ALVIN COMMUNITY COLLEGE

General Catalog for 2012-2013

Volume 63, No. 1 • August 2012

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.

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

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

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

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

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2012 fall semester.

Interpretation of Catalog

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

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

PEARLAND CENTER
2319 N. Grand Blvd.
Pearland, Texas 77581
Phone: 281-756-3900

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

ACADEMIC CALENDAR

2012

JUNE						
S	M	T	W	T	F	S
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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FALL SEMESTER 2012

Jun 14 & 21	New Student Orientation
Jul 16-Aug 23	Fall Registration
Jul 19 & Aug 2	New Student Orientation
Aug 23	**Payment Deadline**
Aug 25-30	Late Registration and Schedule Changes
Aug 29	**Classes Begin**
Sep 3	Labor Day Holiday
Sep 14	Census Date
Oct 12	Deadline-December Graduation
Nov 13	**Withdrawal Deadline**
Nov 15-Jan 9	Spring 2013-Registration
Nov 21-23	Thanksgiving Holidays
Dec 7	Classes End
Dec 8-14	Finals
Dec 14	Spring 2013 New Student Orientation
Dec 17	Grades Due-all classes 9am
Dec 19-Jan 2	Winter Break

8-Week Fall Mini Semesters

First 8-Weeks

Jul 16-Aug 23	Registration
Aug 23	Payment Due
Aug 25-30	Late Registration
Aug 29	**Classes Begin**
Sep 6	Census Date
Oct 2	**Withdrawal Deadline**
Oct 16	Classes End/Finals
Oct 17	Grades Due 9am

Second 8-Weeks

Oct 1-15	Registration
Oct 15	Payment Due
Oct 17-18	Late Registration
Oct 18	**Classes Begin**
Oct 25	Census Date
Nov 20	**Withdrawal Deadline**
Dec 7	Classes End/Finals
Dec 17	Grades Due 9am

Three (3) Week Mini Semester

Nov 15-Dec 13	Registration
Dec 13	Payment Due
Dec 14-19	Late Registration
Dec 19	**Classes Begin**
Dec 20	Census Date
Jan 3	**Withdrawal Deadline**
Jan 8	Classes End/Finals
Jan 9	Grades Due 9am

SPRING SEMESTER 2013

Nov 15-Jan 9	Spring Registration
Dec 19-Jan 2	Winter Break
Jan 3	College Reopens
Jan 9	**Payment Deadline**
Jan 11-15	Late Registration and Schedule Changes
Jan 14	**Classes Begin**
Jan 21	Martin Luther King, Jr. Day
Jan 30	Census Date
Mar 1	**TCCTA Convention. No day classes on Friday.** Weekend Classes (Fri. eve.,Sat., Sun.) will meet. Offices close 12 noon, Friday
Mar 8	Deadline - May Graduation
Mar 11-15	Spring Break
Mar 29-Apr 1	Spring Holiday/Study Day
Apr 12	**Withdrawal Deadline**
Apr 23 -May 29	Summer One & 11 Week-Registration

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

Apr 29	Awards Day
May 3	Weekday Classes End
May 4	Weekend Classes End
May 6-11	Finals
May 9	ADN Pinning Ceremony
May 13	Grades Due-all classes, 9am
May 14	Commencement
May 17	Begin Summer Hours
May 20	TDCJ Graduation
May 22	GED Commencement

8-Week Spring Mini Semesters

First 8-Weeks

Nov 15-Jan 9	Registration
Jan 9	Payment Due
Jan 11-15	Late Registration
Jan 14	**Classes Begin**
Jan 22	Census Date
Feb 21	**Withdrawal Deadline**
Mar 5	Classes End/Finals
Mar 6	Grades Due 9am

Second 8-Weeks

Feb 14-Mar 4	Registration
Mar 4	Payment Due
Mar 6-7	Late Registration
Mar 7	**Classes begin**
Mar 21	Census Date
Apr 18	**Withdrawal Deadline**
May 3	Classes End/Finals
May 13	Grades Due 9am

Three (3) Week Mini Semester

April 10-May 9	Registration
May 9	Payment Due
May 10-15	Late Registration
May 15	**Classes Begin**
May 16	Census Date
May 28	**Withdrawal Deadline**
May 31	Classes End/Finals
Jun 3	Grades Due 9am

