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.

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 2007 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.

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## ACADEMIC CALENDAR

### FALL SEMESTER 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 22-Aug 21</td>
<td>Fall Registration</td>
</tr>
<tr>
<td>Jul 26</td>
<td>THEA Test</td>
</tr>
<tr>
<td>Jul 31</td>
<td>New Student Orientation</td>
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<tr>
<td>Aug 20</td>
<td>Faculty/Staff Workshop</td>
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<tr>
<td>Aug 21</td>
<td>Payment deadline</td>
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<tr>
<td>Aug 22-25</td>
<td>Late registration and schedule changes</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Audit registration</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Aug 30</td>
<td>Weekend classes begin</td>
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<tr>
<td>Sep 1</td>
<td>Labor Day Holiday</td>
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<tr>
<td>Sep 10</td>
<td>Census date</td>
</tr>
<tr>
<td>Oct 18</td>
<td>THEA Test</td>
</tr>
<tr>
<td>Oct 20</td>
<td>Deadline-December graduation</td>
</tr>
<tr>
<td>Oct 27-Jan 15</td>
<td>Spring 2009 -Registration</td>
</tr>
<tr>
<td>Nov 17</td>
<td>Withdraw deadline</td>
</tr>
<tr>
<td>Nov 26-30</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Weekday Classes end</td>
</tr>
<tr>
<td>Dec 6</td>
<td>Weekend Classes end</td>
</tr>
<tr>
<td>Dec 8-13</td>
<td>Finals</td>
</tr>
<tr>
<td>Dec 12</td>
<td>New Student Orientation - Spring 2009</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Grades due-all classes 9am</td>
</tr>
<tr>
<td>Dec 17-Jan 4</td>
<td>Winter Break-College closed</td>
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<td>(except for 3-Week Mini)</td>
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### Three (3) Week Mini Semester

<table>
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<td>Nov 19-Dec 21</td>
<td>Registration</td>
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<tr>
<td>Dec 22</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Dec 22</td>
<td>Late Registration</td>
</tr>
<tr>
<td>Dec 23</td>
<td>Census Date</td>
</tr>
<tr>
<td>Jan 5</td>
<td>Withdraw Deadline</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Classes end/Finals</td>
</tr>
<tr>
<td>Jan 12</td>
<td>Grades due 9am</td>
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### Spring Semester 2009

<table>
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<tbody>
<tr>
<td>Oct 27-Jan 8</td>
<td>Spring Registration</td>
</tr>
<tr>
<td>Dec 17-Jan 4</td>
<td>Winter Break-College closed</td>
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<tr>
<td>Jan 5</td>
<td>College reopens</td>
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<tr>
<td>Jan 8</td>
<td>Payment deadline</td>
</tr>
<tr>
<td>Jan 9-15</td>
<td>Late Registration and schedule changes</td>
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<tr>
<td>Jan 14</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan 19</td>
<td>Martin Luther King, Jr. Day - College closed</td>
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<td>Jan 30</td>
<td>Census date</td>
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<tr>
<td>Feb 20</td>
<td>TCCTA Convention</td>
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<tr>
<td>Mar 9</td>
<td>Deadline -May Graduation</td>
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<tr>
<td>Mar 16-22</td>
<td>Spring Break-College closed</td>
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<tr>
<td>Apr 10-13</td>
<td>Spring Holiday-College closed</td>
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<td></td>
<td>(Monday night classes WILL meet)</td>
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<tr>
<td>Apr 14-Jun 4</td>
<td>Summer One &amp; 11 Week - Registration</td>
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<td>Apr 14</td>
<td>Withdraw deadline</td>
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<td>Apr 25</td>
<td>THEA Test</td>
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<tr>
<td>Apr 27</td>
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<tr>
<td>May 1</td>
<td>Classes end</td>
</tr>
<tr>
<td>May 2-8</td>
<td>Finals</td>
</tr>
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<td>May 7</td>
<td>ADN Pinning Ceremony</td>
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<tr>
<td>May 11</td>
<td>Grades due-all classes, 9am</td>
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<tr>
<td>May 12</td>
<td>Commencement</td>
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<tr>
<td>May 15</td>
<td>4 Day Week begins</td>
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<tr>
<td>May 18</td>
<td>TDCJ Graduation</td>
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<tr>
<td>May 20</td>
<td>GED Commencement</td>
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### 8-Week Fall Mini Semesters

#### First 8-Weeks

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<tr>
<td>Aug 22-25</td>
<td>Late registration</td>
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<td>Aug 25</td>
<td>Classes begin</td>
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<tr>
<td>Sep 2</td>
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<tr>
<td>Oct 1</td>
<td>Withdraw Deadline</td>
</tr>
<tr>
<td>Oct 14</td>
<td>Classes end/finals</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Grades due 9am</td>
</tr>
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#### Second 8-Weeks

<table>
<thead>
<tr>
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<th>Event</th>
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<td>Sep 18-Oct 15</td>
<td>Registration</td>
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<tr>
<td>Oct 16</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Oct 16</td>
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<tr>
<td>Oct 23</td>
<td>Census Date</td>
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<tr>
<td>Nov 21</td>
<td>Withdraw Deadline</td>
</tr>
<tr>
<td>Nov 9</td>
<td>Classes end/finals</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Grades due 9am</td>
</tr>
</tbody>
</table>

Students must refer to more detailed calendars included in each semester's class schedule.
## 8-Week Spring Mini Semesters

### First 8-Weeks
- **Oct 27-Jan 8**: Registration
- **Jan 9-15**: Late registration
- **Jan 14**: Classes begin
- **Jan 22**: Census Date
- **Feb 17**: Withdraw Deadline
- **Mar 6**: Classes end/Finals
- **Mar 9**: Grades due 9am

### Second 8-Weeks
- **Mar 12**: Classes begin
- **Mar 12**: Late registration
- **Mar 26**: Census Date
- **Apr 27**: Withdraw Deadline
- **May 8**: Classes end/Finals
- **May 11**: Grades due 9am

### Three (3) Week Mini Semester
- **April 14-May 17**: Registration
- **May 18**: Classes begin
- **May 18**: Late Registration
- **May 19**: Census Date
- **May 26**: Withdraw Deadline
- **Jun 3**: Classes end/Finals
- **Jun 4**: Grades due 9am

## Summer 2009

### Summer One and 11 Week
- **Apr 14-Jun 4**: Summer One and 11-Week Registration
- **May 25**: Memorial Day Holiday
- **Jun 4**: Payment deadline
- **Jun 5-9**: Late registration and schedule changes
- **Jun 9**: Classes Begin
- **Jun 15**: Census date - Summer One
- **Jun 22**: Census date - 11-Week
- **Jun 27**: THEA Test
- **Jun 22**: Deadline - August graduation
- **Jun 25**: Withdraw Deadline - Summer One
- **Jul 13**: Summer One Classes end / Finals
- **Jul 14**: Grades due 9am

### Second 8-Weeks
- **Mar 12**: Classes begin
- **Mar 12**: Late registration
- **Mar 26**: Census Date
- **Apr 27**: Withdraw Deadline
- **May 8**: Classes end/Finals
- **May 11**: Grades due 9am

### Three (3) Week Mini Semester
- **April 14-May 17**: Registration
- **May 18**: Classes begin
- **May 18**: Late Registration
- **May 19**: Census Date
- **May 26**: Withdraw Deadline
- **Jun 3**: Classes end/Finals
- **Jun 4**: Grades due 9am

### Summer Two and 11 Week
- **Jul 14**: Registration
- **Jul 15**: Classes Begin
- **Jul 15**: Late registration & schedule changes
- **Jul 21**: Census date - Summer Two
- **Jul 25**: THEA Test
- **Aug 3**: Withdraw Deadline - 11 Week & Summer
- **Aug 12**: 11 Week Classes end
- **Aug 13-19**: Finals-11-Week Classes
- **Aug 14**: Last Friday offices are closed
- **Aug 18**: Summer Two Classes end/Finals
- **Aug 20**: Grades due - 11 Week and Summer Two Classes

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### CONTINUING EDUCATION

Continuing Education Course Registration is conducted on a daily basis. For course offerings contact 281-756-3787
# Alvin Community College Phone Listing

281-756-3500 (For numbers not listed)

*Area Code is (281) for all telephone numbers*

<table>
<thead>
<tr>
<th>Administrative Offices</th>
<th>756-3598</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>756-3600</td>
</tr>
<tr>
<td>Assistant to the President/Executive Director of Development</td>
<td>756-3718</td>
</tr>
<tr>
<td>Dean of Academic Programs</td>
<td>756-3594</td>
</tr>
<tr>
<td>Dean of Financial &amp; Administrative Services</td>
<td>756-5601</td>
</tr>
<tr>
<td>Dean of Instruction, Technical Programs, Provost</td>
<td>756-3900</td>
</tr>
<tr>
<td>Dean of Pearland Center</td>
<td>756-3789</td>
</tr>
<tr>
<td>Dean of Continuing Education</td>
<td>756-3517</td>
</tr>
<tr>
<td>Division Chair of English &amp; Fine Arts</td>
<td>756-3612</td>
</tr>
<tr>
<td>Division Chair of Social Sciences</td>
<td>756-3734</td>
</tr>
<tr>
<td>Division Chair of Math &amp; Sciences</td>
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</tr>
<tr>
<td>Division Chair of Technical Division I</td>
<td>756-3782</td>
</tr>
<tr>
<td>Division Chair of Technical Division II</td>
<td>756-3642</td>
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<tr>
<td>Division Chair of Technical Division III</td>
<td>756-3560</td>
</tr>
<tr>
<td>Director of Information Technology</td>
<td>756-3536</td>
</tr>
<tr>
<td>Director of Admissions/Academic Advising</td>
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</tr>
<tr>
<td>Director of Fiscal Affairs/Comptroller</td>
<td>756-3509</td>
</tr>
<tr>
<td>Director of Learning Lab</td>
<td>756-3556</td>
</tr>
<tr>
<td>Director of Marketing &amp; Communications</td>
<td>756-3567</td>
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<tr>
<td>Director of Human Resources</td>
<td>756-3639</td>
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<tr>
<td>Director of Physical Plant</td>
<td>756-3583</td>
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<tr>
<td>Director of Institutional Effectiveness/Research</td>
<td>756-3663</td>
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<tr>
<td>Director of Athletics</td>
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<table>
<thead>
<tr>
<th>Departmental and Staff Offices</th>
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<td>Academic Enhancement Center</td>
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<tr>
<td>Accounting</td>
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<td>Admissions/Academic Advising</td>
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<td>Agriculture</td>
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<tr>
<td>Art</td>
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<tr>
<td>Biology</td>
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<td>Business Programs</td>
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<tr>
<td>Business Office/Cashier</td>
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<tr>
<td>Campus Café</td>
<td>756-3679</td>
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<tr>
<td>Career Planning and Placement</td>
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<tr>
<td>Campus Police</td>
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<tr>
<td>Center for Professional &amp; Workforce Development</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Child Development Laboratory School</td>
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<td>Child Development/Early Childhood</td>
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<td>Communications</td>
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<tr>
<td>Computer Science</td>
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<td>Continuing Education Office</td>
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<td>Court Reporting</td>
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<tr>
<td>Criminal Justice</td>
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<tr>
<td>Culinary Arts</td>
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<td>Diagnostic Cardiovascular Sonography</td>
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<td>Distance Education</td>
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<td>Drafting Technology</td>
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<td>Drama</td>
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<td>KACC Radio-TV</td>
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<tr>
<td>Learning Lab</td>
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<tr>
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<td>Media Center</td>
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<tr>
<td>Mental Health / Addiction Counseling</td>
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<tr>
<td>Music</td>
<td>756-3587</td>
</tr>
<tr>
<td>Nursing</td>
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<tr>
<td>Office Administration</td>
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<td>Off-Campus Housing Information</td>
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<td>Paralegal</td>
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<td>Pearland Center</td>
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<td>Physical Plant Operations</td>
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<td>Physics</td>
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<tr>
<td>Polysomnography</td>
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<td>Process Technology</td>
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<td>Public Relations Office</td>
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<td>Reading</td>
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<td>Registrar's Office</td>
<td>756-3507</td>
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<tr>
<td>Admission &amp; Enrollment Application Status</td>
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<td>FAX</td>
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<td>Graduation/Transfer Evaluation</td>
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<td>ROTC</td>
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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 4404 in 1988. 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 Allbright .................. 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.

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 (in progress) and storage building.

The ACC Advantage

The Science/Health Science Building contains four teaching theaters, the Brazos Room (a conference/dining room), a gameroom, Student Activities offices, the cafeteria, and the College Store.

The Physical Fitness Center includes the athletic offices, the gym, two weight rooms, 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 (in progress) will contain 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 and faculty suites. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center. The Court Reporting Center/KACC Radio-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory.

The Nolan Ryan Center for Continuing Education is a 12,000 square foot Center built by the Nolan Ryan Foundation and donated to the College in 1996. The building contains the office of the Dean of Pearland Center and Continuing Education Programs, the Continuing Education Office, and the Center for Professional and Workforce Development (CPWD). It also contains a classroom for the College's CPWD and a community room that seats 200 people. The remaining portion of the building houses the Nolan Ryan Exhibit Center.

There is parking space on the main campus for approximately 1,940 vehicles.

Pearland Center
The Pearland Center is located at 2319 North Grand Boulevard in Pearland.

Continuing Education/Workforce Education classes are taught at the Pearland Center. Classes are offered Monday through Thursday and on weekends.

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.

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 Office of Admissions and Academic Advising. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Dean of Students.

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.

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.

La admisión a los programas del colegio se efectúa a base de los requisitos descritos en este catálogo. Alvin Community College tomará medidas para asegurar que el desconocimiento del idioma inglés no sea obstáculo a la admisión a todos los programas. Para información sobre los derechos o los procedimientos para presentar quejas, comuníquese con el Decano de Estudiantes al número (281) 756-3517 o con la Directora de Personal al número (281) 756-3639, dirección 3110 Mustang Road, Alvin, Texas 77511-4898.

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-GRS (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.

Release of Directory Information
The following items of directory information may be released without the written consent of the student: name, address, telephone number, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. The student is responsible for notifying the 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.

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.

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 Student Services.

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.

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 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.
Admissions
To apply or to request information in person, visit the Office of Admissions and Academic Advising. 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.

Admission Requirements
Students entering college for the first time must be advised by the Office of Admissions and Academic Advising. 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, 281-756-3517.

- 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 readmission 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, Concurrent Enrollment Form, 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 Counselor 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.
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.

Credit from Foreign Institutions
Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service. ACC will accept an evaluation from the following evaluators:

- Educational Credential Evaluators
- Foreign Credentials Service of America (FCSA)
- International Education Research Foundation
- SpanTran
- World Education Services
- Educational Evaluator International

Inquiries regarding these services should be directed to the International Student Affairs Office at 281-756-3531.

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.

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 registering for classes. Information about test dates, locations and registration may be obtained from class schedules or by calling 281-756-3526. Test scores are used to place students in appropriate courses; they are not used to deny admission to college. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed. An appointment to discuss accommodations can be made by calling 281-756-3531.

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, if necessary. Tuition and fees at registration are based on this classification. Transfer students will maintain the residence classification status issued by the last public college or university attended during the 12 months prior to the term for which they are applying at ACC.

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 and entitled to pay in-state resident tuition at ACC:

1) A person who;
   - 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) A person who;
   - 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) 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.

Non-Resident - An individual who does not qualify under any of the three Texas resident categories above 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 their 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 Registrar's Office and provide supporting documentation proving the residence classification claimed. Any change made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the census date of that semester. If the change is made prior to the census date, it 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, 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. Other documents that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or teaching assistance-ships do not qualify; or

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

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.

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
- Emergency Medical Technology
- Nursing
- Nursing-Transition
- 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.

Texas Success Initiative (TSI)
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. The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062).

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>
<th>ACCUPLACER Multiple Choice</th>
<th>WritePlacer or Other essay**</th>
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<tbody>
<tr>
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<tr>
<td>0309</td>
<td>0-195</td>
<td>0-68.4</td>
<td></td>
</tr>
<tr>
<td>0310</td>
<td>196-229</td>
<td>68.5-77.4</td>
<td></td>
</tr>
<tr>
<td>1312</td>
<td>230+*</td>
<td>77.5**</td>
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<tr>
<td>MATH</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>0309</td>
<td>0-209</td>
<td>1-50.4</td>
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<tr>
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</tr>
<tr>
<td>0312</td>
<td>230-269**</td>
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<tr>
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<td>70.5-79.4</td>
<td>***</td>
</tr>
<tr>
<td>1301</td>
<td>220+</td>
<td>79.5+</td>
<td>6+</td>
</tr>
</tbody>
</table>

* READ 0312 not required remediation but may be taken if a reading course is selected. If a D is made in READ 0310, college ready status in reading may be earned by taking READ 0312 and earning a C or better in the course

** 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.

**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 of 19 on English grants a partial exemption in English; 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 Development/ Early Childhood
- Child Development/ Early Child. Adm
- Computer Data Processing
- Computer Networking
- Correctional Administration
- Correctional Science
- Court Reporting Scopist
- Crime Scene Technician
- Culinary Arts
- Drafting Technology
- Emergency Medical Technology
- Legal Office Assistant
- Management Development
- Medical Coding
- Medical Transcriptionist
- Office Assistant
- Paralegal
- Process Technology
- Radio Broadcasting
- Substance Abuse Counseling
- Television Broadcasting
- Texas Peace Officer
- 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.
TÅSI 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, as well as a developmental psychology course that focuses on study skills. 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 the Office of Admissions and Academic Advising.

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

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.

Responsibility for Course Selection
The College provides students with information and academic advice to assist them in making academic decisions. The Office of Admissions and Academic Advising, program director, and department head 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 corequisites). 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 corequisites is mandatory for TSI-obligated students.

Prerequisites and corequisites 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:

"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. Course work credit obtained through a variety of non-traditional methods including continuing education non-regionally accredited private and technical course work, military training and credit by examination is not directly transferable to ACC. Transferred grades must meet departmental degree criteria.

Transferred course work is posted to the student’s record using ACC course identification to assist transfer students with course selection. Proper course selection and the nonduplication of course work remain the responsibility of the student.

**Tech-Prep Education**

A Tech Prep program is a state-approved sequence of courses which begins in high school and continues with a two-year associate of applied science degree from a community college. Each program integrates academic and technical instruction, with an emphasis on students beginning their preparation while in high school, thus reducing duplication of courses and cost during the transition from high school to the community college. Upon satisfactory completion of the high school component of the Tech Prep program, students may enter the community college program with articulated credit from their high school.

For more information on these programs, students should contact their High School Counselor or the Dean of Technical Programs at Alvin Community College. Students and parents are encouraged to view further information about Tech Prep at ACC on the website at http://www.alvincollege.edu/NEWS/HIGHSCHOOL/TECHPREP/.

Currently approved Tech Prep programs at ACC:
- Child Development & Early Childhood
- Communications – Radio and/or Television
- Computer Science-Networking
- Computer Science-Computer Programming
- Communications-Television Broadcasting
- Criminal Justice -Correctional Science
- Culinary Arts
- Diagnostic Cardiovascular Sonography - Echocardiography
- Diagnostic Cardiovascular Sonography - Non-Invasive Vascular
- Drafting Technology
- Emergency Medical Technology
- Licensed Vocational Nursing
- Management Development
- Nursing Degree
- Nursing Transition (LVN to RN)
- Office Professional
- Paralegal

**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 the Office of Admissions and Academic Advising.

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 21 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.

