whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Converting to different units of measure (standard and/or metric) and other topics as required by specific businesses and industries will be covered. (3 lecture hours per week)

Horticulture (Ornamental)

Billy Sowa

HALT 1401
Principles of Horticulture
(4 credits)
An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture. (1 lecture and 8 lab hours per week)

HALT 1422
Landscape Design
(4 credits)
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and land preparation. (1 lecture and 8 lab hours per week)

HALT 2402
Greenhouse Crop Production
(4 credits)
In-depth coverage of the production of crops within the controlled environment of a greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. (1 lecture and 8 lab hours per week)

HALT 2408
Greenhouse Management
(4 credits)
Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management. (1 lecture and 8 lab hours per week)

HALT 2423
Horticultural Pest Control
(4 credits)
Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls. (1 lecture and 8 lab hours per week)
Continuing Education Workforce Development Program

**Purpose**
The Continuing Education Workforce Development Department located in Building H on the main campus of Alvin Community College provides life-long training and educational opportunities in several categories: ABE/GED/ESL; Corporate/Customized Training; Workforce Training; Youth; Senior Adults; & Special Interest.

**General Information**
The Alvin Community College Board of Trustees establishes tuition and fees for noncredit classes. For more information concerning the Continuing Education Workforce Development Department and our course offerings please call 281-756-3787 or visit us online at www.alvincollege.edu/community & business. Day and evening classes are offered on both the Alvin and Pearland campuses. Check the current schedule for specific times and locations. Those who have program and course ideas should contact the office of the Dean of Continuing Education/Workforce Development at 281-756-3789.

**Workforce Training Program**

**Health & Medical**
Providing top-quality training for individuals wanting to enter the medical field or those needing continuing education units for maintaining their professional licenses. Specific areas regularly offered are listed below. Call 281-756-3787 for information.
- Certified Nursing Assistant
- Clinical Medical Assistant
- Massage Therapy
- Medication Administration
- Medical Coding & Billing
- Medical Transcription
- Pharmacy Technology
- Re-Entry Nurse Update, (Nurse Refresher Course)
- CPR
- Phlebotomy

**Information Technology**
Growing changes in the computer and information technology field makes computer skills a must in today's job market. Courses can be customized to meet specific software needs. The IT program offers the following courses. Call 281-756-3904.
- Introduction to Computers
- Computer Job Skills Program
- MS Word
- MS Excel
- MS PowerPoint
- MS Access
- MS Outlook
- MS Project
- QuickBooks
- and much more

**Industrial Technology**
Welding - regular classes are offered for those entering or re-entering the welding field. Training is available in other industrial technology areas on an as needed basis.
- Fiber Optics
- Welding

**Foreign Language**
Foreign language classes are available for conversational or specific occupational needs. Call 281-756-3787 for additional information.

**Online Courses**
Online courses provide a vast selection of high-quality programs. Some of the most innovative and well received e-learning solutions are available. There are online solutions for continuing education, workforce development, career skills training, certificate programs and personal enrichment courses.

**Real Estate**
Pre-licensing courses are offered for the following professional license:
- Real Estate Appraiser
- Real Estate Salesperson
- Professional Inspector
- Mortgage Loan Officer
Call 281-756-3787 for more information.

**Professional Truck Driver Training**
Classes and hands on training designed to prepare the student to take the Commercial Drivers License exam. Call 281-756-3790 for more information.

**Bank Teller Training**
If you are interested in becoming a teller in a bank, credit union or other financial institution, then register for this popular course. You will learn the important skills and information needed to be a successful bank teller.

**Corporate Training**
The Continuing Education Workforce Development Department of Alvin Community College will respond to the specific needs of local business and industry in the area of Workforce Development. The Corporate Training staff will respond efficiently and customize the training to meet your company's needs through a strong network of consultants and trainers. Call 281-756-3787 for more information. We can provide a full range of Training Development services including, but not limited to:
- Training needs analysis
- Competency modeling
- Skill assessment
- Soft Skills training
- Technical skill training
- Business Computer Skills

**Life Long Learning**

**Youth**
A variety of educational opportunities are offered for the youth of the community. Summer classes are offered through Busy Bodies Kids College for children from Kindergarten through the 6th grade. Call 281-756-3729 for more information.

**Year Round Activities**
- Karate ages 5+

**Senior Adults**
Alvin Community College Education and Senior Services (ACCESS) for individuals 50 years of age and over, offers many courses, activities, and trips. Participants can attend monthly meetings with guest presenters and entertainment. Call the ACCESS office at 281-756-3729 for more information.

**Special Interest**
Community & personal enrichment opportunities are offered throughout the year. Call 281-756-3787 for more information. Suggestions for additional offerings are welcomed!
- Some regular offerings include:
  - Concealed Handgun License
  - Concealed Handgun Renewal
  - Conversational Spanish
  - Dance Classes
  - Physical Fitness
  - Sign Language

**ABE/GED/ESL**
ABE/GED/ESL tuition is funded by the Texas Education Agency on the Alvin Campus. There is a $15 GED materials fee and a GED exam fee. Testing arrangements are made through the ACC Advising Services. Call 281-756-3553 or 281-756-3554 for additional information.

- ABE (Adult Basic Education) is the fundamental instruction and study of materials and subject matter equivalent to grades 1-8.
- ESL (English as a Second Language) offers non-English speaking adults an opportunity to develop an understanding of the spoken language or to improve existing language skills. Classes are offered on several levels of ability.
- GED (General Education Development) is the preparation for High School Equivalency Diploma, which may be acquired by passing the GED exam. Although students may take the GED exam without GED preparation classes, most students score significantly higher by participating in the individualized instructional program.

NEW PROGRAMS AND COURSES ARE ADDED BASED ON DEMAND
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ACC President Dr. Rodney Allbright answers questions from students during the annual President’s Forum, sponsored by ACC Student Activities.
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How to Reach Alvin Community College Main Campus

Alvin Community College is located 25 miles south of Houston and 30 miles north of Galveston on Hwy. 35 ByPass in Alvin, Texas.

**From Houston:** Hwy. 35 south; or take I-45 south to Webster, then west on FM 528 to Hwy. 35 ByPass; or Hwy 288 south to Manvel, then east on Hwy. 6 to Hwy. 35 ByPass.

**From Galveston:** Hwy. 6 to reach Hwy. 35 ByPass, from Angleton and points south, use Hwy. 35.

How to Reach Alvin Community College Pearland Center

Pearland Center is located at 2319 North Grand Boulevard in Pearland.

**From Friendswood:** FM 518 West to one block past Galveston Rd., which is N. Grand Blvd. Turn right.

**From Hwy 288:** FM 518 East to two blocks past the intersection of FM 518 (Broadway) and Hwy. 35. Turn left on N. Grand Blvd.

**From Alvin:** Hwy 35 North to FM 518 (Broadway) intersection. Turn right. Two blocks to N. Grand Blvd. Turn left.