SUMMER SEMESTER 2013

Summer One and 11 Week

Apr 23-May 29	Summer One and 11-Week Registration
May 27	Memorial Day Holiday
May 29	**Payment Deadline**
May 30-Jun 4	Late Registration and Schedule Changes
Jun 4	**Classes Begin**
Jun 10	Census Date - Summer One
Jun 13	Deadline - August Graduation
Jun 17	Census Date -11-Week
Jul 1	**Withdrawal Deadline - Summer One**
Jul 4	4th of July Holiday
Jul 9	Summer One Classes End
Jul 10	Grades Due 9am

Summer Two and 11 Week

Jun 20-Jul 9	Registration
Jul 4	Holiday
Jul 9	**Payment Deadline**
Jul 10-11	Late Registration & Schedule Changes
Jul 11	Classes Begin
Jul 17	Census Date - Summer Two
Jul 29	**Withdrawal Deadline- 11 Week & Summer Two Classes**
Aug 14	11 Week Classes/ Summer Two Classes End
Aug 15	Grades Due 9am - 11 Week and Summer Two Classes
Aug 16	Summer Hours end

2013

JANUARY

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APRIL

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JULY

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AUGUST

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Alvin Community College Phone Directory

281-756-3500 (For numbers not listed)

Administrative Offices
President 281-756-3598
Assistant to the President / Executive Director of Development 281-756-3600
Dean of :
Academic Programs 281-756-3718
Continuing Education 281-756-3789
Financial & Administrative Services 281-756-3594
Instruction, Provost 281-756-5601
Pearland Center 281-756-3990
Students 281-756-3517
Division Chair of:
Fine Arts 281-756-3612
Math & Sciences 281-756-5669
Social Sciences 281-756-3734
Tech Division I - Business Technology 281-756-3659
Tech Division II - Legal/Public Services 281-756-3642
Tech Division III - Technical & Industry 281-756-3767
Tech Division IV - Allied Health/Corrections 281-756-5660
Technical Division V - Nursing 281-756-5611
Director of:
Advising Services 281-756-3531
Athletics 281-756-3767
Dual Credit 281-756-3718
Fiscal Affairs/Comptroller 281-756-3509
Human Resources 281-756-3639
Information Technology 281-756-3536
Institutional Effectiveness/Research 281-756-3663
Learning Lab 281-756-3556
Marketing & Communications 281-756-3567
Physical Plant 281-756-3583
Departmental and Staff Offices
Academic Enhancement Center 281-756-3565
Accounting 281-756-3660
Admissions/Academic Advising 281-756-3531
Agriculture 281-756-5669
Art 281-756-3605
Astronomy 281-756-5670
Biology 281-756-5669
Business Programs 281-756-3660
Business Office/Cashier 281-756-3516
Campus Café 281-756-3593
Career Planning and Placement 281-756-3560
Campus Police 281-756-3700
Center for Professional & Workforce Development 281-756-3789
Chemistry 281-756-5670
Child Development Laboratory School 281-756-3644
Child Development Education 281-756-3644
Communications 281-756-3767
Computer Information Technology 281-756-3783
Continuing Education Office 281-756-3787
Court Reporting 281-756-3757
Criminal Justice/Police Academy 281-756-3951
Culinary Arts 281-756-3949
Diagnostic Cardiovascular Sonography 281-756-5650
Distance Education 281-756-3728
Drama 281-756-3607
Electroneurodiagnostics 281-756-5644
Emergency Medical Technology 281-756-5625
English 281-756-3712
Enrollment Services Center
Admission, Financial Aid, Transcript Services, Testing Services, Registration, Graduation 281-756-3531
Financial Aid Office 281-756-3531
Fitness Center 281-756-3691
Foreign Language 281-756-3709
Geology 281-756-5670
Hazlewood 281-756-3501
Honors Program 281-756-3974
Human Service-Substance Abuse Counseling 281-756-3652
Industrial Design Technology 281-756-3784
Information Technology 281-756-3536
International Students 281-756-3531
KACC Radio-TV 281-756-3767
Learning Lab 281-756-3566
Library 281-756-3559
Management 281-756-3812
Marketing 281-756-3550
Mathematics 281-756-3707
Media Center 281-756-3567
Music 281-756-3587
Nursing-Associate Degree 281-756-5630
Nursing - Vocational 281-756-5630
Office Administration 281-756-3811
Paralegal 281-756-3642
Pearland Center 281-756-3900
Pedi Echocardiography 281-756-5651
Pharmacy Technician 281-756-3805
Physical Plant Operations 281-756-3583
Physics 281-756-5670
Polysomnography - Sleep Medicine 281-756-5655
Process Technology 281-756-3785
Public Relations Office 281-756-3600
Reading 281-756-3556
Registrar's Office 281-756-3531
Graduation 281-756-3506
Transfer Evaluation 281-756-3505
Respiratory Care 281-756-5660
ROTC
Air Force Science . . . . . UH 713-743-3703
Social Sciences 281-756-5680
Speech 281-756-3607
Sports & Human Performance 281-756-3692
Student Activities Office 281-756-3686
Student Employment 281-756-3560
Technical Programs 281-756-5601
Theater Box Office 281-756-3609
Tutoring 281-756-3566
Upward Bound Program 281-756-3849
Veteran's Certification Services 281-756-3531
Welding 281-756-3671