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

**Continuing Education Overlay Courses**

An overlay course is a semester-credit-hour course offered 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.
### Credit by Exam - Advanced Placement /CLEP

<table>
<thead>
<tr>
<th>Test Title</th>
<th>AP Min Score</th>
<th>CLEP Min Score</th>
<th>Credit Hrs Awarded</th>
<th>ACC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Financial</td>
<td>50</td>
<td></td>
<td>3</td>
<td>ACCT 2301</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td></td>
<td>3</td>
<td>GOVT 2302</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td></td>
<td>3</td>
<td>ENGL 2326</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>50</td>
<td></td>
<td>6</td>
<td>ENGL 2332 / 2333</td>
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<tr>
<td>Art / History of Art</td>
<td>3</td>
<td></td>
<td>6</td>
<td>ARTS 1303 / 1304</td>
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<tr>
<td>Art / Studio Art</td>
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<td>ARTS 1316 / 1317</td>
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<tr>
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<td>Business Law, Introductory</td>
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<td>Calculus</td>
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<td>Calculus BC</td>
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<td>CHEM 1411 / 1412</td>
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<td>College Algebra</td>
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<td>College Mathematics</td>
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<td>English Composition (with or without essay)</td>
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<td>ENGL 1301 / 1302</td>
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<tr>
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<td>ENGL 2322 / 2323</td>
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<td>French Language, Level II</td>
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<td>Government &amp; Politics / US</td>
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<td>Microeconomics, Principles</td>
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<td>Physics C Mechanics</td>
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<td>Statistics</td>
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<td>US History</td>
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<td>Western Civilization I: Ancient East to 1648</td>
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<td>3</td>
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<tr>
<td>Western Civilization I: 1648 to present</td>
<td>50</td>
<td></td>
<td>3</td>
<td>HIST 2312</td>
</tr>
</tbody>
</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.
- If credit is approved, the student must pay the current hourly tuition rate for each course before credit is posted to a transcript.
### International Baccalaureate Diploma Program

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:

<table>
<thead>
<tr>
<th>IB EXAM</th>
<th>MINIMUM SCORE</th>
<th>ACC SCORE</th>
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<tbody>
<tr>
<td>Biology SL</td>
<td>4</td>
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<tr>
<td>Biology HL</td>
<td>4</td>
<td>BIOL-1406, 1407</td>
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<tr>
<td>Business &amp; Management</td>
<td>4</td>
<td>BUSI-1301</td>
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<tr>
<td>Chemistry HL</td>
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<td>CHEM-1411</td>
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<td>Chemistry HL</td>
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<td>Computing Studies HL</td>
<td>4</td>
<td>COSC-1415</td>
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<td>Economics SL</td>
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<td>ECON-2301</td>
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<td>Economics HL</td>
<td>5</td>
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<td>English HL Lang A1 or A2</td>
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<td>ENGL-1301</td>
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<tr>
<td>English HL Extended Essay</td>
<td>A,B,C</td>
<td>ENGL-1302</td>
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<td>Environmental Systems</td>
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<td>GEOL-1405</td>
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<td>Foreign Languages:</td>
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<tr>
<td>French</td>
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<tr>
<td>Language A1 or A2 or B (HL)</td>
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<td>FREN-1411, 1412, 2311, 2312</td>
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<tr>
<td>Language B (SL)</td>
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<tr>
<td>Language AB</td>
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<tr>
<td>German</td>
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<td>Language A1 or A2 or B (HL)</td>
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<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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<td>Language A1 or A2 or B (HL)</td>
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<td>Language B (SL)</td>
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<td>Language AB</td>
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<td>History:</td>
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<td>Information Technology in a Global Society</td>
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<td>BCIS-1405</td>
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<td>Mathematics HL</td>
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<td>MATH-2412, 2413</td>
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<td>Mathematics w/further math (SL)</td>
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<td>Mathematical Studies (SL)</td>
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<td>Theater Arts</td>
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<tr>
<td>Visual Arts</td>
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</table>
• 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 prior to attempting credit by examination.

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 Registrar's Office 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.

Procedures for Requesting Credit for Nontraditional Education
1. The student initiates the request in the Registrar's Office 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.
4. The form is returned to the Registrar's Office and a copy of the completed evaluation is mailed to the student along with an invoice if credit is based on CLEP/AP and ACE guidelines.
5. After payment is received, the nontraditional credit is posted to the student's academic record. A transcript showing posted credit is mailed to the student.

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;
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<tr>
<th>Core Component</th>
<th>Course Options</th>
<th>Required Semester Hours</th>
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<tr>
<td>Communication 010</td>
<td>Required (6 hours): ENGL 1301 and ENGL 1302  &lt;br&gt; Select one (3 hours): SPCH 1315, SPCH 1318, or SPCH 2335</td>
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<td>Visual and Performing Arts 050</td>
<td>Select one (3 hours): ARTS 1301, ARTS 1303, ARTS 1304, ARTS 2348, DRAM 1310, DRAM 1351, DRAM 1352, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310</td>
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<td>Humanities 040</td>
<td>Select one (3 hours): ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2332, ENGL 2333, HUMA 1301 HUMA 1302, PHIL 1301, PHIL 2306, or any sophomore level French, German, or Spanish course</td>
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<td>Social and Behavioral Sciences 070,060,080</td>
<td>Required (6 hours): GOVT 2301 and GOVT 2302  &lt;br&gt; Select two (6 hours): HIST 1301, HIST 1302, or HIST 2301  &lt;br&gt; 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</td>
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<td>Basic Computer Literacy 090</td>
<td>Select one (4 hours): BCIS 1405, BCIS 1431, COSC 1401, COSC 1420, or COSC 2420</td>
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**TOTAL CORE CURRICULUM CREDITS**: 45
Additional state approved core curriculum courses:

COMM 2366 – Introduction to Film
Credit counts towards the Visual/Performing Arts (050) core curriculum component area.

COMM 1307 – Introduction to Mass Communications.
Credit counts towards the Humanities (041) core curriculum component area.
of the scholarly disciplines.

prose in a style appropriate to the subject, occasion, and audience.

to enable the student to communicate effectively in clear and correct

The objective of a communication component of a core curriculum is

to enable the student to communicate effectively in clear and correct

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.

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 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.

**Core Curriculum and Transfer**
Under the Core Curriculum transfer rules and regulations, all Texas public colleges and universities must accept transfer of credit for successfully completed courses from ACC’s Core Curriculum. (Note: Some universities may deny the transfer of credit in courses with a grade of “D.”) If a student successfully completes ACC’s core curriculum, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution’s core curriculum (see “D” grade exception above). Generally, a student may not be required to take additional core curriculum courses at the receiving institution unless that institution has a larger Board approved core curriculum.

If Alvin Community College has cause to believe that a course being presented by a student for transfer from another college is not of an acceptable level of quality, ACC will contact the sending institution and attempt to resolve the problem. In the event a satisfactory resolution is not reached, the College will notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

**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
- Criminal Justice
- Music
- Nursing

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.

Physical Activity Requirement
The two physical activity courses may have the same number if the courses are taken during different semesters. Students are strongly advised to research the transferability of repeated courses before enrollment. Three-semester-hour PHED classes do not meet the physical activity requirement.

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 is permitted on the last day of late registration each semester on a space available basis to admitted students who do not wish credit for the course.

To audit a course, students must complete admission to the college and an Audit Registration form in the office of Admissions and Academic Advising. Payment for audit registration is due immediately. Charges and refunds for audit registration are the same as for credit registration.

Students who register in a course for credit may not change their registration status to audit. Likewise, students who register in a course for audit may not change their registration status to credit.

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 two different ways to take a distance education class:
- On-line
In the schedule these classes are located under the Internet /Television section of each department. These courses use WebCT, 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.

What kinds of courses are available?
Courses from almost all of our departments are available in one or more of these 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. TV and Online (www) classes include an additional $25 fee.
What about my books and supplies?
books and supplies may be purchased from the ACC Bookstore on-campus or on-line at http://www.alvincollege.edu/current/college-store.cfm.

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 approximately six weeks after the close of registration. A student's eligibility for a refund is based on these regulations:
• The student must officially withdraw in writing (see Withdrawing from Classes section).
• Withdrawals are dated the day they are received in the Registrar's Office.
• 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.

Refund-Withdrawing from Courses
Students who withdraw from any or all courses on the days listed below will receive the refund indicated.

Fall and Spring Semesters:
Through Late Registration .......................... 100% refund 2nd 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 Late Registration .......................... 100% refund 2nd through 5th class day of semester term ..........70% refund 5th through 6th class day of semester term ..........25% refund After 6th class day of semester term ................. No refund

Summer Session (11-week classes):
Through Late Registration .......................... 100% refund 2nd through 10th class day of semester term ..........70% refund 11th through 14th class day of semester term ..........25% refund After 14th class day of semester term ................. No refund

Refunds-Schedule Changes
If students change their schedules and the net result is an increase in tuition and fees, they must pay the difference. If the net result is a decrease in tuition and fees, the refund is based on the refund schedule. If the net result is no change in tuition and fees, there is no charge.

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 receiving financial aid must meet the credit-hour requirements for their financial aid program.
• Students receiving VA benefits should consult with the VA coordinator to determine enrollment status.
• Students seeking loan deferrals should consult with the Registrar's Office to determine course load requirements.

Maximum Course Load
Fall and Spring semester - 18 semester hours
Summer 11-Week session - 14 hours
Summer Five-Week session - 7 semester hours
Combined Summer Five-Week and 11-Week sessions - 14 semester hours
8-Week Mini session - 9 semester hours
3-Week Mini session - 3 semester hours

Student 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.

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 Registrar’s Office 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 $58 per credit hour. This includes courses with grades of W (withdrawn).
Fall 2008 - Spring 2009

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.

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*Other specific course fees may apply

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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 and TV 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
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 1237 | MUAP 2269 |
| ARTS 1312 | MUAP 1238 | MUAP 2270 |
| ARTS 1317 | MUAP 1257 | MUAP 2281 |
| ARTS 2317 | MUAP 1258 | MUAP 2282 |
| ARTS 2327 | MUAP 1261 | MUEN 1122 |
| ARTS 2334 | MUAP 1262 | MUEN 1123 |
| ARTS 2342 | MUAP 1269 | MUEN 1125 |
| ARTS 2347 | MUAP 1270 | MUEN 1126 |
| ARTS 2349 | MUAP 1281 | MUEN 1141 |
| ARTS 2357 | MUAP 1282 | MUEN 1142 |
| ARTS 2367 | MUAP 1291 | MUEN 1151 |
| ARTS 2377 | MUAP 1292 | MUEN 1152 |
| CRTR 1404 | MUAP 2217 | MUEN 2122 |
| CRTR 1406 | MUAP 2218 | MUEN 2123 |
| CRTR 2331 | MUAP 2237 | MUEN 2125 |
| CRTR 2401 | MUAP 2238 | MUEN 2126 |
| CRTR 2403 | MUAP 2257 | MUEN 2141 |
| CRTR 2435 | MUAP 2258 | MUEN 2142 |
| MUAP 1217 | MUAP 2261 | MUEN 2151 |
| MUAP 1218 | MUAP 2262 | MUEN 2152 |

**Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree**

Students who graduate from a state supported university may pay a higher tuition rate for taking excessive courses. In accordance with Texas Education Code: Students who have attempted 45 or more credit hours beyond the amount required for their (baccalaureate) degree at Texas public colleges or universities may be charged additional tuition, up to the level of out-of-state tuition. This includes all credit hours in which a student was registered as of the official census day for the semester (i.e. repeated courses, failed courses, and courses from which the student withdrew after the census day); this does not include credit hours for which the student paid out-of-state tuition, courses designated as developmental, any hours removed from admission consideration under Academic Fresh Start, or hours accumulated toward a previous baccalaureate degree. Students who entered higher education for the first time prior to fall 1999 while classified for tuition purposes as a Texas resident are exempt. Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. (Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the excell hours, not do any courses taken at a private or out-of-state institution.)

**Excess Developmental Education/Courses**

Students who exceed 27 hours of developmental courses at Alvin Community College will be charged for each course, an additional fee equal to the current out-of-district fee.

**Payment Plan**

Students may opt to pay for fall and spring tuition and fees on the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in two equal installments thereafter. The dates of the installments are set by the college. A non refundable $20 fee is assessed at the time the installment plan is executed. Any student failing to make the 2nd or 3rd installment plan is subject to fines/penalties, withdrawals for non payment and may forfeit credit for courses. If a student is withdrawn for non payment, all tuition, fees, fines and penalties are collected along with a $100 reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the following term.

The installment plan is a legally binding contract. Installment plans are available beginning with early registration through late registration. Applications are made through WebAccess.

**Tuition Adjustment for Ad Valorem Tax Payers**

College District property owners and their dependents who are Texas residents and do not physically reside in the district are eligible for a waiver of out-district fees. To qualify for a waiver, a student must prove eligibility by noon on the census date for the given semester by providing an ad valorem tax receipt showing ACC District tax status (available at Brazoria County Substation). If the student is a dependent, the student must provide the parent’s IRS 1040 for the previous year and an affidavit of dependency for the current year.

**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 Office of Admissions and Academic Advising for complete details.
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.

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 website at www.alvincollege.edu or www.school-closings.net. Make-up days for official college closings will be scheduled as needed.

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 website www.alvincollege.edu and view HyperAlert.

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 will be withdrawn.

Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. (Also see sections on Schedule Changes and Withdrawing from Classes.)

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 will 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 prohibited. Violators are subject to disciplinary action as outlined in the Alvin Community College Student Handbook and Alvin Community College Procedures Manual.

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.

Withdrawing from Classes

It is recommended that a student talk to the instructor before withdrawing. The procedure begins in the Registrar’s Office. Students CAN NOT drop classes online - WebACCess does not process course withdrawals once registration has ended. The student must take the form to the Financial Aid Office and to the Office of Admissions and Academic Advising by the published deadline. Failure to withdraw in writing will result in a failing grade. All withdrawals must be consistent with TSI policies.

If a student cannot withdraw in person, a request may be mailed to the Office of Admissions and Academic Advising or faxed to 281-756-3843. Include name, student ID number, course number(s), phone number where you can be reached and signature. Confirm receipt of the faxed withdrawal at 281-756-3531.

Withdrawing from classes may affect a student’s enrollment in other courses, insurance eligibility, and eligibility for financial aid and/or veterans benefits for both current recipients and future applicants. Therefore, before withdrawing, students are advised to:

- review insurance policies regarding college attendance requirements (usually applies to students carried on parents’ health/insurance plans) and/or
- consult with the Financial Aid Office and/or
- consult with the Veterans Coordinator.

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 Student Services 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...
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 Office of Admissions and Academic Advising after the census date and before the withdrawal deadline for each semester are recorded on the student’s transcript with the grade of W.

Course Drop Limit Provisions
Beginning Fall 2007, all first-year students enrolled 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 term. 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 Academic and Technical Deans. 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
GRADE-POINT VALUE
A Excellent – Four grade points per semester hour
B Good – Three grade points per semester hour
C Average – Two grade points per semester hour
D Poor – One grade point per semester hour
F Failure – No grade points per semester hour
AU Audit – Grade points not assigned
I Incomplete – Grade points not assigned

An I may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester (December, May, August) will automatically be changed to an F. An instructor may extend an Incomplete grade deadline for one additional semester by submitting an Incomplete Grade Extension form to the Registrar’s Office. If a valid grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F.

IP In Progress – Grade points not assigned
An IP is a temporary notation that appears on a student’s official transcript. It indicates semester hours in progress.
R Re-enroll – Grade points not assigned
The R grade is used with all court reporting machine shorthand courses, CRTR 2331 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG course with a related clinical component will receive the “R” grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.
S Satisfactory – Grade points not assigned
The S grade is used only for noncourse-based developmental instruction and nontraditional education.
U Unsatisfactory – Grade points not assigned
The U grade is used only for noncourse-based developmental instruction.
W Withdrawn – Grade points not assigned
Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.

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

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<tr>
<td>A</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>Less than 60</td>
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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 date of assignment to challenge a grade.

Grade change requests begin with the course instructor and must be approved by the instructor and the Division Chair or Dean of Technical Programs or Dean of Academic Programs.

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 must be presented to the Department or Division Chair. Further appeals will be directed through the appropriate Division Chair, the Dean of Technical Programs and/or the Dean of Academic Programs, and the Academic Affairs committee. 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
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Nursing
- 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.

Students receiving financial aid will be given a Satisfactory Progress Form to identify the requirements they must meet to continue receiving financial aid each semester.

Name or Address Change
Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Registrar’s Office. Personal information includes such items as name, address, telephone number, and emergency contact. Any communication mailed to the name and address on file is considered delivered. The Registrar’s Office will place a restriction on a student’s records if the Post Office returns the student’s mail because of an incorrect address or if the student cannot be reached at the phone number reported.
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 Registrar’s Office.

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 Registrar's Office 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 Registrar's Office or by letter or fax, (281) 756-3834. 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, and signature. Phone requests are accepted when the transcript is to be mailed to another college or university; call (281) 756-3502. 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 Dean of Instruction, Student and Community Services and the Academic Affairs Committee. If the matter is still unresolved, the student may request through the President, a hearing before the Board of Regents.

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 by the published deadline.

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 Registrar’s Office. Deadlines and fees for graduation are published in the semester class schedule.

To graduate at ACC, a student must:
1. complete 24 college-level semester hours in residence at Alvin Community College for an associate degree; complete 12 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 Registrar’s Office 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 Registrar’s 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.

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 and core academic requirements for a degree or certificate will not be waived. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Office of Admissions and Academic Advising, department chair or Registrar’s Office.
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 Office of Admissions and Academic Advising.

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 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 ACC Office of Admissions and Academic Advising. 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.
Degrees & Certificates
Developmental courses may not be used to fulfill the requirements for a degree or certificate.

The Associate of Arts (AA) Degree:
- Art
- Drama
- General Liberal Arts
- General Studies
- Music-Instrumental Concentration
- Music-Voice Concentration
- Musical Theater
- Psychology
- Sociology
- Sports and Human Performance

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

The Associate of Science (AS) Degree:
- Biological Science
- Business Administration
- Communications/Radio and Television Broadcasting
- Health Science
- Mathematics
- Physical Science

The Associate of Applied Science (AAS) Degree:
- Business Technology - Legal Office Professional
- Business Technology - Medical Office Professional
- Business Technology - Office Professional
- Child Development/Early Childhood
- Communications-Radio/TV Broadcasting
- Computer Science - Computer Programming
- Computer Science - Networking
- Court Reporting
- Criminal Justice-Correctional Science
- Criminal Justice-Law Enforcement & Police Administration
- Culinary Arts
- Diagnostic Cardiovascular Sonography-Echo
- Diagnostic Cardiovascular Non/Invasive Vascular
- Drafting Technology
- Emergency Medical Technology
- Management Development
- Mental Health / Addiction Counseling

The Associate of Applied Science (AAS) Degree (continued)
- Nursing
- Nursing Transition
- Paralegal
- Polysomnography
- Process Technology
- Respiratory Care

The Associate of Applied Science (AAS) Degree with Enhanced Skills Certificate:
- Court Reporting
- Emergency Medical Technology
- Diagnostic Cardiovascular Sonography
- Polysomnography

The Certificates:
- Business Technology - Accounting Clerk
- Business Technology - Legal Office Assistant
- Business Technology - Medical Coding & Billing Specialist
- Business Technology - Office Assistant
- Child Development/Early Childhood
- Child Development/Early Childhood Administration
- Communications-Radio/TV Broadcasting
- Computer Science-Data Processing
- Computer Science-Networking
- Court Reporting
- Court Reporting Scopist
- Criminal Justice-Correctional Administration
- Criminal Justice-Correctional Science
- Criminal Justice-Crime Scene Technician
- Criminal Justice-Basic Law Enforcement Academy
- Criminal Justice-Texas Peace Officer
- Culinary Arts
- Culinary Management
- Drafting Technology
- Emergency Medical Technology
- Management Development
- Mental Health / Addiction Counseling
- Paralegal
- Process Technology
- Vocational Nursing

Second Degree or Certificate
Alvin Community College grants credit for all previously completed courses which also meet the requirements of an additional degree or certificate.
**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, regardless of age or physical condition. No military obligation is incurred as a result of enrollment in these courses. 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.

**ARMY**

The goal of the U.S. Army ROTC program is to develop technically competent, physically fit and highly motivated men and women for positions of responsibility as commissioned officers in the active Army, the Army Reserve and Army National Guard. Upon completion of the curriculum, students will have an understanding of the fundamental concepts and principles of the military as an art and as a science. The leadership and managerial experience gained through ROTC provides great benefit for students in both their civilian endeavors and their military careers.

General statutory authority for establishment and operation of the ROTC program, including the scholarship program, is contained in Title 10, United States Code, Chapter 103 (Sec. 2102-2111). Specific rules and procedures are found in U.S. Army Regulation 145-1.

**Course Credit**

ROTC classes may be taken for elective credit toward any degree plan at Alvin Community College. Freshman and sophomore level classes are open to all students, regardless of age or physical condition. No military obligation is incurred as a result of enrollment in these courses.

For additional information contact the Enrollment Officer at University of Houston 713-743-3880.
Student Services
Office of Admissions and Academic Advising
The first step in a person's collegiate career is going through the admissions and advising process. The staff in the Office of Admissions and Academic Advising works 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
The Office of Admissions, Academic Advising and Testing employs counselors who can assist students with issues that may impact academic success. Consultation and referrals are kept confidential. An exception to confidentiality is if there is evidence of danger to oneself or others then the proper authorities will be notified. Texas state law requires that Licensed Professional Counselors report abuse or neglect of a child, elder or a disabled person to the appropriate state agency.

Other counseling services include referrals to community resources, academic and disability counseling and advising, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skill training and enhancement.

Because the College strongly believes that the abuse of alcohol and drugs affects a person's ability to meet educational goals, the College offers a program of drug education/prevention for the benefit of students and staff.

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.

The Career Planning Program can help define and explore career options which are compatible with an individual's personal goals, abilities, and interests. It includes two online assessments you can do 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 the Academic Advising and Testing Office.