Services for Students with Disabilities:
Voice 281-756-3531
TDD 281-756-3845

GENERAL INFORMATION

General Information

History

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

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Community College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus in the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an $8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment. In 1998 the College expanded into its service area with the establishment of the Pearland Center in the former C.J. Harris Elementary School in Pearland.

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

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 5296 in 2010 . During this period of growth, Alvin Community College has had five presidents:

Mr. A.G. Welch 1949-1954
Dr. A.B. Templeton 1954-1964
Mr. D.P. O'Quinn. 1964-1971
Dr. T.V. Jenkins. 1971-1976
Dr. A. Rodney 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 Statement

The mission of Alvin Community College is to improve lives by providing affordable, accessible and innovative educational opportunities to those it serves.

Vision Statement

Alvin Community College will be recognized as a premier community college in the state of Texas.

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 Student Success

Alvin Community College will provide access to high quality educational opportunities to its students in an environment that encourages success.

2 Partnerships & Resource Development

Alvin Community College will carry out its mission efficiently, and will engage in partnerships that bring resources to the college and community.

3 Professional Development

Alvin Community College will promote lifelong learning for its employees that improves their effectiveness in serving students and the community.

4 Cultural Awareness

Alvin Community College will have an educational environment that reflects a changing world and prepares its students to live and work in diverse situations.

5 Campus Safety

Alvin Community College will ensure the safety of its campus for students, employees and the community.

Facilities

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

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

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

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

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

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

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

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

The Science/Health Science Building contains four teaching theaters, laboratories, classrooms, faculty suites, offices of Allied Health Division chairs, and office of the Provost Dean of Instruction.

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. This center also includes faculty offices, a mock courtroom, and a performing arts venue.

The Nolan Ryan Center is a 12,000 square foot facility built by the Nolan Ryan Foundation and donated to the college in 1996. It contains classrooms, a community room that seats 216 people and kitchen facilities. 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

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 Advising Services. 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.

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. STRK 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 numbers, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance, most recent educational institution attended and enrollment status. The student is responsible for notifying the Registrar's Office by the 12th class day of every fall/ spring semester and by the 4th class day of the summer sessions if any of the information listed above is not to be released.

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

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

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. Permission will always be requested from the student prior to use.

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

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

Substance Abuse Policy Statement
Alvin Community College is committed to providing a safe, healthy, and satisfying environment for its students, faculty, staff and guests. For that purpose, ACC has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs, alcohol and tobacco by its students on college premises or as part of any of its activities. Drug and alcohol use, misuse, and abuse are complex behaviors with many negative outcomes at both the cultural and the individual levels. This substance policy stands in effect to minimize the potentially harmful outcomes related to student learning at Alvin Community College.

College policy prohibiting the unlawful possession, use or distribution of tobacco, alcohol, illicit and prescription drugs is made available to all students through the ACC Student Handbook located on the college website or in the annual Student Handbook and Planner which may be obtained from the Enrollment Services Center, Dean of Students, or the Student Activities Office.

Tobacco Policy
Alvin Community College is a tobacco-free campus. Smoking and smokeless tobacco are not allowed in college owned or controlled vehicles, in or around ACC buildings, grounds, or other facilities owned or leased, regardless of location.
Exception: Smoking shall be limited to campus parking lots and private vehicles parked on College property.