Other Career Services
- Advisors and Counselors can assist individuals in making the transition from college to career using a variety of resources.
- Choices is a career planning program which includes an interest inventory, descriptions of occupations, labor market information, financial aid information and more.
- Typefocus is a personality typing program which matches results to occupations.
- Workshops are available for resume and cover letter writing, interview preparation and tapping the hidden job market.

Job Placement

Job Fairs and Career Events
The Career Services staff coordinates job fairs and career expos. For more information about these events call 281-756-3560 or 281-756-3534. Information regarding upcoming job fairs and career expos are posted on the two bulletin boards located in buildings A and G at Alvin Community College and in the college's employment database, JobLink.

JobLink - Job Database
Students and alumni of all college and continuing education programs can 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 temporary positions. Access to JobLink will require a resume within two weeks. Many of these 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, send online inquiries, locate job fair information, and receive employment bulletins. To access JobLink go to www.alvincollege.edu and click on Current Students, click on Career Planning and Job Placement Services, and then Student/Alumni services. For questions or assistance regarding JobLink call 281-756-3560.

Alvin Community College makes no particular recommendations or guarantees regarding employers or employees. We are acting as a referral service only. Thus, we are unable to research each organization or person that posts a job with the college.

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 click on Community, click on Career Services and Employers Services. Once a job posting is approved by Career Services, students and alumni will have access

The ACC Advantage
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 for a packet of resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. For information about job fairs and career expos contact 281-756-3560. All jobs posted in JobLink are approved and viewed by compliance with federal laws enforced by the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements
The Office of Admissions and Academic Advising 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

Psyc 1300 - Learning Strategies Requirement
Students who score at the developmental level on all three sections of the placement exam (Accuplacer, THEA, Compass, or Asset) are required to enroll in PSYC 1300 during their first semester of attendance. A grade of C must be earned to satisfy this requirement. If a C is not earned, the student must retake the course.

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.

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:

- BIOL 1406-1407
- ENGL 1301-1302
- GEOG 1403-1404
- GOVT 2301-2302
- HIST 1301-1302
- MATH 2413-2414
- PHYS 1401-1402
- PSYC 2301

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 two of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 10% of high school class
- GPA of 3.5 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 have at least a 3.0 grade point average on all college-level courses, including all attempts of repeated courses, must complete a minimum of 12 semester hours of honors courses, and must earn a grade of B or higher in all honors courses taken. For more information, call 281-756-3736.

SMART START PROGRAM - College Enrollment for High School Students
The Smart Start Program 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 an 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 subject or area related to the college-level course to be taken.
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 and 14 in the combined summer terms. 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 ROTC Reserve Officer Training Corp.

Dual Degree Program
To help students get a jump start on a college education, Alvin Independent School District 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, Office of Admissions and Academic Advising (281/756-3531). Information is also available at www.alvincollege.edu or www.alvinisd.net.
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 website 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.

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 Office of Admissions and Academic Advising 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
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.com
• complete all requirements for admission to the College, including providing academic transcripts from previous colleges attended;
• choose a major (degree or certificate);
• complete the college's application for financial aid and provide financial aid transcripts from previous colleges attended; and

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. Deadlines are published in class schedules. Application forms and additional information are available in the Enrollment Services Center. All information provided to this office remains confidential.

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.

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.

Federal Family Education Loan Program: This loan program permits students to obtain low-interest loans from private lending agencies. The process is begun by applying for a Pell Grant. Eligibility requirements include, but are not limited to, need. If a student is otherwise eligible, the Financial Aid Officer can certify the loan application. These loans are normally made through banks, credit unions, or savings and loan associations who participate in the 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.

The ACC Advantage
Federal Satisfactory Progress Guidelines

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 (1) qualitative and (2) quantitative measures and must include (3) the "maximum time frame" in which students must complete their certificate or degree program. Students must meet all three standards defined below to maintain their financial aid at Alvin Community College.

1. Qualitative Standard
   a. Students awarded for 12 semester hours must pass at least 9 hours with at least a 2.0 grade point average (GPA).
   b. Students awarded for 6, 7, 8, 9, 10, or 11 semester hours must pass at least 6 hours with at least a 2.0 GPA.
   c. Students making a ZERO GPA will automatically be placed on financial aid suspension.

After students have completed two years of studies, they must maintain a cumulative GPA of 2.0 or better. As long as the cumulative GPA is 2.0 or better, the semester GPA may be less than 2.0 but may not be a ZERO GPA. Two years is defined as a total of four fall or spring semesters.

2. Quantitative Standard
   Students must successfully complete (see 1 above) at least 6 semester hours each semester of enrollment. This standard must be met even if no financial aid funds are used to pay for the tuition and fees. For financial aid purposes, Summer 1 and Summer 2 sessions combined are considered one semester. Therefore, students may take six semester hours in Summer 1, or six semester hours in Summer 2, or three semester hours in each session and satisfy the Quantitative Standard.

3. "Maximum Time Frame" Standard
   Students must complete their certificate or degree by attempting no more than 150% of the semester hours required for that certificate or degree. Example: If a student is working toward an associate degree which requires 66 semester hours; he/she must complete all requirements for the degree in 99 attempted semester hours or less. Incompletes, withdrawals/drops, repeated and developmental courses, and all transfer credits will be counted in calculating the number of attempted semester hours.

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.

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
- Business Administration
- Business Technolog
- Cardiovascular
- Child Development/Early Childhood
- Communications
- Computer Science
- Court Reporting
- Criminal Justice
- Drafting Technology
- English
- Foreign Languages
- Law Enforcement
- Math
- Management Development
- Mental Health
- Music
- Nursing-ADN
- 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 Office of Admissions and Academic Advising 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: Maintaining a cumulative grade-point average (CGPA) of 2.0

Associate Degree and Certificate Students:
Probation: Failure to achieve a CGPA of 2.0 results in the student being placed on “first probation” the next semester. First Probation students who achieve a 2.0 GPA for their first semester on probation, but do not achieve a CGPA of 2.0 are placed on “second probation”. Students will remain on “second probation” for the following semesters as long as the semester GPA remains above 2.0 and the student does not receive punitive grades (F), or until the CGPA is raised to a 2.0 or higher.

Unsatisfactory Progress: If a student that is on "second probation" has a semester GPA that falls below 2.0, or if they receive a punitive grade, their VA benefits will be suspended. Students that are on VA suspension are not certified for VA benefits.

Reinstatement of VA Education Benefits:
Students under VA suspension may choose to continue taking courses without being certified for VA benefits. Students that successfully complete a semester enrolled in at least 1/2 time status with a 2.0 or higher semester GPA, with no punitive grades earned may have their VA benefits reinstated.

Transfer and Returning Students:
VA students that transfer to ACC under academic suspension or probation at the last school they attended are admitted under the terms of “first probation” (see above). Returning or Transfer students may seek written approval from the Dean of Student Services to exclude credits taken prior to enlistment in military service from being considered in the CGPA requirements for satisfactory progress for VA certification purposes only. These students are required to meet the “Satisfactory Progress” guidelines as explained above, starting the first semester they enroll in ACC after completing their required military service.

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. Lab services include
developmental classes to better prepare students for their chosen programs, individual tutoring, tape player/recorders/copiers and computer usage and printing, including internet service. The Learning Lab also serves as a testing facility for TBA and other distance education classes.

Academic Enhancement Center
The Academic Enhancement Center (AEC) is located in the Leaning Lab, office A210. This center is the central office for developmental education at ACC. The AEC offers a variety of academic support services such as a tutoring in English, and Reading, and designing Customized Study Plans for students enrolled in developmental classes. The Learning Lab/AEC hours are available each semester in the Learning Lab, A232.

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 25,000 books, 200 current periodical subscriptions, videotapes, 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. Study rooms are available for individual and group study as well as viewing course dvd's and videos. 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. A classroom is available in the library where PowerPoint and Internet instruction is offered to any individual or groups of students. Laptops are available for a one week check out. 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. Articles can be ordered from other libraries and sent to the ACC library. The interlibrary 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 - CAMPUS CAFÉ**
The Campus Café, located in the Student Center, offers a grill, cold food and snacks, a salad bar and beverages. It is open each class day, breakfast through lunch.

**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 Office of the Associate 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 legally 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 The BIG Event. The Student Activities Office maintains a calendar of campus events which can be accessed through MyACC, as well as the campus newsletter - Campus Connection.
**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 Soccer Club
- Alvin Community College Empowering People to Embrace Disabilities (ACCEPTED)
- Alvin Paralegal Association
- Alvin Nursing Student Association
- Animal Rescue
- Anime Club
- Baptist Student Ministries
- Catholic Newman Association
- Church of Christ Student Fellowship
- Health and Medical Society (HAMS)
- Phi Theta Kappa
- Student Government Association
- Student Organization for Respiratory Care
- Word Droppers
- Writer's Club

**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.

ACC students learn African drum techniques during Black History month.
my ACC

MyACC is an electronic commons area accessed through the college homepage at www.alvincollege.edu. This communication portal has been established as an official method of communication between students and college faculty and staff. Through myACC students may establish email accounts, personalized calendars and task lists. The campus message board provides a centralized location for campus announcements and news items. Faculty use myACC to communicate with students through class specific chat rooms as well as postings for course related resources by providing a place for shared files that can be accessed from any place that has an Internet connection.

Communicate:
- Stay on top of deadlines and schedules with MyACC calendars
- Get in the loop with MyACC email
- Receive campus-wide, committee, departmental, and group announcements

Collaborate:
- Share documents and photos
- Stop by the CruiserCafe for social networking with classmates
- Access WebACCess to:
  - Register and search for classes
  - Drop/Add Courses
  - View your Transcripts
  - Make Payments

Learn:
- Work on group projects
- Access grades in real-time
- Submit assignments
- Chat with professors and classmates
- Access course syllabus and materials

Access Campus Services:
- College store
- Department offices
- Copy Center
- Registrar
- Academic Advising
- Financial Aid
- Library
- Fitness Center
- And more
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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English</td>
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<tr>
<td>Economics</td>
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</tr>
<tr>
<td>Education</td>
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<tr>
<td>Child Dev./Early Childhood</td>
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<td>Art</td>
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<tr>
<td>Foreign Language</td>
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<tr>
<td>Government</td>
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<tr>
<td>Journalism</td>
<td></td>
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<td>Library Science</td>
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<tr>
<td>Mathematics</td>
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</tr>
<tr>
<td>Music</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musical Theater</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Philosophy</td>
<td></td>
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<td>Physical Education</td>
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<td>Pre-Law</td>
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<td>Sociology</td>
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</tr>
<tr>
<td>Speech</td>
<td></td>
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</table>

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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<th>Credits</th>
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<tbody>
<tr>
<td>First Semester</td>
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</tr>
<tr>
<td>+ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
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<td>The U.S. to 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+MATH</td>
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<td>3</td>
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<tr>
<td>+SPCH 1315/1318</td>
<td>Public Speaking/Interpersonal Communication</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language or Elective</td>
<td>Physical Activity</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>PHED</td>
<td>Physical Activity</td>
<td>15</td>
<td>6</td>
<td>16-17</td>
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<tr>
<td>Second Semester</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>
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<tr>
<td>+**HIST 1302</td>
<td>The U.S. Since 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+COSC 1401 (or higher)</td>
<td>Microcomputer Applications</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+MATH</td>
<td>Select from Math Core Curriculum</td>
<td>3</td>
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<td>Foreign Language or Elective</td>
<td>Physical Activity</td>
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<td>6-8</td>
<td>17-18</td>
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<tr>
<td>Third Semester</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>+Natural Sciences</td>
<td>Select from Natural Sciences Core Curriculum</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>+Visual and Performing Arts</td>
<td>Select from Visual &amp; Perf Arts Core</td>
<td>3</td>
<td>0</td>
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<tr>
<td>ENGL Literature</td>
<td>Any sophomore level literature</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester</td>
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<td></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>+Natural Sciences</td>
<td>Select from Natural Sciences Core Curriculum</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<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>+Social/Behavioral Sciences</td>
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<td>Elective</td>
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<td></td>
<td></td>
<td>15</td>
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<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 of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.”

Total Minimum Credits Required for a General Liberal Arts Degree ................................................................. 65
### 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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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>+ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+<strong>HIST 1301</strong></td>
<td>The U.S. to 1877</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>ARTS 1311</td>
<td>Design I</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1316</td>
<td>Drawing I</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1303</td>
<td>Art History I</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>PHED</td>
<td>Physical Activity</td>
<td>0</td>
<td>3</td>
<td>1</td>
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<tr>
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<td>16</td>
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<td><strong>Second Semester</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<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>
<td>3</td>
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<tr>
<td>ARTS 1312</td>
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<td>9</td>
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<td><strong>Summer I Semester</strong></td>
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<td>American National &amp; State Governments I</td>
<td>3</td>
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<tr>
<td>+Humanities</td>
<td>Select from Humanities Core Curriculum</td>
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<td>American National &amp; State Governments II</td>
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<td>Microcomputer Applications</td>
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<td></td>
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<td></td>
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<tr>
<td>ARTS 2316</td>
<td>Painting I</td>
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<td>+Natural Sciences</td>
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<td>12</td>
<td>9</td>
<td>13</td>
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<tr>
<td>SPCH 1315/1318</td>
<td>Public Speaking/Interpersonal Communications</td>
<td>3</td>
<td>0</td>
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</table>

*+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: 65
<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
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<tr>
<td>+ENGL 1301</td>
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<tr>
<td>DRAM 1322</td>
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<td>3</td>
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<tr>
<td>DRAM 1310</td>
<td>Introduction to Theater</td>
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<td>College Algebra</td>
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<td></td>
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<tr>
<td>+MATH 1332 or</td>
<td>Contemporary Mathematics I</td>
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<tr>
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<td>14/15</td>
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<td>DRAM 1341</td>
<td>Stage Makeup</td>
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<tr>
<td>+DRAM 2362</td>
<td>History of Theatre II</td>
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</tr>
<tr>
<td>+Humanities</td>
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<tr>
<td>+**HIST 1302</td>
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<td>4</td>
<td>3</td>
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<td>13</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+COSC 1401</td>
<td>Microcomputer Applications</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<td>(or higher)</td>
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<td>DRAM 2331</td>
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<tr>
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</tr>
<tr>
<td>+Social/Behavioral Sciences</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 of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Satisfies Speech Core requirement

Total Minimum Credits Required for Drama Degree .......................................................... 65
<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>
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</tr>
<tr>
<td>*<strong>MUSI 1211</strong>A</td>
<td>Music Theory I</td>
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## Music - Voice Concentration Degree Program

### Associate of Arts Degree Program

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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.

***Corequisites

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

<sup>b</sup> Satisfies Visual/Performing Arts core requirement.

<sup>c</sup> 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</th>
<th>NUMBER OF SEMESTERS</th>
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<tbody>
<tr>
<td>Ensemble</td>
<td>MUEN 1122, 1123, 2122, 2123 (Instrumental Majors)</td>
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<td></td>
<td>MUEN 1141, 1142, 2141, 2142 (Voice Majors)</td>
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Applied Study
Four semesters of sequential courses in voice or one instrumental area:

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<tr>
<td>MUAP 1217, 1218, 2217, 2218 (Woodwinds)</td>
<td>4</td>
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<tr>
<td>MUAP 1237, 1238, 2237, 2238 (Brass)</td>
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<tr>
<td>MUAP 1257, 1258, 2257, 2258 (Percussion)</td>
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<tr>
<td>MUAP 1261, 1262, 2261, 2262 (Guitar)</td>
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<tr>
<td>MUAP 1269, 1270, 2269, 2270 (Piano)</td>
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<td>8</td>
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<tr>
<td>MUAP 1281, 1282, 2281, 2282 (Voice)</td>
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Theory/Aural Skills

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<tbody>
<tr>
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<td>MUSI 1216, 1217, 2216, 2217 (Sight Singing &amp; Ear Training)</td>
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Music Literature

<table>
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<td>MUSI 1308 or 1309</td>
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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.

ACC hosted the GCIC 2008 Jazz Festival featuring jazz groups from the Houston area Community Colleges.
### Musical Theatre Degree Program

#### Associate of Arts Degree Program

<table>
<thead>
<tr>
<th>Course Number</th>
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<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 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
## Psychology Degree Program
### Associates in Arts Degree Program

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+Denotes Core Curriculum Requirement

**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 Psychology Degree ................................................................. 62
# Sociology Degree Program

## Associates in Arts Degree Program

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<tr>
<th>Course Number</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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+Denotes Core Curriculum Requirement  
**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 Sociology Degree: 62
# Sports and Human Performance

**Associate of Arts Degree Program**

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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 Sports & Human Performance Degree: ................................................................. **66**
## Associate of Arts - General Studies Degree

**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.

### Core Curriculum

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<th>Course Title</th>
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<td>SPCH 1315, SPCH 1318, or SPCH 2335</td>
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<tr>
<td>Mathematics</td>
<td>Select one from the following courses: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414</td>
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<td>Natural Sciences</td>
<td>Select two from the following courses: BIOL 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1401, 1402, 2425, 2426</td>
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<tr>
<td>Visual &amp; Performing Arts</td>
<td>Select one from the following courses: ARTS 1301, 1303, 1304, 2348 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310</td>
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<tr>
<td>Humanities</td>
<td>Select one from the following courses: ENGL 2322, 2323, 2326, 2332, 2333 HUMA 1301, 1302 PHIL 1301, 2306 or any Sophomore level French, German or Spanish course</td>
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<td>Social and Behavioral Sciences</td>
<td>Select from the following: Select two (6 hrs) HIST 1301, 1302, 2301 Required (6 hrs) GOVT 2301, 2302 Select one (3 hrs) ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOCI 1301, 1306, 2301, 2319</td>
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### Other Requirements

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</table>

### College Level Electives

Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.

### Total Credits

Total credits required for the Associate of Arts - General Studies Degree: 65
Educational Programs

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 fully transfer to any public college or university in the state of Texas that offers educator preparation programs. Specific Teaching tracks include: Early Childhood-Grade 4; Grades 4-8; EC-12 Bilingual and Special Education and 8-12. The transfer student must meet the admission requirements from the accepting college or institution.

Leading to Initial Texas Teacher Certification EC-4 or Early Childhood Degree Specialization.

### Course Table

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Pre-Major/Early Childhood Courses:

- TECA 1303 Family, School & Community: 3 Lecture Hours, 1 Lab Hours, 3 Credits
- TECA 1311 Educating Young Children: 3 Lecture Hours, 1 Lab Hours, 3 Credits
- TECA 1318 Wellness & the Young Child: 3 Lecture Hours, 1 Lab Hours, 3 Credits
- TECA 1354 Child Growth & Development: 3 Lecture Hours, 0 Lab Hours, 3 Credits

Total Minimum Credits Required ................................................................. 65

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification

Early Childhood - Grade 4, Grades 4-8 Generalist EC-12 Bilingual/ESL or EC-12 Special Education.

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<th>Credits</th>
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</table>
The ACC Advantage

Educational Programs

Humanities
   Select from: ENGL literature(sophomore level)
   or HUMA, or PHIL
   3   0   3

Elective
   Visual & Performing Arts Core
   3   0   3

Social/Behavioral Science
   GEOG 1301 (preferred)
   3   0   3

PHED
   Physical Activity (1)
   0   3   1

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 ................................................................. 62

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

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<td>American National &amp; State Governments II</td>
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| Humanities    | Select from: ENGL literature(sophomore level),
               | or HUMA or PHIL                    | 3             | 0         | 3       |
| Elective      | Select from Visual & Perf Arts Core | 3             | 0         | 3       |
| Social/Behavioral Science** | Select from Social/Behavioral Sciences Core | 3    | 0         | 3       |
| PHED          | Physical Activity (2)              | 0             | 6         | 2       |

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)
(See Dept. Chair of Child Development & Early Childhood) 12

Total Minimum Credits Required ................................................................. 65

* 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 Social Sciences
   8-12 Mathematics
   8-12 Life Sciences
   8-12 Physical Sciences
   8-12 Science
   8-12 English Language Arts & Reading
   8-12 Computer Science
   8-12 Mathematics & Physics
   8-12 Foreign Language

The ACC Advantage
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
- Engineering
- Business Administration
- Forestry
- Chemistry
- Geology
- Communications-Radio & Television Broadcasting
- Mathematics
- Conservation
- Pharmacy
- Pre-Dentistry
- Pre-Medicine
- Pre-Veterinary

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

Course Number | Course Title | Lecture Hours | Lab Hours | Credits
---|---|---|---|---
First Semester
+BIOL 1406 | General Biology I | 3 | 3 | 4
CHEM 1411 | General Chemistry & Analysis I | 3 | 4 | 4
+ENGL 1301 | Composition I | 3 | 0 | 3
+MATH 1314 | College Algebra | 3 | 0 | 3
+**HIST 1301 | The U.S. to 1877 | 3 | 0 | 3
PHED | Physical Activity | 0 | 3 | 1
15 | 10 | 18
Second Semester
+BIOL 1407 | General Biology II (Botany) | 3 | 3 | 4
CHEM 1412 | General Chemistry & Analysis II | 3 | 4 | 4
+ENGL 1302 | Composition II | 3 | 0 | 3
+CSCI 1401(or higher) | Microcomputer Applications | 3 | 3 | 4
+**HIST 1302 | The U.S. Since 1877 | 3 | 0 | 3
PHED | Physical Activity | 0 | 3 | 1
15 | 10 | 18
Third Semester
BIOL 2306 or | Environmental Conservation or | 3 | 0-3 | 3-4
BIOL 2401 | Anatomy and Physiology I | 3 | 4 | 4
CHEM 2423 | Organic Chemistry | 3 | 4 | 4
+ENGL 2332 or | Survey of Literature I or | 3 | 0 | 3
ENGL 2322 | Survey of English Literature I | 3 | 0 | 3
+GOVT 2301 | American National & State Governments I | 3 | 0 | 3
GOVT 2301 | American National & State Governments II | 3 | 0 | 3
VISUAL/PERFORM. ARTS | Visual/Performing | 3 | 0 | 3
15 | 4-7 | 16-17
Fourth Semester
BIOL 2420 or | Microbiology or | 3 | 3 | 4
BIOL 2402 | Anatomy and Physiology II | 3 | 3 | 4
+Social/Behavioral Sciences | Select from Social/Behavioral Sciences Core | 3 | 0 | 3
+GOVT 2302 | American National & State Governments II | 3 | 0 | 3
+SPCH 1315 | Public Speaking | 3 | 0 | 3
12 | 3 | 13

+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

### Educational Programs

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

**281-756-3660**

### Business Administration Degree Program

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.

### Course Summary

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<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.

**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
## Communications/Radio and Television Broadcasting Degree Program
(for students planning to transfer to a four year institution)

### Associate of Science Degree Program

<table>
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<th>Course Title</th>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>+ECON 2301a</td>
<td>Principles of Economics I</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>
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<td></td>
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<td>14</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+SPCH 1315 or</td>
<td>Public Speaking or</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>SPCH 1318</td>
<td>Interpersonal Communication</td>
<td></td>
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<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>
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<tr>
<td>COMM 2331</td>
<td>Radio/Television Announcing</td>
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<tr>
<td>+COSC 1401 (or higher)</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>14</td>
<td>5</td>
<td>16</td>
</tr>
</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.

^Satisfies Social/Behavioral Sciences Core Requirement

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree. ................................................. 65
Additional state approved core curriculum courses:

COMM 2366 – Introduction to Film
Credit counts towards the Visual/Performing Arts (050) core curriculum component area.

COMM 1307 – Introduction to Mass Communications.
Credit counts towards the Humanities (041) core curriculum component area.
The ACC Advantage

Educational Programs

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>
</tr>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>+BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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<td>+ENGL 1301</td>
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<tr>
<td>+PSYC 2301</td>
<td>General Psychology</td>
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<td>0</td>
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<tr>
<td>+**HIST 1301</td>
<td>US History to 1877</td>
<td>3</td>
<td>0</td>
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<tr>
<td>+COSC 1401</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>+BIOL 2402</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>+ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
<td>0</td>
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<tr>
<td>PSYC 2314</td>
<td>Lifespan Growth &amp; Development</td>
<td>3</td>
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<td>+HUMA/PHIL 2306</td>
<td>Intro to Ethics (recommended)</td>
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<tr>
<td>+**HIST 1302</td>
<td>US History Since 1877</td>
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<td>PHED</td>
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<td>BIOL 2420</td>
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<td>Introductory Sociology</td>
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<tr>
<td>+MATH 1314</td>
<td>College Algebra</td>
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<td>16</td>
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<td><strong>Fourth Semester</strong></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>
<td>3</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>
<td></td>
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<td></td>
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<tr>
<td>+VISUAL &amp; PERF ARTS</td>
<td>Visual/ Performing Arts</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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</tbody>
</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**

**Course Number** | **Course Title** | **Lecture Hours** | **Lab Hours** | **Credits**
--- | --- | --- | --- | ---
**First Semester**
+ENGL 1301 | Composition I | 3 | 0 | 3
+MATH 1314 | College Algebra | 3 | 0 | 3
+**HIST 1301** | The United States to 1877 | 3 | 0 | 3
PHED | Physical Activity | 0 | 3 | 1
+Visual/Performing Arts | Visual/Performing Arts | 3 | 0 | 3
| | | 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
+Humanities | Select from Humanities Core Curriculum | 3 | 0 | 3
+Social/Behavioral Sciences | Select from Social/Behavioral Sciences Core | 3 | 0 | 3
| | | 16 | 3 | 17
**Third Semester**
ENGL 2332 or | Survey of Literature I or | 3 | 0 | 3
ENGL 2322 | Survey of English Literature I | 3 | 0 | 3
+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
| | | 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
+COSC 1401 (or higher) | Microcomputer Applications | 3 | 3 | 4
| | | 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>
</tr>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>CHEM 1411</td>
<td>General Chemistry &amp; Analysis I</td>
<td>3</td>
<td>4</td>
<td>4</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>+**HIST 1301</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>
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<tr>
<td>PHED</td>
<td>Physical Activity</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>+COSC 1401 (or higher)</td>
<td>Microcomputer Applications</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
<td>15</td>
<td>10</td>
<td>18</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1412</td>
<td>General Chemistry &amp; Analysis II</td>
<td>3</td>
<td>4</td>
<td>4</td>
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<tr>
<td>+ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>+**HIST 1302</td>
<td>The U.S. Since 1877</td>
<td>3</td>
<td>0</td>
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<tr>
<td>+MATH 2412</td>
<td>Pre-Calculus Math</td>
<td>4</td>
<td>0</td>
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<tr>
<td>+Visual/Perform. Arts</td>
<td>Visual/Performing Arts</td>
<td>3</td>
<td>0</td>
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<tr>
<td>PHED</td>
<td>Physical Activity</td>
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<td>18</td>
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<td>Third Semester</td>
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<tr>
<td>***Science</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</td>
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<tr>
<td>ENGL 2322</td>
<td>Survey of English Literature I</td>
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<td>+GOVT 2301</td>
<td>American National &amp; State Governments I</td>
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<td>0</td>
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<tr>
<td>MATH 2413</td>
<td>Calculus I</td>
<td>4</td>
<td>0</td>
<td>4</td>
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<td></td>
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<td>13</td>
<td>3-4</td>
<td>14</td>
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<tr>
<td>Fourth Semester</td>
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<tr>
<td>****Science</td>
<td>Second half of science courses taken</td>
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<td>3-4</td>
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<tr>
<td>third semester</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>
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<tr>
<td>MATH 2414</td>
<td>Calculus II</td>
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<td>0</td>
<td>4</td>
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<tr>
<td>+Social/Behavioral Sciences</td>
<td>Select from Social/Behavioral Sciences Core</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
<td>3-4</td>
<td>14</td>
</tr>
</tbody>
</table>

+ 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

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

- Business Technology - Legal Office Professional
- Business Technology - Office Professional
- Business Technology - Medical Office Professional
- Child Development/Early Childhood
- Communications-Radio Broadcasting
- Communications-Television Broadcasting
- Computer Science - Networking
- Court Reporting
- Computer Science Technology - Computer Programming
- Criminal Justice - Law Enforcement & Police Administration
- Culinary Arts
- Diagnostic Cardiovascular Sonography-Echocardiography
- Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
- Technology
- Drafting Technology
- Emergency Medical Technology
- Management Development
- Mental Health/Addiction Counseling
- Nursing ADN
- Nursing Transition (LVN to ADN)
- Polysomnography
- Business Technology - Office Professional
- Paralegal
- Process Technology
- 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
- Polysomnography

Certificate Programs

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

- Accounting Clerk
- Child Development/Early Childhood
- Child Development/Early Childhood Admin.
- Communications-Radio Broadcasting
- Communications-Television
- Computer Science-Data Processing
- Computer Science-Networking
- Court Reporting
- Court Reporting Scopist
- Criminal Justice-Correctional Administration
- Criminal Justice-Correctional Science
- Criminal Justice-Crime Scene Technician
- Criminal Justice-Law Enforcement Police Administration
- Criminal Justice-Basic Law Enforcement
- Culinary Arts
- Culinary Management
- Drafting Technology
- Emergency Medical Technician
- Emergency Medical Technician - Intermediate
- Law Enforcement & Police Administration
- Legal Office Assistant
- Management Development
- Marine Robotics
- Medical Coding & Billing Specialist
- Mental Health/Addiction Counseling
- Office Assistant
- Paralegal
- Process Technology
- Respiratory Care
- Vocational Nursing

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

Educational Programs

Business Technology - Legal Office Professional Degree Program
(formerly Office Administration)

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

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

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>
<td><strong>FIRST YEAR</strong></td>
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<td>First Semester</td>
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<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>3</td>
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<td>HIST 1302 or</td>
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<td>American National and State Governments II</td>
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<td>Introduction to Law</td>
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<td>POFL 1305</td>
<td>Legal Terminology</td>
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<td>POFT 1429</td>
<td>Keyboarding and Document Formatting</td>
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<td><strong>Second Semester</strong></td>
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<td>MATH 1333</td>
<td>Contemporary Mathematics for Tech</td>
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<td>Computer Applications I</td>
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<tr>
<td>POFT 2401</td>
<td>Document Formatting and Skillbuilding</td>
<td>3</td>
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<td>LGIA 1355</td>
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<td>3</td>
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<td>Records and Information Management I</td>
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<td>3</td>
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<td>Career Spanish I or</td>
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<td>Career Spanish II</td>
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<td>Cooperative Ed – Legal Adm Asst/Secretary</td>
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<td>20</td>
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<td></td>
<td>10</td>
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<td>13</td>
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<tr>
<td><strong>Second Semester</strong></td>
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Total Credits Required for Legal Office Professional ......................................................... 68
Business Technology - Medical Office Professional Degree Program

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Business Technology offers courses which prepare the student for employment in the medical secretarial field. The program is designed to meet the need for efficient medical secretaries in the medical field.

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

Associate of Applied Science Degree Program

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Total Credits Required for A.A.S. Medical Office Professional ................................................................. 66
**Business Technology - Office Professional Degree Program**

**Degree:** Associate of Applied Science (A.A.S.)  
**Length:** Four-Semester (Two-Year) Program  
**Purpose:** The Associate of Applied Science Degree curriculum in Business Technology 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 business technology 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 Business Technology.

### Associate of Applied Science Degree Program

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Total Credits Required for A.A.S. Office Professional: ................................................................. 64
# Business Technology - Accounting Clerk Certificate Program
(formerly Office Administration)

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Total Credits Required for Accounting Clerk Certificate .................................................. 30

# Business Technology - Legal Office Assistant Certificate

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Total Credits Required for Legal Office Assistant Certificate ............................................ 42
Business Technology - Medical Coding and Billing Specialist Certificate

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Business Technology - Office Assistant Certificate Program

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

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

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

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Child Development/Early Childhood Degree Program

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program

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

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

Program Requirements: Approximately two-thirds of the curriculum includes courses in child development and early childhood with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in child development and early childhood or related activities. Students are urged to consult with their faculty advisor and the Office of Admissions and 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-TECH PREP

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*Students who finish high school program are given college credit for these courses.

***CDEC 2324 or CDEC 2384 may be used as Capstone course.

Total Credits Required for A.A.S. Child Development/Early Childhood Degree ........................................... 64
Child Development/Early Childhood Certificate

Degree: Certificate  
Length: 35 Semester Hours  
Purpose: The Certificate of Child Development/Early Childhood Administration is designed for mature persons working in the early childhood field. A certificate represents the completion of 35 hours of approved course work.

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*Capstone course requirement: CDEC 2324 or CDEC 2384.

Total Credits Required for Child Development/Early Childhood Certificate ......................................................... 35

Child Development/Early Childhood Administration Certificate

Degree: Certificate  
Length: 26 Semester Hours  
Purpose: The Certificate of Child Development/Early Childhood is designed for mature persons working in the early childhood field. A certificate represents the completion of 26 hours of approved course work.

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*Capstone Course Required: CDEC 2324 or CDEC 2384.

Total Credits Required for Certificate of Child Development/Early Childhood Administration ........................................ 26
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

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*Capstone Course

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

281-756-3767

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

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<tr>
<td>Second Semester</td>
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<td>RTVB 2331</td>
<td>Audio Radio Production III</td>
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<td>RTVB 1321</td>
<td>TV Field Production</td>
<td>2</td>
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<td>RTVB 1355</td>
<td>Radio and Television Announcing</td>
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<td>*RTVB 2380</td>
<td>Cooperative Education-Radio/TV Broadcasting</td>
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<td>20</td>
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<td>RTVB 1391</td>
<td>Special Topics in Radio/TV Broadcasting</td>
<td>2</td>
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<td></td>
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</table>

*Capstone Course

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

ACC graduate, Jason Nichols, now instructs ACC students in TV production.
Computer Science Technology - Computer Programming Degree  281-756-3782

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

Length: Four-Semester (Two-Year) Program

Purpose: The Computer Science 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 Science Technology, specializing in business computer programming.

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>
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<tr>
<td><strong>FIRST YEAR</strong></td>
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<td>First Semester</td>
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<tr>
<td>COSC 1401</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>ITSE 1422 (or BCIS 1420)</td>
<td>Introduction to C Programming</td>
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<tr>
<td>HIST 1301</td>
<td>The United States to 1877</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>MATH 1314</td>
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<td>Second Semester</td>
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<td></td>
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</tr>
<tr>
<td>ITSE 1431 or</td>
<td>Introduction to Visual BASIC Programming or</td>
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<td>BCIS 1431</td>
<td>Computer Programming - Visual Basic</td>
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<tr>
<td>ITSE 1407 or</td>
<td>Introduction to C++ Programming or</td>
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<td>Computer Programming - C++</td>
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<td>ENGL 1302 or</td>
<td>Composition II or</td>
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<td>ENGL 2311</td>
<td>Technical Communication</td>
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<td>The United States Since 1877 or</td>
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<td>Pre-Calculus Math or</td>
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<td>15/16</td>
<td>6</td>
<td>17/18</td>
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<td>First Semester</td>
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<td>ITSE 2413 or</td>
<td>Web Authoring or</td>
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<td>Principles of Management</td>
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<td>GOVT 2301</td>
<td>American National &amp; State Government I</td>
<td>3</td>
<td>0</td>
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<tr>
<td>SPCH 1315</td>
<td>Public Speaking</td>
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<td>PHED</td>
<td>Physical Activity</td>
<td>0</td>
<td>3</td>
<td>1</td>
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<td>ITSE 2417</td>
<td>JAVA Programming</td>
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<td>*ITSE 2449</td>
<td>Advanced Visual BASIC Programming</td>
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<td>ITSE 2387 or</td>
<td>Internship - Computer Programming or</td>
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<td>GOVT 2302</td>
<td>American National &amp; State Governments II</td>
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<td>9/12</td>
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</tr>
</tbody>
</table>

* Capstone Course

Total Credits Required for A.A.S. Computer Programming Degree ................................................................. 66-67
Additional state approved core curriculum courses:

COMM 2366 – Introduction to Film
Credit counts towards the Visual/Performing Arts (050) core curriculum component area.

COMM 1307 – Introduction to Mass Communications.
Credit counts towards the Humanities (041) core curriculum component area.
**Computer Science Technology Field of Study Curriculum**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COSC 1336 or 1436</td>
<td>Programming Fundamentals I</td>
<td>3 or 4</td>
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<tr>
<td>COSC 1337 or 1437</td>
<td>Programming Fundamentals II</td>
<td>3 or 4</td>
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<td>COSC 2336 or 2436</td>
<td>Programming Fundamentals III</td>
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<td>COSC 2325 or 2425</td>
<td>Computer Organization and Machine Language</td>
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<td>MATH 2313 or 2413</td>
<td>Calculus I</td>
<td>3 or 4</td>
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<td>MATH 2314 or 2414</td>
<td>Calculus II</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>
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<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

**Purpose:** The Computer Science 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><strong>FIRST YEAR</strong></td>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>1st Mini ITNW 1358</td>
<td>Network+</td>
<td>2</td>
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<td>Fundamentals of Networking</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>CPMT 1411</td>
<td>Introduction to Computer Maintenance</td>
<td>3</td>
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<td>SOCI 1301</td>
<td>Introductory Sociology</td>
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<td>COSC 1401</td>
<td>Microcomputer Applications</td>
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<td></td>
<td>13</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>1st Mini ITMT 1300</td>
<td>Installing &amp; Administering Win XP Prof.</td>
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<td>2nd Mini ITMT 1340</td>
<td>Implementing Microsoft Win 2003 Server Operating System</td>
<td>2</td>
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<td>CPMT 2445</td>
<td>Computer System Troubleshooting</td>
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<td>1st Mini ITNW 2321</td>
<td>Networking with TCP/IP</td>
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<tr>
<td>2nd Mini ITSY 1342</td>
<td>IT Security (Security+)</td>
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<td>11</td>
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<td>16</td>
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<td><strong>First Semester</strong></td>
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<tr>
<td><em>Elective</em></td>
<td>Fine Arts/Humanities</td>
<td>3</td>
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<tr>
<td>1st Mini ITMT 1350</td>
<td>Implementing Microsoft Windows Infrastructure</td>
<td>2</td>
<td>2</td>
<td>3</td>
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<tr>
<td>2nd Mini ITMT 2300</td>
<td>Implementing &amp; Administering</td>
<td></td>
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<tr>
<td></td>
<td>Microsoft Windows Directory Services</td>
<td>2</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>MATH 1333</td>
<td>Contemporary Mathematics for Tech</td>
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<td>0</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>13</td>
<td>4</td>
<td>15</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<td></td>
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<tr>
<td>ENGL 1302</td>
<td>Composition II</td>
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<tr>
<td>1st Mini ITMT 1355</td>
<td>Managing a Windows Network Environment</td>
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<td>2nd Mini ITMT 2330</td>
<td>Designing a Windows Directory Svs Infrastructure</td>
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<td>1st Mini ITMT 2346</td>
<td>Designing a Secure Windows Network</td>
<td>2</td>
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<tr>
<td>2nd Mini ITMC 2355</td>
<td>Deploy &amp; Manage Microsoft ISA Server</td>
<td>2</td>
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<td>15</td>
<td>9</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 Networking ................................................................. 63
Computer Science 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 Science (General Computer Data Processing).

### Course Number | Course Title | Lecture Hours | Lab Hours | Credits
--- | --- | --- | --- | ---
**First Semester**
COSC 1401 | Microcomputer Applications | 3 | 3 | 4
ITSE 1422 (or BCIS 1420) or COSC 1420 | Introduction to C Programming or C++ Programming | 3 | 3 | 4
ENGL 1301 | Composition I | 3 | 0 | 3
HIST 1301 | The United States to 1877 | 3 | 0 | 3
MATH 1314 | College Algebra | 3 | 0 | 3
| | | 15 | 6 | 17
**Second Semester**
ITSE 1431 or BCIS 1431 | Introduction to Visual BASIC Programming or Programming in Visual Basic | 3 | 3 | 4
*ITSE 2413 | Web Authoring | 3 | 3 | 4
ENGL 1302 | Composition II | 3 | 0 | 3
HIST 1302 | The United States Since 1877 | 3 | 0 | 3
| | | 12 | 6 | 14
*Capstone Course

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

Computer Science Networking Certificate Program

| Course Number | Course Title | Lecture Hours | Lab Hours | Credits |
--- | --- | --- | --- | ---
**First Semester**
COSC 1401 | Microcomputer Applications | 3 | 3 | 4
CPMT 1411 | Introduction to Computer Maintenance | 3 | 3 | 4
1st Mini | ITNW 1358 | Network + | 2 | 2 | 3
2nd Mini | ITNW 1325 | Fundamentals of Networking | 2 | 2 | 3
| | | 10 | 10 | 14
**Second Semester**
1st Mini | ITMT 1300 | Installing & Administering Windows XP Op.System | 2 | 2 | 3
1st Mini | ITMT 1350 | Implementing Window Server 2003 Infrastructure | 3 | 3 | 3
CPMT 2445 | Computer System Troubleshooting | 3 | 3 | 4
| | | 10 | 10 | 13
*Capstone Course

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).

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

281-756-3757

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, as practice tapes are encouraged for use off-campus. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

Program Objectives: The objective of the two-year curriculum is for the student to attain the machine shorthand speed of 225 words 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;
   f. be able to type 45 words per minute with not more than 5 errors on a five-minute test before entering Machine Shorthand Theory.

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.

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>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>First Semester (Fall)</strong></td>
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<td>CRTR 1213</td>
<td>Reporting Orientation</td>
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<td>CRTR 1404</td>
<td>Machine Shorthand I</td>
<td>2</td>
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<td>*CRTR 1312</td>
<td>Reporting Communications I</td>
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<td>CRTR 1302</td>
<td>Law and Legal Terminology</td>
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<td><strong>Second Semester (Spring)</strong></td>
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*Students must take CRTR 1312 and 2311 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.

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 10 errors-98.9%
   - One 180 wpm five-minute testimony test with no more than 10 errors-98.9%
   - One 200 wpm five-minute jury charge test with no more than 25 errors-97.8%
   - Two 225 wpm five-minute testimony tests with no more than 25 errors-97.8%
   - 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 tape library 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>
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Total Credits Required Court Reporting Enhanced Skills Certificate .......................................................... 78

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.

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*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. Those seeking the Court Reporting Scopist Certificate will attain the speed of 80 words per minute on machine shorthand tests.

Program Requirements: Students entering this program must be high school graduates or possess a GED equivalency certificate. Students entering the scoping program must possess keyboarding skills of at least 50 words per minute. 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.

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*Capstone Course

Total Credits Required for Court Reporting Scopist Certificate ................................................................. 27/28
The ACC Advantage

Criminal Justice - Correctional Science Degree 281-756-3951

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

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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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>CRIJ 2328</td>
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</table>

Students who finish high school program may be given college credit for the college level courses completed.

Total Credits Required for Law Enforcement and Police Administration Degree: 61
Criminal Justice - Field of Study

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.

<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>CRIJ 1306</td>
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</table>

Note: Core Curriculum courses are found on page 19 of this catalog. All courses in this degree plan which begin with the numbers 1 (e.g. CRIJ 1301) should be taken during the First and Second Semester and courses which begin with numbers 2 (e.g. 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>
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<th>Credits</th>
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<td>SPCH 1318</td>
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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>
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<td>CRJ 1306</td>
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<td>CRJ 1307</td>
<td>Crime in America</td>
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</tr>
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</table>

Total Credits for Correctional Science Certificate ................................................................. 30

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>
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<th>Lab Hours</th>
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</tr>
</thead>
<tbody>
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<td>CRJ 1306</td>
<td>Court Systems and Practices</td>
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<td>Police Systems and Practices</td>
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Total Credits Required for Crime Scene Technician ................................................................. 33
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>
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</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 16 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 starts in the Fall Semester and completed with the Spring Semester. 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) with 12 college hours;
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 upon graduation of the Academy or fall within an exception (see department chair).
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.

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  $195.00
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
5. General supplies
6. 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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Total Credits Required for Basic Law Enforcement Academy Certificate. .......................................................... 22
**Culinary Arts Degree Program**

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

**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.

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**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>
<th>Credits</th>
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</tr>
<tr>
<td>CHEF 1301</td>
<td>Basic Food Preparation</td>
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<td>PSTR 1301</td>
<td>Fundamentals of Baking</td>
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<td>CHEF 1345</td>
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<td>Principles of Healthy Cuisine</td>
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<td>Garde Manger</td>
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<td><strong>Fourth Semester</strong></td>
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</table>

*Capstone Course

Total Credits Required for A.A.S. Culinary Arts Degree ................................................................. 67
**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>
<th>Course Title</th>
<th>Lecture Hours</th>
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</tr>
</tbody>
</table>

* Capstone Course

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

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**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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<tbody>
<tr>
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<td>RSTO 2301</td>
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<td>COSC 1401 or</td>
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<td>Third Semester</td>
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</table>

* Capstone Course

Total Credits Required for Culinary Management Certificate ............................................. .26

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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). 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).

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 interview with the Program Director.
   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. A&P credits must be within the past 5 years. If you’re A&P is expired please choose from the following options:
      a. Re-take A&P II (which includes the heart and blood vessels)
      b. Take the A&P renewal test (from the office of academic advising) to determine if you still have that knowledge.
      c. Take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program. (Offered every summer)
   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.
   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 any college level Physics can be accepted, including CTEC 1401)
10. Submit two (2) letters of references (must be on professional letterhead with current date, phone number and signature).
11. Once accepted, pass a criminal background check and drug screen.

B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements.

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.

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

Course Number | Course Title | Lecture Hours | Lab Hours | Credits
--- | --- | --- | --- | ---
ENGL 1301 | Composition I | 3 | 0 | 3
BIOL 2401 | Anatomy and Physiology I | 3 | 3 | 4
MATH 1314 | College Algebra | 3 | 0 | 3
PHYS 1401 | General Physics (or any Applied Physics, 4 credits + lab) | 3 | 2 | 4
 | 12 | 5 | 14

**FIRST YEAR**

First Semester (Summer 12 weeks)

DSAE 1407 | Basic Patient Care Skills | 3 | 2 | 4
*DMSO 1210 | Introduction to Sonography | 2 | 0 | 2
**DSAE 2303 | Cardiovascular Concepts | 3 | 1 | 3
 | 8 | 3 | 9

Second Semester (Fall)

ELECTIVE or | Fine Arts/Humanities 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)

DSAE 1318 | Sonographic Instrumentation | 2 | 2 | 3
DSAE 1303 | Introduction to Echocardiography Techniques | 2 | 4 | 3
DSAE 1360 | Clinical - DMST, Intro Echocardiography | 0 | 16 | 3
 | 4 | 22 | 9

**SECOND YEAR**

First Semester (Summer 12 weeks)

DSAE 2404 | Echocardiography Evaluation of Pathology I | 2 | 4 | 4
DSAE 2361 | Clinical - DMST, Echocardiography I | 0 | 12 | 3
PHED | Physical Activity | 0 | 3 | 1
 | 2 | 19 | 8

Second Semester (Fall)

DSAE 2437 | Echocardiography Evaluation of Pathology II | 2 | 4 | 4
DSAE 2461 | Clinical - DMST, Echocardiography II | 0 | 24 | 4
SOCI 1301 or | Introductory Sociology or
PSYC 2301 | General Psychology | 3 | 0 | 3
 | 5 | 28 | 11

Third Semester (Spring)

PHED | Physical Activity | 0 | 3 | 1
DSAE 2462 | Clinical - DMST Echocardiography III | 0 | 24 | 4
DSAE 2335 | Advanced Echocardiography | 2 | 4 | 3
 | 2 | 31 | 8

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 to refresh expired A.T.P.
# A.A.S. Diagnostic Cardiovascular Sonography - Non-Invasive Vascular Technology

<table>
<thead>
<tr>
<th>Program Pre-requisites:</th>
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<tbody>
<tr>
<td>ENGL 1301: Composition I</td>
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<tr>
<td>BIOL 2401: Anatomy and Physiology I</td>
</tr>
<tr>
<td>MATH 1314: College Algebra</td>
</tr>
<tr>
<td>PHYS 1401: General Physics (or any Applied Physics, 4 credits + lab)</td>
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## FIRST YEAR

**First Semester (Summer 12 weeks)**

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## Second Semester (Fall)

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## Third Semester (Spring)

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<tbody>
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<td>DSAE 1318</td>
<td>Sonographic Instrumentation</td>
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<td>DSVT 1900</td>
<td>Principles of Vascular Technology</td>
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<td>DSVT 1360</td>
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## SECOND YEAR

**First Semester (Summer 12 weeks)**

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<td>Non-Invasive Peripheral Vascular Evaluation</td>
<td>2</td>
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<tr>
<td>DSVT 2361</td>
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<tr>
<td>PHED</td>
<td>Physical Activity</td>
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## Second Semester (Fall)

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<td>Non-Invasive Cerebral Vascular Evaluation</td>
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<td>SOCI 1301 or Introductory Sociology</td>
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<td>PSYC 2301</td>
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## Third Semester (Spring)

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<th>Lecture Hours</th>
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<tr>
<td>DSVT 2462</td>
<td>Clinical - DMST, Vascular III</td>
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<td>DSVT 2335</td>
<td>Advanced Vascular Technology</td>
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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 to refresh expired A.T.P.
Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree Program

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).

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).

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 interview with the Program Director.
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 please choose from the following options:
   a. Re-take A&P II (which includes the heart and blood vessels)
   b. Take the A&P renewal test (from the office of academic advising) to determine if you still have that knowledge
   c. Take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program. (Offered every summer)
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.
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 January 15th to be accepted into the program.
   a. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status
   b. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status
8. Not currently on suspension or academic probation from ACC or any other college.
9. Submit two (2) letters of references.
10. Once accepted, pass a criminal background check and drug screen.
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 crosstrain:
   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.

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 Biology.

<table>
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<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<td>*DMSO 1210</td>
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<td>DSAE 1318</td>
<td>Sonographic Instrumentation</td>
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<td>DSAE 1303</td>
<td>Introduction to Echocardiography Techniques</td>
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<td>DSAE 1340</td>
<td>Diagnostic Electrocardiography</td>
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<td>DSAE 2437</td>
<td>Echo Evaluation of Pathology II</td>
<td>2</td>
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<td>DSAE 2461</td>
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<td>24</td>
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<td>DSAE 1340</td>
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<td>DSAE 2437</td>
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<td>DSAE 2461</td>
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<td><strong>TOTAL CREDITS</strong></td>
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* Open Enrollment for this class to explore sonography program/profession.
** May be taken early to refresh expired A.T.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 Biology.

<table>
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<tr>
<th>Course Number</th>
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<th>Lab Hours</th>
<th>Credits</th>
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* Open Enrollment for this class to explore sonography program/profession.
** May be taken early to refresh expired A.T.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 interview with the Program Director.  
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. A&P credits must be within the past 5 years. If you’re A&P has expired please choose from the following:  
   a. Re-take A&P II which includes the heart and blood vessels.  
   b. Take the A&P renewal test from the academic advising office to determine if you still have the knowledge.  
   c. Take DSAE 2303 Cardiovascular Concepts prior to enrollment. Offered every summer.  
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) professional letters of reference on letterhead with current date, phone number, and signature.

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 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.

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 Biology.

<table>
<thead>
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<th>Course Title</th>
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<th>Lab Hours</th>
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<td>DSPE 2373</td>
<td>Introduction to Pedi Echo Techniques</td>
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<tr>
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Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography: 27

State of the art programs such as Pediatric Echocardiography are offered at Alvin Community College.
Drafting Technology Degree Program

Degree: Associate of Applied Science (A.A.S.) – Tech Prep
Length: Four semester (Two-Year) Program
Purpose: The student who pursues the Drafting Technology curriculum will encounter a series of courses that cover the principles of architectural, piping, mechanical, and civil computer aided design and drafting. Students are also provided with an extensive hands-on laboratory experience in the discipline explored in each class. This well rounded educational experience, on state of the art equipment and software, affords an opportunity for students to explore specialized areas with the necessary qualifications for employment as entry-level drafters.

Program Requirements: As an essential member of the technician-engineering team, students should be mechanically, artistically or technically oriented and possess good computer skills.

### Associate of Applied Science Degree Program

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* Capstone Course

Total Credits Required for Drafting Technology Degree.................................................................................................................................63

Electives: DFTG 1410, 1417, 1433, 2423, 2428, 2435, 2445, 2450
### Drafting Technology Certificate Program

**Length:** Two semester (One-Year) Program  
**Purpose:** The one-year program prepares the student for entry into the drafting occupation.  
**Program Requirements:** A minimum of 33 hours is required for this certificate.

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*Capstone Course

Total Credits Required for Drafting Technology Certificate............................................................................................................................33

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Cherilin Saladrigas, an ACC graduate, instructs her Kindergarten class in one of ACC's new facilities.
Emergency Medical Technology Program  281-756-5640

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 Department of State Health Services, the American Heart Association, and the National Basic 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, 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 Department of Health 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.)

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

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Total Credits Required for AAS Emergency Medical Technology.................................................................72

### EMT ENHANCED SKILLS CERTIFICATE

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Total Credits Required for Enhanced Skills Certificate.....................................................................................78
## Emergency Medical Technology Certificate Program

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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
Management Development Degree Program

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

Associate of Applied Science Degree Program

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*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

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.)

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*Capstone Course

Total Credits Required for Management Development Certificate...........................................................................................................30

Art students collaborate to create a wall size rodeo mural.
Mental Health/Addiction Counseling Degree Program

Degree: Associate of Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate of Applied Science Degree curriculum in Mental Health provides theory, skills and knowledge used in the field of 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 as a part of a service team, including agencies that provide counseling services, rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency, and psychiatric care. Students who complete courses and field work required by the Texas Department of State Health Services Professional Licensing and Certification (formerly the Texas Commission on Alcohol and Drug Abuse - TCADA) will be eligible to take the licensure exam for Licensed Chemical Dependency Counselors (LCDC).

Associate of Applied Science Degree Program

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*Capstone Course

Total Credits Required for A.A.S. Mental Health/Addiction Counseling ........................................... 66
## Mental Health/Addiction Counseling Certificate Program

**Length:** Two-Semester (One-Year) Program  
**Purpose:** The one-year program prepares the student to meet the educational requirements for eligibility to test for Licensed Chemical Dependency Counselors.

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<td>DAAC 1391 or PMHS 1391</td>
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Total Credits Required for Mental Health/Addiction Counseling Certificate: .......................................................... 30

ACC's firing range is used by many area law enforcement agencies for training and certification.
Nursing Degree Program

Degree: Associate in Applied Science (A.A.S.)
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  
61 Broadway, 33rd Floor  
New York, NY 10006  
212/363-5555  
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 2009):  
A new class begins each fall semester. The application period is from January until March. Applications are available from the ADN department or www.alvincollege.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. An average score of 19 or higher on the English and Reading section of the ACT or 460 on the Verbal/Critical Reading section of the SAT test. 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.
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, visual/performing arts, and physical education.
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 the start of the LVN-ADN transition program.
7. Students are ineligible for admission if transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, 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- Verbal/Critical Reading). Additional consideration is given to applicants that complete coursework without repeating courses within the last five years, complete the required coursework at ACC and/or 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
Educational Programs

C. demonstrate competency in previously completed nursing courses prior to admission through a written examination.

b. have a written recommendation from the Dean/Director of their previous nursing program;

c. meet the criteria for admission to the ADN program at ACC;

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)

f. Negative drug screen

g. Purchase of a school uniform and lab supplies

3. Each student is required to pay for standardized, computerized tests that are administered throughout the program.

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 in nursing content in courses completed more than three (3) years prior to the time of application through an examination.

4. Transfer applicants who, in the last 3 years, were enrolled in a professional nursing program and attempted/completed nursing course(s) with (a) 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.

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. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination taken during final exam week.

2. Re-entering students must abide by the current admission, curriculum and program requirements of the department.

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 because of 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. Students unsuccessful in the ADN program who 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 Ws” earned in nursing courses while previously enrolled in the A.D.N. program are eliminated for these students.

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 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 both the theory and clinical sections of that course.

7. Each semester’s course prerequisite RNSG courses must be completed with a minimum grade of C in order to progress.

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. Once enrolled in the ADN program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. A break in enrollment includes: 1) Receipt of a grade of D, F, or W in a nursing course requiring a repeat of the course, 2) Withdrawal from a nursing course with a clinical component, and 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer)

10. A student will be readmitted only once to the program. Following a second D, F, or break in enrollment during the program, a student is ineligible for readmission. Students may petition for re-admission when a withdrawal from an RNSG course 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. Consideration for readmission will be on an individual basis and as space permits. A student not enrolled in a nursing course for one or more semesters (excluding summer) will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of an examination.

12. A student will be terminated from the ADN Program if they have received more than one (1) D or F in a nursing course, or in BIOL 2401, BIOL 2402 and/or BIOL 2420. This includes courses which have been repeated and a passing grade (A, B or C) received in a subsequent attempt, regardless of the college or university where the initial grade (D or F) was received. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.
## Associate in Applied Science Nursing Degree Program

### Course Number | Course Title | Lecture Hours | Lab Hours | Credits |
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### Prerequisite Courses

### FIRST YEAR

#### Fall Semester

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* May be taken prior to admission to the ADN program.

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

Note: Lecture, lab and clinical hours are the number of contact hours-per-week.
Vocational Nursing Certificate Program 281-756-5630

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 composite ACT score of 18, or a combined SAT score of 860 (writing portion is not counted). Scores must be less than five (5) years old.
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.
7. Deadline for 2009 class applications is December 8, 2008.

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

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Total Credits Required for Vocational Nursing Certificate: 44
Paralegal Degree Program

**Degree:** Associate of Applied Science

**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 several 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

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*Capstone Course

Total Credits Required for A.A.S. Paralegal..................................................68
Paralegal Certificate Program

Admission to the Paralegal Certificate program is limited to students who have:
• Already earned an associate or a baccalaureate degree from an accredited college or university; or
• Been employed as a paralegal for at least 4 consecutive years, and have obtained 10 hours or substantive, continuing legal education within the past 12 months.

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*Capstone Course

Total Credits Required for Paralegal Certificate: ................................................................. 42

ACC's new high tech Health Sciences facility provides a hospital environment for learning.
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 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).

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 by December 1st.
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. Current CPR certification - AHA Health Care Provider (will be taught in HPRS 1304).
h. Background checks 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

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Total Credits Required for A.A.S. Polysomnography ............................................. 61
Educational Programs

Polysomnography - Advanced Technical Certificate  281-756-5660

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 Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021, www.coarc.com, 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.
- Have an Associate Degree in a Health Care field.
- Submit official transcripts from college where above degree was granted.
- Submit appropriate state licensure and/or credentials.
- Complete physical examination and immunization upon acceptance.
- Not currently be on suspension or academic probation.
- Current CPR certification - AHA Health Care Provider.
- Background checks are conducted as a condition of full acceptance into the Polysomnography Program.

<table>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
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Total Credits Required for A.T.C. Polysomnography .......................................................... 32

Students must take RSPT 1310 (Respiratory Care Procedures) if he/she is not a Registered respiratory Therapist.
Process Technology Degree

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

Associate of Applied Science Degree Program

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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
Educational Programs

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>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credits</th>
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<td>Microcomputer Applications</td>
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*Capstone Course

Total Credits Required for Process Technology Certificate .......................................................... 44

Classes at ACC are personal and provide one-on-one instruction.
**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 fully accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021, www.coarc.com, 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:**

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 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 and proof of current CPR class “C” for healthcare providers from the American Heart Association.
   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

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<td><strong>SECOND YEAR</strong></td>
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<td>Simulations for Respiratory Care</td>
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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.
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: ACCT2301. [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). [CB01.1102.5101]

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). [CB01.0901.5101]

Anthropology
Jean Rasinski, 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. [CB45.0301.51 25]

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. [CB45.0301.51 25]

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). Cross listed as SOCI 2346. Prerequisites: READ 0310 and ENGL 0310. [CB4502015125]

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]

ARTS 1301
Art Appreciation
(3 credits)
This course provides a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from pre-historic times through the medieval period. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB50.0703.5226]

ARTS 1304
Art History I
(3 credits)
This course provides 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. [CB50.0709.5226]

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). [CB50.0706.5226]

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) [CB50.0709.5126]

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). [CB50.0709.5126]

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) [CB50.0710.5126]

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) [CB50.0710.5126]

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) [CB50.0713.5126]

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). [CB50.0713.5126]

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) [CB50.0402.5126]

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) [CB50.0708.5126]

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) [CB50.0708.5126]

ARTS 2377 Studies in Contemporary Art (3 credits)
This course is an in-depth study of current concerns and practices in the visual arts. (1 lecture and 5 laboratory hours per week). Department chairperson approval required. [CB50.0703.5126]

Biology
Steve Wheeler, Department Chairperson
Dwight Rhodes, John Matula

BIOL1308 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. [CB26.0101.5103]

BIOL1309 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. [CB26.0101.5124]

BIOL1406 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. [CB26.0101.5100]
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]  

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). [CB82.0101.5104]  

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]  

Business Technology
Crystal Price, Department Chairperson  

It is the responsibility of all students taking Business Technology internet course(s) to contact their instructor(s) by the third class day through WebCT.  

Students are required to use the same text books and software version used by the Business Technology Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D235 or D213 when space is available.  

ACNT 1382  Cooperative Education Accounting Tech/Tech and Bookkeeping (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. (1 lecture and 20 lab hours per week) [CIP52.0301]  

ACNT 2302  Accounting Capstone (3 credits)
A learning experience that allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations. (3 lecture hours per week) [CIP51.0707]  

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. [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 2331  Medical Terminology Advanced (3 credits)
Study of advanced terminology in various medical and surgical specialties. Prerequisite: HITT 1305 (3 lecture hours per week). [CIP51.0707]  

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 1310, HITT 1341, HITT 2331 (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, HITT 2331 (3 lecture hours a week) [CIP51.0713]

**HPRS 2301**
Pathophysiology (3 credits)
Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Prerequisite: READ 0310 (3 lecture hours per week) [CIP51.9999]

**POFI 1301**
Computer Applications I (3 credits)
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite: for non-business technology majors and READ 0309 (3 lecture and 1 lab hour per week) [CIP52.0407]

**POFI 1401**
Computer Applications I (4 Credits)
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite POFT 1329 or POFT 1429 (3 lecture and 3 lab hours per week) [CIP52.0407]

**POFI 2401**
Word Processing (4 credits)
Word processing software focusing on business applications. Prerequisite: POFT 1329 or POFT 1429. (3 lecture and 3 lab hours per week). [CIP52.0407]

**POFI 2431**
Desktop Publishing (4 credits)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, multiple page displays, and business applications. Prerequisite: POFT 2401. (3 lecture and 3 lab hours per week). [CIP52.0407]

**POFI 1303**
Legal Office Procedures (3 credits)
Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. Prerequisite: POFT 2401, POFI 1401. (3 lecture hours per week) [CIP52.0403]

**POFI 1305**
Legal Terminology (3 credits)
An introduction to legal terminology including spelling, pronunciation, definition of legal terms, and an overview of the law and the professions. Prerequisite: READ 0309. (3 lecture hours per week). [CIP52.0403]

**POFT 1380, 2380**
Cooperative Ed-Legal Administrative Assistant/Secretary (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) [CIP22.0301]

**POFT 1300**
Medical Coding Basics (3 credits)
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305. (3 lecture hours per week). [CIP51.0716]

**POFT 1317**
Medical Administrative Support (3 credits)
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: Computer Literacy & READ 0309 (3 lecture hours per week) [CIP52.0404]

**POFT 1380, 2380**
Cooperative Education - Medical Administrative Assistant/Secretary (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) [CIP52.0403]

**POFT 1309**
Administrative Office Procedures I (3 credits)
Study of current office procedures, duties, and responsibilities applicable to an office environment. Prerequisite: READ 0309 and Coreq POFT 1329. (3 lecture hours per week) [CIP52.0401]

**POFT 1329**
Keyboarding & Document Formatting (3 credits)
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Prerequisite: READ 0309 (3 lecture and 1 lab hours per week) [CIP52.0408]

**POFT 1331**
Business Machine Applications (3 credits)
Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using electronic calculator and other office machines. Prerequisite: READ 0309. (3 lecture and 2 lab hours per week). [CIP52.0408]

**POFT 1382, 2382**
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) [CIP52.0408]

**POFT 1419**
Records & Information Management I (4 credits)
Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0401]

**POFT 1421**
Business Math (4 credits)
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 1429**
Keyboarding & Document Formatting (4 credits)
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 2303**
Speed and Accuracy Building (3 credits)
Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. Prerequisite POFT 1329 or POFT 1429 (3 lecture and 1 lab hour per week). [CIP52.0408]

**POFT 2312**
Business Correspondence and Communication (3 credits)
Compose, produce, and present effective business documents appropriate to meet industry standards; apply critical evaluation techniques to business documents and demonstrate the importance of coherent, ethical communication principles in business and industry. Prerequisite READ 0309. (3 lecture hours per week). [CIP52.0501]
POFT 2331
Administrative Systems
(3 credits)
Advanced concepts of project management and office procedures utilizing integration of previously learned office skills. Using voice recognition software. (3 lecture hours per week) Prerequisite: Computer literacy. [CIP52.0401]

POFT 2401
Document Formatting & Skillbuilding
(4 credits)
A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week). [CIP52.0408]

Chemistry
Betty Graef, Department Chairperson

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 2401
Quantitative Analysis
(4 credits)
This course emphasizes the fundamental principles of quantitative analysis. Students make determinations involving gravimetric analysis. Students use some of the more modern techniques, including spectrophotometric and electroanalytical procedures (2 lecture and 6 laboratory hours per week). Prerequisite: CHEM 1412. [CB4005025103]

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, aldehydes, ketones, carboxylic acids, and amines. (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 hydrocarbons, aldehydes, ketones, carboxylic acids, and amines. (3 lecture and 4 laboratory hours per week). Prerequisite: CHEM 2423. [CB4005045203]

Child Development / Early Childhood
Jeanine M. Wilburn, Department Chairperson

CDEC 1270
Early Childhood Games and Recreation
(2 credits)
An introduction to the fundamental principles of child development through physical activity. The course explores physical activities appropriate to motor development and movement education. (1 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

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]
EDUC 2301
Introduction to 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: EDUC 1301, ENGL 0310, READ 0310. [CB1907015109]

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. [CB1907015109]

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]

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. Cross-listed as RTVB 1310 (3 lecture hours per week). [CB09.0102.51 06]

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. Cross-listed as RTVB 1325 (2 lecture and 3 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. Cross-listed as RTVB 1421 (2 lecture and 3 lab hours per week). Prerequisite: COMM 1336 [CB10.0202.52 06]

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. Cross-listed as RTVB 1409 (2 lecture and 2 lab hours per week) [CB10.0202.51 06]

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. Cross-listed as RTVB 1301 (3 lecture hours per week) [CB09.0401.57 06]

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) [CIP 09.0903.51 06]

COMM 2330
Introduction to Public Relations
(3 credits)
Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns. (3 lecture hours per week) [CB 09.0902.51 06]

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. Cross-listed as RTVB 1355 (2 lecture and 4 lab hours per week). [CB 09.0701.54 06]

COMM 2332
Radio/Television News
(3 credits)
Preparation and analysis of news stories for the electronic media. (2 lecture and 4 lab hours per week) [CB09.0402.52 06]

COMM 2366
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. Cross listed with DRAM 2366. (2 lecture and 2 lab hours per week). [CB50.0602.51 26]

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 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 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 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) [CIP09.0701]

RTVB 1409
Audio/Radio Production I
(4 credits)
Concepts and techniques of sound production including basic recording, mixing, and editing techniques. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

RTVB 1421
TV Field Production
(4 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 6 laboratory hours per week) [CIP09.0701]

RTVB 1445
Broadcast Engineering
(4 credits)
Engineering video productions including the basic alignment/adjustment of cameras, test equipment, storage devices, and other studio equipment.

Computer Science

Gerald Pullen, Department Chair
Thomas Magliolo, Richard Melvin

*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 **COSC 1401, internet course**, it is necessary for students to use the same textbook and software version that is being used at Alvin Community College Computer Science 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.

**COSC 1401**
Microcomputer 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. [CBS212025227]

**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. [CBS212025227]

**BCIS 1420**
Introductory C Programming
(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. [CBS212025227]

**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. [CBS212025227]

**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. [CBS212025227]
Additional state approved core curriculum courses:

COMM 2366 – Introduction to Film
Credit counts towards the Visual/Performing Arts (050) core curriculum component area.

COMM 1307 – Introduction to Mass Communications.
Credit counts towards the Humanities (041) core curriculum component area.
COSC 1420 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, COSC 1418 or equivalent, MATH 0312. Corequisite: MATH 1314. [CIB1102015227]

COSC 1430 Computer Programming (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 disk/sfiles. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0310. [CIB1102015227]

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 and ITSE1410. [CIB1102015327]

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. [CIB1102015327]

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 lab 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. [CIP10.0304]

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 1358 Supporting Microsoft Windows Client Network Operating Systems (3 credits) Skill development for customizing, configuring, supporting, and troubleshooting Windows. Identify the features of Windows network operating systems; configure the Windows environment using Control Panel and Registry Editor; configure and manage disk storage; configure network protocols and configure network services. Plan and implement Active Directory in a single tree environment; plan and support group policies; configure a remote access server and client; support Dial Up Networking; troubleshoot the boot process and publish and assign applications. Deploy Windows unattended installation; monitor and optimize system performance and develop and implement a plan for preventing data loss. (2 lecture and 2 laboratory hours per week) Prerequisite: ITNW 1321 or ITNW 1325. [CIP11.0901]

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 1341. [CIP11.0901]

ITMT 1300 Implementing and Supporting Microsoft Windows XP Professional (3 credits) Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. In-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows XP Professional. (2 lecture and 2 laboratory hours per week) Corequisite ITNW 1358. [CIP11.0901]

ITMT 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) Prerequisite: ITMT 1340. [CIP11.0901]

ITMT 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: ITMT 1340. [CIP11.0901]
ITMT 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: ITMT 1340 [CIP11.0901]

ITMT 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: ITMT 1340. [CIP11.0901]

ITMT 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/or 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 (MCSE) 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]

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 supernets; and use network management utilities to manage and troubleshoot IP networks. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMC 1319 or ITMC 1358. [CIP11.0901]

ITSE 1402
Computer Programming – Alice
(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. This course uses the Alice programming language. (3 lecture and 3 laboratory hours per week) Prerequisite: READ 0309. [CIP11.0901]

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. [CIP11.0901]

ITSE 1410
Pascal Programming
(4 credits)
Introduction to computer programming using Pascal. 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. [CIP11.0901]

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. [CIP11.0901]

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). Prerequisite: READ 0309. [CIP11.0901]

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 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0901]

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 and 3 laboratory hours per week). Prerequisite: BCIS 1431 or BCIS 1420 or another programming language course. [CIP11.0901]

ITSE 1491
Special Topics in Computer Programming – Computer Programming – C# Language
(4 credits)
This course is an introduction to computer programming using C#. Emphasis on the programming language. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0309. [CIP11.0901]

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 1410, ITSE 1422, COSC 1420, ITSE 1431 or ITSE 2417. [CIP11.0901]

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. [CIP11.0901]

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: COSC 1401. [CIP11.0901]

The ACC Advantage
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 applets. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and (ITSE1422 or ITSE1410 or COSC1410). [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 and ITSE 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 1321 or ITNW 1325. [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) Prerequisites: READ 0309 [CIP11.0301]

CRTR 1213
Reporting Orientation
(2 credits)
Overview of reporting procedures, including introduction to official and realtime reporting through observation of practicing reporters. Guest speakers will address topics such as judicial reporting, captioning, and CART services. (2 lecture hours per week). [CIP52.0405]

CRTR 1302
Law and Legal Terminology
(3 credits)
Instruction 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 1310
Realtime Reporting II
(3 credits)
Continued development of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction. Extensive instruction in dictionary building for realtime, captioning, and CART (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 1308, 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 1404
Machine Shorthand I
(4 credits)
Instruction 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
(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 2247
Testimony Dictation IV
(2 credits)
Skill development refining techniques necessary for perfecting speed and accuracy in transcription of testimony dictation material. Prerequisites: CRTR 2403. (2 lecture and 3 laboratory hours per week). Prerequisite: CRTR 2430. [CIP 22.0303]

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 medical 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 2313
Reporting Technology II
(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. [CIP22.0303]

CRTR 2315
Reporting and Office Procedures
(3 credits)
Instruction in the duties and responsibilities of the freelance reporter including the preparation of depositions. Techniques of billing, basic bookkeeping, tax rules pertaining to the reporter are covered. Each student will prepare a personal resume and emphasis will be placed on attending mock depositions and producing saleable transcripts thereof. (2 lecture and 3 laboratory hours per week). Prerequisite: CRTR 2401. [CIP52.0405]

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 and CRTR 2343. [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 2343
Simulated Courtroom Proceedings
(3 credits)
Instruction in the role of the reporter in a courtroom environment. Emphasis on writing multiple-voice testimony and the production of transcripts utilizing real-time technology. (2 lecture and 3 laboratory per week). Prerequisites: CRTR 2401 and CRTR 1314. [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 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. 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 accounting 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
(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
(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 tests at 160 and 180 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2401. [CIP52.0405]

CRTR 2404
Legal Aspects of Corrections
(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 TCLEOSE instructor guides provided by the Commission for course #1005. (3 lecture hours per week). [CIP53.0102]

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 TCLEOSE 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 2325
Basic Peace Officer I
(5 credits)
This course is one in 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 1506
Basic Peace Officer II
(5 credits)
This course is one in 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 1512
Basic Peace Officer III
(5 credits)
This course is one in 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]
Materials Awareness, Victims of Crime, Problem Solving, Professional Policing Approaches, Criminal Investigation. (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 in 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 Officer 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 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 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 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]

CRIJ 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]
CRIJ 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).

CRIJ 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).

CRIJ 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 crime and penalties using Texas statutes as illustrations; criminal responsibility. (3 lecture hours per week).

CRIJ 1311
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).

CRIJ 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).

CRIJ 2303
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).

CRIJ 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).

CRIJ 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)

CRIJ 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).

CHEF 1291
Current Events in Culinary Arts
(2 Credits)
Topics address recently identified current events, skills, knowledge’s, 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).

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 1306
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).

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. (30 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

Culinary Arts
Leslie Bartosh, Department Chairperson

CHEF 1291
Current Events in Culinary Arts
(2 Credits)

CHEF 1301
Basic Food Preparation
(3 Credits)

CHEF 1302
Principles of Healthy Cuisine
(3 Credits)

CHEF 1305
Sanitation and Safety
(3 Credits)

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]
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 1310. [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: PSTR 1301. [CIP12.0503]

HAGM 1321
Introduction to the hospitality Industry
(3 Credits)
Explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. Explain and discuss the role of service in the hospitality industry. (3 lecture hours per week). [CIP52.0901]

HAGM 1324
Hospitality Human Resources Management
(3 Credits)
A study of the principles and procedures of managing people in the hospitality workplace. Topics include a systematic approach to human resources planning and implementation as it applies to the hospitality industry; including the procedures involved in making hiring decisions; training and federal laws related to employment. (3 lecture hours per week). [CIP52.0901]

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). [CIP12.0508]

IFWA 1427
FOOD PREPARATION II
(4 credits)
A continuation of the fundamental principles of food preparation. Emphasis on preparation of food items such as meats, poultry, and fish. (2 lecture and 4 lab hours per week)

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). Prerequisite: CHEF 1301. [CIP12.0501]

RSTO 2301
Principles of Food and Beverage Controls
(3 Credits)
A study of financial principles 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). [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 introduction to the profession of Sonography and the role of the technologist. Emphasis will be placed on medical terminology ethical/illegal issues, oral and written communication, management, professional issues related to registry, accreditation, sonography organizations, and the history of ultrasound and the branches of Diagnostic Medical Sonography. (2 lecture hours per week). [CIP51.0910] *Any student who would like to explore the profession of Sonography may take this course.

DSAE 1303
Introduction to Echocardiography Techniques (Echo I)
(3 Credits)
The purpose of this course is to introduce to scanning techniques and procedures with hands-on experience in the lab setting. Emphasis will be placed on the sonographic explanation of the normal adult heart by performing a basic scan protocol to include two-dimensional, M-Mode, and Doppler along with the standard measurements for each modality. (2 lecture and 4 lab hours per week) Corequisite: DSAE 1360. [CIP51.0910]

DSAE 1318
Sonographic Instrumentation
(3 credits)
The purpose of this course is to overview of basic acoustical physics, properties of ultrasound, interaction of ultrasound with tissue, transducers, Doppler, instrumentation, image display, artifacts, quality assurance, bioeffects and safety of ultrasound. (2 lecture and 2 lab hours per week) [CIP51.0910]

DSAE 1340
Diagnostic Electrocardiography
(3 credits)
A course of study related to electrocardiography procedures such as Electrocardiography (ECG), Stress testing, and Holter monitoring. Emphasis will be placed on performing and interpreting procedures, arrhythmia recognition, cardiovascular pharmacology concepts and treatment methods. Additional topics may also include patient assessment skills, vital signs, history, and clinical monitoring. (2 lecture and 4 lab hours per week) [CIP51.0910]

DSAE 1360
Clinical– DMST, Introduction to Echocardiography
(3 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 instrumentati, 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]

DSAE 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]
The ACC Advantage

**Course Descriptions**

**DSAE 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 2437, 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 placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the student’s skills. (24 clinical hours per week) Prerequisite: DSAE 2461, Corequisite: DSAE 2335. [CIP51.0910]

**DSPE 2271**
**Clinical-DMST, Pediatric Echocardiography I**
(2 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 pediatric echocardiography. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the abnormal pediatric echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSPE 2370. [CIP51.0910]

**DSPE 2277**
**Neonatal/Pediatric Patient Care Skills**
(2 Credits)
This course presents an overview of neonatal and pediatric patient care concepts. Topics in this course may include age appropriate care, patient safety, infection control, patient monitoring, vital signs, assessment, physical exam, thermal regulation, sedation, CPR, PALS, and NRP. (1 lecture and 3 lab hours per week) [CIP 51.0910]

**DSPE 2370**
**Clinical – DMST, Introduction to Pediatric Echocardiography**
(3 Credits)
This is an introductory clinical course for developing basic pediatric echocardiography skills. Students will observe, assist, and begin to gain hands-on experience in the hospital and/or clinic setting. Emphasis will be placed on how to scan the pediatric patient, including safety techniques, engaging the child, sedation, patient positioning, image orientation, and identification of anatomic structures found in the basic pediatric scan. (16 clinical hours per week) Prerequisite or Corequisite: DSPE 2373, DSPE 2271. [CIP51.0910]

**DSPE 2373**
**Introduction to Pediatric Echocardiography Techniques**
(3 Credits)
The purpose of this course is to introduce pediatric echocardiography scanning techniques and procedures with hands-on experience in the laboratory setting. Emphasis will be placed on the sonographic explanation of the neonatal/pediatric heart by performing a basic scan protocol to include two-dimensional, M-mode, Doppler, and standard measurements. Topics will also include segmental approach to congenital heart disease, situs determination, recognition of septation defects and physiology of persistent fetal circulation. (2 lecture and 3 lab hours per week) Prerequisite: acceptance into program [CIP51.0910]

**DSPE 2374**
**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, tetralogy 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) Prerequisite: DSPE 2373 [CIP51.0910]

**DSPE 2375**
**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) Prerequisite: DSPE 2377. [CIP51.0910]

**DSPE 2377**
**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) Prerequisite: DSPE 2374 [CIP51.0910]
DSVT 2472 Clinical – DMST, Pediatric Echocardiography III (4 Credits)
The course will provide advanced 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 recognition and quantification of pathology, improving accuracy, speed and proficiency of the student’s skills. (24 clinical hours per week) Prerequisite: DSVT 2471. [CIP51.0910]

DSVT 1300 Principles of Vascular Technology (Vasc I) (2 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. (16 clinical hours per week) Corequisite: DSVT 1300. [CIP51.0910]

DSVT 2335 Advanced Non-Invasive Vascular Technology (3 credits)
This course will cover advances in the ever changing world of diagnostic medical sonography 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 2462. [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 2416, Corequisite: DSVT 2418. [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 2361. [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 2418, Corequisite: DSVT 2461. [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 pathologic, broadening and improving existing skills. (16 clinical hours per week) Prerequisite: DSVT 2361, Corequisite: DSVT 2430. [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 non-invasive vascular technology. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of student’s skills. (16 clinical hours per week) Prerequisite: DSVT 2461, Corequisite: DSVT 2335. [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]
sectioning techniques, common fasteners, isometric and oblique drawings, including bill of materials. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 1405, 1409. [CIP15.1306]

DFTG 2419 Intermediate Computer-Aided Drafting (4 credits)
AutoCAD. 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 drawings, interfacing 2d and 3d environments and extracting data. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 1405, 1409. [CIP15.1302]

DFTG 2423 Pipe Drafting (4 credits)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 2419 [CIP15.1302]

DFTG 2428 Architectural Drafting- Commercial (4 credits)
Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Utilize architectural terms and symbols; apply commercial construction materials and processes; identify the relationship between specifications and drawings; identify architectural requirements and governing codes; and produce a set commercial construction drawings to include a site plan, reflected ceiling plan, sections, elevations, schedules, and construction methods. (2 lecture and 4 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. Students will learn the use of surveying instruments, interpretation of field notes, develop documents for road and highway design; analyze and layout drainage and utilities infrastructure and perform appropriate calculations. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 1405, 1409. [CIP15.1304]

DFTG 2432 Advanced Computer-Aided Drafting (4 credits)
SmartPlant. Exploration of the use of the customization for drafting production enhancement and the principles of data manipulation. Presentation of advanced application such as three-dimensional objects creation and linking graphic entities to external non-graphic data. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 2445. [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. (2 lecture and 4 lab hours per week) Prerequisite: DFTG 2419 [CIP15.1306]

DFTG 2440 Solid Modeling/Design (4 credits)
Autocad. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 2419 [CIP15.1302]

DFTG 2445 Advanced Pipe Drafting (4 credits)
SmartPlant 3D. A continuation of pipe drafting concepts, building on the principles acquired in the first pipe drafting class. Students will learn to compile a comprehensive set of construction documents from engineering notes and process flow diagrams. Additionally, students will be given hands on experience in solving design implementation problems, applying standards, and integrating 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)
Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. (2 lecture and 4 laboratory hours per week). [CIP15.1306]

DFTG 2481 Cooperative Education-Drafting (4 credits)
Career related activities encountered in the student's area of specialization are offered through an individualized agreement. Under the supervision of the college and the employer, the student combines class-room learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 21 laboratory hours per week). [CIP15.1301]

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 off metal used; and determine whether it is casting or forging. (3 lecture and 1 laboratory hours per week). [CIP48.0501]

TECM 1303 Technical Mathematics (3 credits)
A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. Students will learn to calculate area and volume geometric figures; calculate triangular objects using trigonometry; transpose algebraic formulas to seek and solve unknown; and use ratios and proportions to solve business and industrial applications. (2 lecture and 2 laboratory hours per week). [CIP27.0301]

Drama
C. Jay Burton, Department Chairperson

DRAM 1220 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 1221 Theatre Practicum II (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). Prerequisites: READ 0309. [CB5005035130]

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). [CB5005035130]

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). [CB5005015230]

DRAM 2121
Theatre Practicum IV
(1 credits)
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). [CB5005015230]

DRAM 2331
Stagecraft II
(3 credits)
This course is a study of the basic concepts of stage lighting, including principles and practice. The course also presents the basic principles of lighting design. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB5005025130]

DRAM 2336
Voice for the Theatre
(3 credits)
This course is a study of the necessary development of the voice for use for the stage. The course includes voice development, placement, projection, and diction. (3 lecture hours per week). Prerequisite: READ 0309. [CB50.0602.5126]

DRAM 2361
History of the Theatre I
(3 credits)
This course is an historical investigation of the theatre and dramatic literature from ancient Greece through 1800. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CB5005055126]

DRAM 2362
History of the Theatre II
(3 credits)
This course is an historical investigation of the theatre and dramatic literature from 1800 to the present. (3 lecture hours per week). Prerequisites: READ 0309, ENGL0309. [CB5050505126]

DRAM 2366
Development of the Motion Picture
(3 credits)
Emphasis in this course is on the analysis of the visual and aural aspects of selected motion pictures. Dramatic aspects of narrative films, historical growth, and sociological impact of film as an art will also be studied. Cross-listed with COMM 2366. (3 lecture hours per week). Prerequisites: READ 0309 [CB50.0602.5126]

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. [CB45.0601.5125]

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. [CB45.0601.5125]

Emergency Medical Technology
Douglas Stevenson, Department Chairperson
David Sullian, MD Medical Director

EMSP 1166
EMS 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 1208
Emergency Vehicle Operations
(2 credits)
Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode. (1 hour per week lecture and 2 hours per week laboratory). [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. (2 hours of lecture per week). [CIP51.0904]

EMSP 1261
Paramedic Clinical I
(2 credits)
A course of instruction that provides detailed education, training, and work-based experience in the hospital clinical areas. Clinical experiences are unpaid external learning experiences. (8 hours per week external experience). Prerequisite: Completion of EMSP 1501/EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1166. [CIP51.0904]

EMSP 1338
Introduction to Advanced Practice
(3 credits)
An exploration of the foundations necessary for mastery of the advanced topics or prehospital 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. (3 hours of lecture and 1 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 3 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, knowledges, 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. (4 lecture and 4 laboratory hours per week). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1160. [CIP51.0904]

EMSP 2160 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 2166 Paramedic Practicum II
(1 credit)
A course of instruction that provides detailed education, training, and work-based experience in the pre-hospital area. Clinical experiences are unpaid external learning experiences. (7 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 2160/EMSP 2434/EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/EMSP 2243. [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 1355/EMSP 1356/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2261. Co-Requisite: Enrollment in EMSP 2248/EMSP 2338/EMSP 2160/EMSP 2434/EMSP 2261. [CIP51.0904]

EMSP 2248 Emergency Pharmacology
(2 credits)
A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to complement Cardiology, Special Populations, and Medical Emergencies courses. (2 hours of lecture hours and 1 hour of laboratory 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 2338, EMSP 2261. [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. (9 hours per week external experience). 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-Requisite: Enrollment in EMSP 2444. [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 Department of Health EMS Coordinator required. [CIP51.0904]

EMSP 2330 Special Populations
(3 credits)
A detailed study of the knowledge and skills necessary to reach competency 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 1355/EMSP 1261/EMSP 1166. Co-Requisite: Enrollment in EMSP 2248/EMSP 2338/EMSP 2160/EMSP 2434/EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/EMSP 2243. [CIP51.0904]

EMSP 2338 EMS Operations
(3 credits)
A detailed study of the knowledge and skills necessary to reach competency to safely manage the scene of an emergency. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1355/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166. Co-Requisite: Enrollment in EMSP 2444, EMSP 2248, EMSP 2160. [CIP51.0904]

EMSP 2345 EMS Supervision/Management
(3 credits)
Instruction, literary review, group discussions, and case study on topics pertinent to the emergency medical service (EMS) supervisor or manager. (2 hours of lecture, and 4 hours of laboratory per week). [CIP51.0904]

EMSP 2352 EMS 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. (2 hours of lecture, and 2 hours of laboratory per week). [CIP51.0904]

EMSP 2358 Critical Care Paramedic
(3 credits)
Prepares paramedics and nurses to function as a critical care transport team. (2 hours of lecture and, 2 hours of laboratory). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1355/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 Department of Health Paramedic certification or Paramedic Licensure. [CIP51.0904]

EMSP 2424 Medical Emergencies
(4 credits)
A detailed study of the knowledge and skills necessary to reach competency 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 1355/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2248/EMSP 2338/EMSP 2160. Co-Requisite: Enrollment in EMSP 2261. [CIP51.0904]

EMSP 2444 Cardiology
(4 credits)
A detailed study of the knowledge and skills necessary to reach competency in the assessment and management of patients with cardiac emergencies. (3 hours of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1355/EMSP 1261/EMSP 1166. Co-Requisite: Enrollment in EMSP 2248, EMSP 2338, EMSP 2160. [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]
**English**

Bea Hugetz, Department Chairperson
Mike Bass, Gilbert Benton, James Creel, Rick Faulkner, Ann Guess, Linda Matteson

**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. Corequisite: 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 1301. Corequisite: READ 0301 (3 lecture hours per week). [CB32.0108.5312]

**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. Corequisite: READ 0301 (3 lecture hours per week). [CB32.0108.5312]

**ENGL 2307**
Creative Writing
(3 credits)
Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.0501.5112]

**ENGL 2311**
Technical Communication
(3 credits)
Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.1101.5112]

**ENGL 2322**
Survey of English Literature I
(3 credits)
This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.0801.5112]

**ENGL 2323**
Survey of English Literature II
(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 2326**
American Literature
(3 credits)
This course examines our national literary heritage dating from colonial times to the present. Collateral readings and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.0701.5112]

**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**

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.

**FREN 1411**
Elementary French I
(4 credits)
This course provides the fundamental skills in listening, speaking, reading, and writing French. It includes basic vocabulary, grammatical structures, and an introduction to French culture. (3 lecture and 2 laboratory hours per week). [CB16.0901.5113]

**FREN 1412**
Elementary French II
(4 credits)
This course provides the fundamental skills in listening, speaking, reading, and writing French. It includes basic vocabulary, grammatical structures, and further study of French culture. (3 lecture and 2 laboratory hours per week). Prerequisite: FREN 1411 with grade of C or above or the departmental online placement test. [CB16.0901.5113]

**FREN 2311**
Intermediate French
(3 credits)
This course offers the opportunity to develop listening, speaking, reading, and writing skills in French through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the French culture. (3 lecture and 1 laboratory hours per week). Prerequisite: FREN 1412 or the departmental online placement test. [CB16.0901.5213]

**FREN 2312**
Intermediate French II
(3 credits)
This course offers the opportunity to develop listening, speaking, reading, and writing skills in
French through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the French culture. (3 lecture and 1 laboratory hours per week). Prerequisite: FREN 2311 or the departmental online placement test. [CB16.0901.5213]

Geography
Christopher Chance; Department Chairperson
Johanna Hume

GEOG 1301
Physical Geography
(3 credits)
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]

GEOG 1303
World Regional Geography
(3 credits)
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. [CB4507015325]

Geology
Steve Wheeler, Department Chairperson
Dora Devery

GEOL 1401
Earth Science
(4 credits)
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 tornados 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]

GEOL 1403
Physical Geography
(4 credits)
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). Corequisite: READ 0310. [CB40.0601.5403]

GEOL 1404
Historical Geology
(4 credits)
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. Co-requisite: GEOL 1401 or GEOL 1403 [CB40.0601.5403]

GEOL 1405
Environmental Geology
(4 credits)
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). Corequisite: GEOL 1401 or GEOL 1403. [CB0301035301]

GEOL 1445
Oceanography
(4 credits)
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]

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: All foreign Language classes aim to integrate language acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities. 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)
This course provides the fundamental skills in listening, speaking, reading, and writing German. It includes basic vocabulary, grammatical structures, and an introduction to German culture. (3 lecture and 2 laboratory hours per week). [CB16.0501.5113]

GERM 1412
Elementary German II
(4 credits)
This course provides the fundamental skills in listening, speaking, reading, and writing German. It includes basic vocabulary, grammatical structures, and a further study of German culture. (3 lecture and 2 laboratory hours per week). Prerequisite: GERM 1411 or an appropriate placement test. [CB16.0501.5113]

GERM 2311
Intermediate German I
(3 credits)
This course offers the opportunity to develop listening, speaking, reading, and writing skills in German through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the German culture. (3 lecture and 1 laboratory hours per week). Prerequisites: GERM 1412, or an appropriate placement test. [CB16.0501.5213]

GERM 2312
Intermediate German II
(3 credits)
This course offers the opportunity to develop listening, speaking, reading, and writing skills in German through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the German culture. (3 lecture and 1 laboratory hours per week). Prerequisite: GERM 2311 or an appropriate placement test. [CB16.0501.5213]
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. [CB4510025225]

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. [CB45.1002.5125]

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]

HIST 2302
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 [CBS4.0101.5325]

HIST 2303
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. [CBS4.0101.5325]

HIST 2304
Selected Topics in U.S. History (3 credits)
This course offers an in-depth treatment of specific areas of United States history (i.e., ethnohistory, minority studies, foreign policy, military and social history) and may be repeated for credit as topics vary. The course is an elective and will not satisfy degree requirements in United States history. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CBS4.0101.5625]

HIST 2305
Introduction to Humanities I (3 credits)
This course is an interdisciplinary, multi-media 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]

HUMA 1302
Introduction to Humanities II (3 credits)
This course is an interdisciplinary, multimedia 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]

Journalism

Bea Hugetz, 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). [CB24.0103.5112]

Management Development

Rochelle R. Brunson, Department Chairperson

BMGT 1301
Supervision (3 credits)
This course consists of a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skill are examined. The student will explain the role, characteristics, and skills of a supervisor and the principles of planning, leading, controlling, staffing and organizing at the supervisory level. The student will identify and discuss the human skills necessary for supervision. (3 lecture hours per week). [CIP52.0201]

BMGT 1313
Principles of Purchasing (3 credits)
The purchasing process as it relates to such topics as inventory control, prices determination, vendor selection, negotiation techniques, and ethical issues. The student will describe the purchasing function as it relates to other departments within the company and identify the basic concepts used in purchasing decisions. (3 lecture hours per week). [CIP52.0202]
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 1341
Business Ethics
(3 credits)
Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organization departments, division, executive management, and the public. (3 lecture hours per week). [CIP52.0201]

BMGT 1328
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 1391
Special Topics in Business Administration and Management, General
(3 credits)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business industry trends. (3 lecture 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 2311
Management of Change
(3 credits)
Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active participative style. The student will explain the roles of change agent and champion in the process of change within the organization; show the progression of change from introduction to completion, examining barriers to successful implementation; and demonstrate ability to analyze internal and external environments as well as stakeholder issues in showing need for change. (3 lecture hours per week). [CIP52.0201]

BMGT 2382
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 1311
Human Relations
(3 credits)
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week). [CIP52.1003]

IBUS 2341
Intercultural Management
(3 credits)
This course covers a study of cross-cultural comparisons of management and communications processes. Emphasis on cultural geographic distinctions and antecedents that affect individual, group, and organizational behavior. Topics include sociocultural demographic, economic, technological, and political-legal environment of cluster countries and their relationship to organizational communication and decision making. (3 lecture hours per week). [CIP52.1101]

MRKG 1302
Principles of Retailing
(3 credits)
Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing. (3 lecture hours) [CIP52.1401]

MRKG 1311
Principles of Marketing
(3 credits)
This course is an introduction to basic marketing functions, identification of consumer and organizational
Mathematics

Bette Nelson, Department Chairperson
James Boler, Jennifer Hopkins, Tammi Lansford, Deanna Dick, Charles Kligore, 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 AACC 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). [CISP2.1401]

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). [CISP2.1404.5119]

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. [CISP2.0101.5419]

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. [CISP2.0301.5219]

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. [CISP2.0301.5319]

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). [CISP2.0101.5119]

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. Corequisite: READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CISP2.0101.5119]

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. [CISP2.0501.5119]

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. [CISP2.1015.5619]

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. [CISP2.1015.6019]

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 approval of instructor. [CISP2.0101.6119]
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 approval of instructor. [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. [CB27.0101.5919]

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. (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). Prerequisite: MATH 2414 or equivalent course. [CB27.0101.5919]

Mental Health/Addiction Counseling

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) [CIPS1.1503]

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) [CIPS1.1501]

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) [CIPS1.1501]

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) [CIPS1.1501]

DAAC 1314
Dynamics of Group Counseling
(3 credits)
An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed. (3 lecture hours per week) [CIPS1.1501]

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) [CIPS1.1501]

DAAC 1319
Introduction to Alcohol and Other Drug Addictions
(3 credits)
Causative 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) [CIPS1.1501]

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) [CIPS1.1501]

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) [CIPS1.1501]

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) [CIPS1.1501]
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 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) [CIP51.1502]

PMHS 1301  
**Introduction to Mental Health and Retardation**  
(3 credits)  
A brief survey of the historical development of social services. Emphasis on current needs, practices, and projected changes. Topics include psychoanalytic theories related to mental retardation, psychotherapy and retarded children, and special problems faced by mentally retarded. We will examine why individuals enter the helping professions. (3 lecture hours per week) [CIP51.1502]

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) [CIP51.1502]

PMHS 1382  
**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) [CIP51.1502]

PMHS 1381/2159  
**Musical Theater**  
(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 1158  
**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) [CB5009036126]

MUSI 1157  
**Voice Class II**  
(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) [CB5009036126]
MUSI 1198  Percussion Class
(1 credit)
This required course for music education majors with instrumental concentrations examines techniques of performing and instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week). [CB50.0903.5126]

MUSI 1192 [1179]  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: READ 0310 and 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). Corequisite: MUSI 1211. [CB50.0904.5626]

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. [CB50.0904.5626]

MUSI 1263  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). [CB50.0903.6526]

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. [CB5009025526]

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 [CB5009025526]

MUSI 1310  American Music
(3 credits)
The Beatles, Elvis, The Rolling Stones, from Rag Time 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 0309 [CB5009025326]

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). Corequisite: MUSI 2216 [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 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]

MUSI 2217  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]

ENSEMBLES
MUES 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]

MUES 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]

MUES 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). [CB5009035626]
MUEU 1141, 1142, 2141, 2142
Concert Choir
(1 credit each)
This course can be repeated for credit. The 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). [CBS009035726]

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). [CBS009035726]

MUEU 1151, 1152, 2151, 2152
Chamber Singers
(1 credit)
This course can be repeated for credit. Membership is open to all students on the basis of audition/conference with the director. Students are also expected to enroll in Concert Choir. (4 laboratory rehearsal hours per week). [CBS009035826]

APPLIED MUSIC
All applied music courses are under [CBS009035426]

MUAP 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).

MUAP 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).

MUAP 1257, 1258
Applied Music Percussion
(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).

MUAP 1261, 1262
Applied Music Guitar
(2 credits each)
These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week).

MUAP 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).

MUAP 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).

MUAP 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. (2 lecture 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).

RECORDING

MUSC 1327
Audio Engineering I
(3 credits)
An overview of the modern recording studio and related personnel. Topics include basic studio electronics and acoustic principles, waveform analysis, microphone concepts and mixing techniques, studio set up and signal flow, recording console theory, signal processing concepts, tape machine principles and operation and an overview of mixing and editing. (2 lecture and 4 lab hours per week). [CBS009035726]

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. [CBS009035726]

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). [CBS009035726]

Nursing

( Associate Degree)
Sally Durand, Director
Debra Fontenot, Sharon Highower, Beverly Howard, Brenda Jarrett, Christie Scales, Laurine Seal, Bonnie Zauderer

RNSG 1108
Dosage Calculations for Nursing
(1 credit)
Dosage calculations include reading, interpreting and solving calculation problems encountered in the preparation of medications; and 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 1182
Clinical Nursing: Mental Health Nursing
(1 credit)
An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. A method of instruction providing detailed education, training and work-based experiences and direct patient/client care, generally at a clinical site.
Concurrent theory enrollment is required in RNSG 2213. (3 lab hours per week). Prerequisites: RNSG 1441. Corequisites: RNSG 2213 [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). Prerequisites: BIOL 2401 [CIP51.1601]

RNSG 1246
Legal and Ethical Issues for Nurses
(2 credits)
Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues; and topics to include confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. Emphasis is on collaboration to analyze and integrate legal/ethical issues as related to professional nursing practice. Concepts of society, client/family, health and nursing roles are incorporated. (2 lecture hours per week). Prerequisites: RNSG 2213 or RNSG 1417. Co-requisites: RNSG 1443 or RNSG 1512. [CIP51.1601]

RNSG 1260
Clinical Nursing: Foundations for Nursing Practice
(2 credits)
A basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. 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, BIOL 2401, BIOL 2402, ENGL 1301. Corequisites: PSYC 2314, RNSG 1513, RNSG 1215, RNSG 1108. [CIP51.1601]

RNSG 1262
Clinical Nursing: Concepts of Nursing Practice I for Articulating Students
(2 credits)
A basic to intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Concurrent theory enrollment is required in RNSG 1417. (6 lab hours per week). Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301, and PHED (activity). Corequisites: 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, and PHED (activity). Corequisites: RNSG 1262. [CIP51.1501]

RNSG 1441
Common Concepts of Adult Health
(4 credits)
Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Preparing the associate degree nurse as a provider of care, coordinator of care, and member of the profession emphasizing the clinical decision-making, knowledge, judgment, skills, and professional values within a legal/ethical framework. It includes biological, cultural, and psychosocial components with a focus on the adult population in selected settings. Emphasis is on application of systematic problem solving processes and critical thinking skills. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 1561. (3 lecture and 2 lab hours per week). Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: PSYC 2301, RNSG 1561. [CIP51.1501]

RNSG 1443
Complex Concepts of Adult Health
(4 credits)
Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis is on knowledge, judgments, skills, 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 2563. (3 lecture and 2 lab hours per week). Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 2563. [CIP51.1601]

RNSG 1512
Nursing Care of the Childbearing and Childrearing Family
(5 credits)
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 2463. (4 lecture and 2 lab hours per week) Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 2463. [CIP51.1601]

RNSG 1513
Foundations for Nursing Practice
(5 credits)
Introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is on knowledge, judgment, skills and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment in RNSG 1260 is required. (4 lecture and 3 lab hours per week). Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, ENGL 1301. Corequisites: PSYC 2314, RNSG 1215, RNSG 1108, RNSG 1260. [CIP51.1601]

RNSG 1561
Clinical Nursing: Common Concepts of Adult Health
(5 credits)
An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Specific detailed learning objectives are developed for each course by the faculty. Clinical education is an unpaid learning experience. Concurrent theory enrollment is required in RNSG 1441. (15 lab hours per week). Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: PSYC 2301, RNSG 1441. [CIP51.1601]

RNSG 2121
Management of Client Care
(1 credit)
Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course emphasizes leadership and management theories, personal qualities, and tasks necessary to positively influence patient care and outcomes of the health care facility. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture hour per week). Co-requisites: RNSG 1443 or RNSG 1512. [CIP51.1601]
RNSG 2213
Mental Health Nursing
(2 credits)
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families will be stressed. The course focuses on the study of behavioral patterns considered to be deviations from normal. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment in RNSG 1162 is required. (2 lecture hours per week) Prerequisites: RNSG 1441, PSYC 2301. Corequisites: RNSG 1162. [CIP51.1601]

RNSG 2463
Clinical Nursing: Nursing of the Childbearing and Childrearing Family
(4 credits)
An intermediate to advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Clinical experience provides the student with opportunities to care for and observe the family during pregnancy, childbirth, and childrearing in the hospital and clinic settings. Concurrent theory enrollment is required in RNSG 1512. (12 lab hours per week) Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 1512. [CIP51.1601]

RNSG 2563
Clinical Nursing: Complex Concepts of Adult Health
(5 credits)
An intermediate to advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Concurrent theory enrollment is required in RNSG 1443. (15 lab hours per week). Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 1443. [CIP51.1601]

Nursing
(Vocational)
Karen Briza, Department Chairperson
Michael Cooper

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 licensed 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; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week). [CIP51.1613]

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 1234
Pediatrics
(2 credits)
Study of childhood growth & development childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Learning Outcomes: The student will identify principles of growth & development and utilize the nursing process to assist in planning care for the well or ill child. (2 lecture hours per week). Corequisite: VNSG 1660. [CIP51.1613]

VNSG 1301
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 1661. [CIP51.1613]

VNSG 1331 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. (3 lecture hours per week). [CIP51.1613]

VNSG 1332 Medical - Surgical Nursing I (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 1420 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 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 setting. (3 lecture and 4 laboratory hours per week). Corequisite: VNSG 1160. [CIP51.1613]

VNSG 1660 Clinical - Practical Nurse II (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 1661 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 1329 and VNSG 1332. [CIP51.1613]

Nutrition

Sally Durand, Department Chairperson

HECO 1322 Nutrition & Diet Therapy (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. Corequisite: READ 0309. [CIP19.0502]

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 0309 and ENGL 0309. [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 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 2239
Certified Legal Assistant Review
(2 credits)
This course provides a review of the mandatory and optional topics covered in the Certified Legal Assistant Examination administered by the National Association of Legal Assistants. In order to sit for the CLA exam, you must have at least 60 college credit hours with 15 hours of legal courses. You should check the NALA website to view their guidelines. (www.nala.org) (2 lecture hours) 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). Prerequisite: ENGL 0310, READ 0310 [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 terminology 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]

Philosophy
Christopher Chance, Department Chairperson

PHIL 1301
Introduction to Philosophy
(3 credits)
A survey course designed to introduce students to some of the more important problems in philosophy and with the methods used to deal with them. Readings from both ancient and modern philosophers will be included. (3 lecture hours per week). Prerequisite: ENGL 0310, READ 0310. [CIP22.0302]

PHIL 1304
Introduction to World Religions
(3 credits)
A comparative study of various world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism (Daoism), Sikhism, Jainism and Shinto. (3 lecture hours per week). Prerequisite: ENGL 0310, READ 0310 [CIP22.0302]

PHIL 2303
Introduction to Logic
(3 credits)
This course will explore the nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning and fallacies. Prerequisite: ENGL 0310, READ 0310 (3 lecture hours per week). [CB38010155212]

PHIL 2306
Introduction to Ethics
(3 credits)
A philosophical reflection to the basic principles and applications of the moral life in traditional and contemporary views concerning the nature of goodness, happiness, duty and freedom. (3 lecture hours per week). Prerequisite: ENGL 0310, READ 0310. [CB380.0101.5312]

Physics
Steve Wheeler, Division Chairperson

PHYS 1300
Essentials of Science
(3 credits)
This course is designed for elementary education majors. Topics include the nature of the earth as revealed by geology, astronomy, meteorology, and other related biological and physical sciences. (3 lecture hours per week). [CB40999999139]

PHYS 1401
General Physics I
(4 credits)
This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (2 lecture and 3 laboratory hours per week). Prerequisite: MATH 0312, READ 0310. [CB40.0801.5303]

PHYS 1402
General 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 2425
Mechanics and Heat
(4 credits)
Topics covered in this course include vectors, equilibrium, moments of force, motion, Newton's laws, and heat. The course meets the needs of science and engineering students. (3 lecture and 3 lab hours per week). Prerequisite: READ 0310. Corequisite: MATH 2413. [CB40.0801.5403]

PHYS 2426
Electricity and Magnetism
(4 credits)
Designed for science and engineering students, this course provides instruction in electricity and magnetism. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 2425. [CB40.0801.5403]
Phys 2427  
Wave-Motion, Sound, Light  
(4 credits)  
This course for students in science, engineering, and  
other related fields covers such topics as the nature  
and propagation of light, reflection interference,  
diffraction, lens, polarization, natural radioactivity, and  
nuclear energy. (3 lecture and 3 lab hours per week).  
Prerequisite: READ 0310. Corequisite: MATH 2413.  
[CIP 51.0707]

HPRS 1205  
Neurophysiology of Sleep  
(2 credits)  
This course is an introduction to the history 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]

HPRS 1210  
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 1400 [CIP51.0903]

HPRS 1340  
Introduction to Polysomnography  
(1 credit)  
This course is an introduction to the history 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]

HPRS 1350  
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]

HPRS 1360  
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 1400 [CIP51.0903]

HPRS 1660  
Polysomnography Clinical I  
(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. Prerequisite: PSGT 1400  
Corequisite: PSGT 2411.(24 clinical hours per  
week) [CIP51.0903]

HPRS 1791  
Special Topics in Polysomnography  
(1 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.  
(1 lecture hour per week) [CIP 51.0903]
**Course Descriptions**

**PTAC 1308**  
Safety, Health, and Environment in the Process Industry  
(3 credits)  
This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water, electricity, light hydrocarbons, operating hazards, properties of hazardous materials, personal protective equipment, engineering and administrative controls, testing equipment; and regulatory review–Federal, state, local. (3 lecture hours, 1 lab hour 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, hydrogen cracking, desulfurization, reforming, 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 also 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 instrument 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 1352. [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 1302, 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. (3 lecture and 2 lab hours per week) [CIP150903]

**PTRT 1491**  
Special Topics in Petroleum Technology  
(4 credits)  
Building on the material learned in PTRT 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: PTAC 1407 [CIP150903]

**SCIT 1414**  
Applied General Chemistry  
(4 credits)  
Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process systems 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**  
Jean Ranisieski, Department Chairperson  
Nancy Lobb

**PSYC 1300**  
Learning Strategies  
(3 credits)  
This course in basic learning theory teaches students how learning takes place and provides opportunities to practice various learning strategies. Drawing from cognitive, affective, and behavioral theories in psychology, students will be able to identify their own strengths and weaknesses and apply the skills that are taught to maximize their success in college. (3 lecture hours per week). [CB42.0301.5125]

**PSYC 2301**  
General Psychology  
(3 credits)  
This course gives the student a broad view of the field and acquaints him/her with the fundamental laws of behavior that have to do with daily conduct in various life situations. (The course covers such topics as the study of human behavior, relating experimental data to practical problems, ability assessment, sensory and perceptive processes, organic basis of behavior, heredity, maturation, learning and thinking, motivation, emotion, personality, and social factors in behavior.) (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB42.0301.5125]

**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 and government work. (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. Emphasis will be placed on awareness of one's own sexuality and adaptation and on the interpersonal aspects of sexuality. Crosslisted as SOCI 2306. (3 lecture hours per week) Prerequisites: READ 0310. [CB42.0101.5225]

**PSYC 2308**  
Child Growth and Development  
(3 credits)  
This course includes a study of the physical and psychological development of the child from conception to adolescence, with emphasis on factors which influence growth and development. The course is designed to help individuals develop skills in observing and interpreting children’s behavior. (3 lecture hours per week). Corequisite: ENGL 0310, READ 0310. [CB42.0701.5125]

**PSYC 2314**  
Life-Span Growth & Development  
(3 credits)  
This course provides a study of development from conception to death with emphasis on factors which influence growth and development. Consideration will be given to social, emotional, cognitive and physical growth and development at each period of the life-span. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.0701.5125]

**PSYC 2315**  
Psychology of Adjustment  
(3 credits)  
This course is a study of the processes involved in the adjustment of individuals to their personal and social environments. Emphasis will be placed on the principles of effective behavior which underlie personal adjustment. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB42.0101.5625]

**PSYC 2317**  
Statistical Methods in Psychology  
(3 credits)  
This course explores such topics as measures of central tendency and variability, statistical inference, correlation and regression. (3 lecture hours per week). Prerequisites: PSYC 2301, MATH 0310. [CB42.0101.5225]

**PSYC 2318**  
Juvenile Delinquency  
(3 credits)  
This course will review the nature, extent and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs. Crosslisted as SOCI 2339. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.1601.5125]

**PSYC 2319**  
Social Psychology  
(3 credits)  
This course involves a study of individual behavior within the social environment. It may include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. Crosslisted as SOCI 2326. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.1601.5125]

**PSYC 2189**  
Academic Cooperative  
(1 credit)  
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. PSYC 2389 crosslisted as ANTH 2389 and SOCI 2389. 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/or 0310 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). [CB32.0108.5212]

**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). [CB32.0108.5212]

**READ 0312**  
Developmental Reading III  
(3 credits)  
READ 0312 is a review course for students who have completed READ 0310 with a grade A,B,C or D or who have passed 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.

**Respiratory Care**  
Diane Flatland, Department Chairperson  
Marby McKinney  
Wayne Hite, MD, Medical Director

**RSPT 1160**  
Respiratory Care Clinical  
(1 credit)  
This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (6 laboratory per week) [CIP51.0908]

**RSPT 1191**  
Special Topics in Respiratory Care (Management)  
1 credit  
This course introduces the student to current issues facing the Profession of Respiratory Care. In addition the activities of the three major professional sponsors - the AARC, the NBRC and the CoARC are discussed. Students will select current issues from the professional literature and develop presentations covering the topics of accreditation, credentialing, management, education, and clinical practice. (4 lab hours per week). [CIP 51.0908]

**RSPT 1207**  
Cardiopulmonary Anatomy and Physiology  
(2 credits)  
This course is designed to introduce the student to the physiology of the cardiovascular, renal, and pulmonary systems. The student also be comes acquainted with the terminology used in respiratory physiology. (2 lecture and 1 laboratory hour per week) Prerequisite: READ 0309. [CIP51.0908]

**RSPT 1266**  
Respiratory Care Practicum I  
(2 credit)  
This course gives students the opportunity to perform and to demonstrate clinically the knowledge gained in parallel courses. Setup, operation, and troubleshooting involved with the more sophisticated equipment are also included. (16 laboratory hours per week) Requires departmental approval [CIP51.0908]

**RSPT 1267**  
Respiratory Care Practicum II  
(2 credits)  
This course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. It includes attending physician rounds, presentation of patient assessments and respiratory care plan. (15 laboratory hours per week; 11-week summer session - 20 laboratory hours per week). Requires departmental approval. [CIP51.0908]
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. [CIP 51.0908]

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. [CIP 51.0908]

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. [CIP 51.0908]

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. [CIP 51.0908]

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. [CIP 51.0908]

RSPT 2166 Respiratory Care Practicum V (1 credit)
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. [CIP 51.0908]

RSPT 2210 Cardiopulmonary Diseases 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. [CIP 51.0908]

RSPT 2239 Advanced Cardiac Life Support (2 credits)
A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included. Recognizing and interpreting EKG and their treatment, IV insertion and phlebotomy will be emphasized. (1 lecture and 4 laboratory hours per week) Requires departmental approval. [CIP 51.0908]

RSPT 2266 Respiratory Care Practicum III (2 credits)
In this course the student applies all respiratory care 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. [CIP 51.0908]

RSPT 2267 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. (10 laboratory hours per week) Requires departmental approval. [CIP 51.0908]

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. [CIP 51.0908]

RSPT 2310 Cardiopulmonary Disease II (3 credits)
This course is a continuation of cardiopulmonary diseases. (2 lecture and 2 laboratory hours per week) Requires departmental approval. [CIP 51.0908]

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 51.0908]

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 51.0908]

RSPT 2353 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 51.0908]

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 51.0908]

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 51.0908]

ROTC Army (Reserve Officer Training Corps)
Admissions & Academic Advising Office

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]

**SOCIO 1301**
Introductory Sociology
(3 credits)
This course presents a scientific examination of the organization of human social life, the unique forms and social order of group life, and the products of group living. (The course places special emphasis on social interaction patterns and the processes and institutions developed by man to facilitate his progress.) (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015125]

**SOCIO 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 may 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. [CB4511015225]

**SOCIO 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. [CB4511015425]

**SOCIO 2306**
Human Sexuality
(3 credits)
This course involves the study of the psychological, sociological and physiological aspects of human sexuality. Emphasis will be placed on awareness of one’s own sexuality and adaptation and on the interpersonal aspects of sexuality. Cross listed as PSYC 2306. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310. [CB4201015325]

**SOCIO 2319**
Minority Studies
(3 credits)
This course is an introduction to culture and to the multi-cultural and multi-ethnic diversity residing in the United States, with emphasis on Italian Americans, Jewish Americans, Native Americans, Black Americans, Hispanic Americans, and Asian Americans. It also focuses on minority groups, such as women and the disabled, discrimination, education and crime. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015225]

**SOCIO 2326**
Social Psychology
(3 credits)
This course involves a study of individual behavior within the social environment. It may include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. Crosslisted as PSYC 2326. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB4201015125]

**SOCIO 2336**
Criminology
(3 credits)
This course includes current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. (3 lecture hours per week). [CB4504015125]

**SOCIO 2339**
Juvenile Delinquency
(3 credits)
This course will review the nature, extent and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs. Crosslisted as PSYC 2318. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB4504015125]

**SPAN 1411**
Elementary Spanish I*
(4 credits)
This course provides the fundamental skills in listening, speaking, reading, and writing Spanish. It includes basic vocabulary, grammatical structures, and an introduction to Hispanic culture. (3 lecture and 2 laboratory hours per week). [CB16.0905.5113]

**SPAN 1412**
Elementary Spanish II*
(4 credits)
This course provides the fundamental skills in listening, speaking, reading, and writing Spanish. It includes basic vocabulary, grammatical structures, and further study of Hispanic 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)
This course offers the opportunity to develop listening, speaking, reading, and writing skills in Spanish through conversation, vocabulary acquisition, reading, composition and culture. It includes a grammar review and further study of the Hispanic 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]
**Course Descriptions**

**SPAN 2312**  
Intermediate Spanish II*  
(3 credits)  
This course offers the opportunity to develop listening, speaking, reading, and writing skills in Spanish through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the Hispanic culture. (3 lecture and 1 laboratory hours per week). Prerequisite: SPAN 2311 or the Departmental Online Placement Test. [CB16.0905.5213]

**SPAN 2313**  
Spanish for Native/Heritage Speakers I  
(3 credits)  
This course provides a review and application of skills in reading and writing. It emphasizes vocabulary acquisition, reading, composition, and culture. This course is designed for the student with oral proficiency in Spanish and it is considered equivalent to SPAN 2311. (3 lecture hours per week) Prerequisite: SPAN 2311 or Departmental Online Placement Test. [CB16.0905.5213]

**SPAN 2315**  
Spanish for Native/Heritage Speakers II  
(3 credits)  
This course provides a review and application of skills in reading and writing. It emphasizes vocabulary acquisition, reading, composition, and culture. This course is designed for the student with oral proficiency in Spanish and it is considered equivalent to SPAN 2312. (3 lecture hours per week) Prerequisite: SPAN 2313 or Departmental Online Placement Test. [CB16.0905.5213]

**SPAN 2316**  
Career Spanish I*  
(3 credits)  
Command Spanish® language training provides work-specific competency to the student with no prior knowledge of Spanish. Training provides survival level competency for immediate job application. Training is available for: Law Enforcement Officers, Narcotics Officers, Drug Interdiction, Jail Facilities, Correctional Staff, Probation Officers, Paramedics and EMT’s, Firefighters, Dental Staff, Nursing Staff, Physician’s Office, Supervision of Spanish-Speaking Employees, Bank Tellers, Office Spanish for Secretaries and Receptionists, Doing Business in Latin America, International Travel, Business Professionals, Restaurant Staff, Hotel and Motel Staff, Retail Sales, Respiratory Therapy, and School Administrators, Teachers, and Support Staff. No prerequisites. May be repeated for credit when topics vary. Degree Plan or Departmental endorsement is recommended. (3 lecture hours per week). [CB16.0905.5413]

**SPAN 2317**  
Career Spanish II  
(3 credits)  
This course is for the student with a strong Spanish background who requires intermediate to advanced level competency in Spanish for their career. The course combines Spanish language training with an internship or special topic in the chosen career. Prerequisites: SPAN 2312 or Departmental Online Placement Test. May be repeated for credit when topics vary. Degree Plan or Departmental endorsement is recommended. (3 lecture hours per week). [CB16.0905.5413]

**SPAN 2321**  
Introduction to Spanish Literature I (Iberian)  
(3 credits)  
This course is conducted in Spanish. Representative readings in literature, history, art, society, and politics from the Iberian culture provide an introduction to the legacy of Spain in the Western world. (3 lecture hours per week). Prerequisite: SPAN 2312 or the Departmental Online Placement Test. [CB16.0905.5313]

**Speech**

C. Jay Burton, Department Chairperson  
Earnest Burnett, Bill Waggoner  

**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 inunciation 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**

Jennifer Hightower, Department Chairperson/Athletic Director  
Bryan Alexander, Don Childs, Gary Coffman, Bonny Johnson, Jennifer Hightower, Jason Schreiber

**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 1104, PHED 1114**  
Individual and Dual Sports - Gymnastics  
(1 credit)  
This course provides instruction and participation in gymnastics 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 to 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 1125
Fundamentals of Movement Ballet
(1 credit)
This course provides instruction and participation in ballet, 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 1127
Fundamentals of Movement Country Line Dance
(1 credit)
This course provides instruction and participation in country line dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week).

PHED 1128
Fundamentals of Movement Jazz
(1 credit)
This course provides instruction and participation in jazz, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week).

PHED 1129
Fundamentals of Movement - Tap
(1 credit)
This course provides instruction and participation in tap dancing, 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 cardiovascular activity and large muscle exercise. (3 laboratory hours per week).

PHED 1135, PHED 1137
Low Impact Aerobic Exercise
(1 credit)
This course consists of a planned program of low impact exercise to provide a condition of fitness and figure improvement through increased cardiovascular activity and large muscle exercise. (3 laboratory hours per week).

PHED 1138, PHED 1148
Powerwalking
(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
Yoga/Pilates
(1 credit)
This course provides instruction and participation in the concepts and movements of yoga in order to develop the student's fitness skills, knowledge, and appreciation. (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)
The 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 laboratory 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
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]
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 2106, 2107
Advanced Rodeo
(1 credit each)
These courses are for advanced rodeo riders who wish to improve their personal rodeo skills. Enrollment is limited by facilities and availability of stock. (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 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 class is designed to provide the student with an overview of the techniques required for officiating softball/baseball. The official's role, rules of the game, field positioning, game management and other aspects will be presented. Opportunities will be provided for observing officials at various levels. There will also be opportunities to gain practical officiating experience. (3 lecture hours per week). Corequisite: READ 0309. [31.0101.5123]

PHED 1309
Officiating Football & Basketball
(3 credits)
This course teaches the rules of football and basketball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week). [31.0101.5123]

PHED 1322
Coaching Athletics - Baseball/Sofball
(3 credits)
Students learn methods of coaching baseball/softball through lectures, demonstrations, practice, and reading of present-day literature on the sport. (3 lecture hours per week). [CB51.0505.5123]

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 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. Crosslisted as SOCI 2340. and DAAC 1304. (3 lecture hours per week). [CB51.1504.5216]

Texas Department of Criminal Justice

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Liberal Arts (page 46), technical Certificate of Completion Programs are offered. These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

Certificate Programs *
(Less Than 12 Months)
Automotive Technology
Computer Repair
Computer Science
Computer Science-Web Authoring
Horticulture (Ornamental)

*Courses offered only at the Texas Department of Criminal Justice

Automotive Technology
David Garza
All AUMT courses are under [CB0000006422]

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 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).
Course Descriptions

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).

CPMT 1449
Computer Networking Technology  
(4 credits)
A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software and network architecture. A study of local/ wide area networking concepts and networking installations and operations. (2 lecture and 4 lab hours per week).

CPMT 2445
Computer System Troubleshooting  
(4 credits)
Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. (3 lecture and 4 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 Science/Web Authoring

Lew Garrett, Department Chairperson

Randy Jonte

BCIS 1301
Microcomputer Applications  
(3 credits)
This course covers an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer. (3 lecture hours per week). [CBS212025227]

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]

INEW 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 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 3 lab hours per week)

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 applets. (3 lecture and 3 lab hours per week)

TSE 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 lab hours per week)
Culinary Arts

Diane Lambert

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 team work, professionalism, guest relations and table service. (2 lecture and 4 lab hours per week).

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). Prerequisite: CHEF 1301. [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 DTP
(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 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).

Plants grown by students help provide funding for student scholarships.
Continuing Education/Workforce Development Program

Purpose
The Continuing Education/Workforce Development Department of Alvin Community College provides life-long training and educational opportunities in several categories: ABE/GED/ESL; Corporate/Customized Training; Workforce Training; Youth Enrichment; 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 e-mail ce@alvincollege.edu. 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 industry 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
- 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 281-756-3913 for more information.

- 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.

- Pilot Training
- Fiber Optics
- Welding

Foreign Language
Foreign language classes are available for conversational or specific occupational needs. Call 281-756-3905 for additional information.

Real Estate
Pre-licensing courses are offered for the following professional license:

- Real Estate Appraiser
- Real Estate Salesperson
- Professional Inspector
- Mortgage Loan Officer

Call 281-756-3994 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 companies’ needs through a strong network of consultants and trainers. Call 281-756-3790 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 include Karate ages 4+.

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
- Culinary 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 Office of Admissions and Academic Advising. 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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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, use 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, use 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.