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 Misconduct
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.

Racial Harassment
It is the policy of Alvin Community College to maintain an academic and working environment free from all forms of harassment and to insist that all students and employees be treated with dignity, respect, and courtesy. Comments or conduct relating to a person's race or ethnic background, which fails to respect the dignity and feelings of the individual, are unacceptable. Any behavior toward a student or employee by an employee, supervisor, or student that constitutes racial harassment will not be tolerated. Students believing that they have been victims of racial harassment should report such incident to the Vice President of Student Affairs. Employees should report incidents to the Director of Human Resources. Every reported incident of racial harassment will be thoroughly and promptly investigated with the cooperation of the person being harassed.

Title IX - Equal Educational Opportunity
"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681.

Title IX of the Education Amendements of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive Federal financial assitance.

Title IX Coordinators Responsible for Implementation and Enforcement
Students may receive information about rights and grievance procedures, by contacting the Dean of Students, (281) 756-3517. Employees and others may contact the Director of Human Resources, (281) 756-3639, at 3110 Mustang Road, Alvin, Texas 77511-4898.

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

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a written and signed statement by the student to the Dean of Students. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected. Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances as outlined in the Student Handbook.

Social Media Guidelines
Social networking sites such as Facebook, Twitter, YouTube, LinkedIn, and blogs provide opportunities for students to communicate and share information. The college endorses "best practices" which help students make effective use of these opportunities. Please refer to the ACC Student Handbook for a comprehensive list of general cautionary recommendations.

Classroom Use of Personal Electronic Devices
Alvin Community College establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom.

1. College instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes or class work.
2. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.
3. In establishing restrictions, instructors must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.
4. Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the instructor.
5. Students who fail to comply with an instructor's restrictions or prohibition will be subject to the Student Discipline and Conduct Code as published in the Alvin Community College Student Handbook or be asked for leave the class.

Academic Policies & Regulations

Admissions

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

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

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

Enrollment Services Center

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

Admission Requirements

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

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

Admission Categories

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

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

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

- **Former ACC students:** All returning students must provide current transcripts from colleges attended since last attending ACC and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores. Former ACC students on academic probation or suspension at another institution must obtain approval from the Dean of Students, 281-756-3517. Returning students who have not attended ACC for one or more years must complete a new admission application.

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

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

- **Individual approval** - includes graduates of non-accredited schools or individuals without a ***regionally accredited*** high school diploma or GED: Admission Application and THEA, ACCUPLACER, ASSET or COMPASS test scores.

  Financial Aid Eligibility – Students who gain admission to Alvin Community College under **Individual Approval** status but are not eligible to receive federal Title IV grants (includes Pell Grant), loans and work study. Students should visit with an advisor to consider this decision or successfully complete the GED prior to college admission.

  Out of Country High School Diploma
  Students who earned a high school diploma from an out of country high school may enter Alvin Community College under **Individual Approval** status. Those who plan to apply for financial aid must have their transcripts formally translated and evaluated by an approved evaluation service (See Evaluation of Previous Education section) OR successfully complete the GED prior to seeking admission to the college. This allows admission as a high school graduate.

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

International Student Regulations

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

1. A completed application form
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken,grades earned or examination results in each subject,

and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations. See Credit from Foreign Institutions.

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

Once admitted, students must obtain personal health insurance for the duration of their studies, make a $500 security deposit and complete the Texas Higher Education Assessment (THEA); this test must be taken before enrolling at ACC.

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.

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service (see page 15).

Student Guidelines to Maintain Legal F-1 Status

- Maintain a valid passport for at least six months into the future.
- Full time status is required. Nine of the twelve required hours must be taken as in-class lecture courses.
- Students may not attend classes without completing registration and payment of tuition and fees.
- The student must attend all scheduled class meetings.
- Students may not exceed three absences deemed unexcused by the Primary Designated School Official.
- Students who are enrolled in developmental courses must attend classes and participate in instructional activities and labs. Failure to attend and participate could result in being dropped from all classes.
- Concurrent enrollment at other colleges/universities must be approved by the International Student Advisor.
- Maintain good academic standing of 2.0 GPA or better.
- A change of major requires a new I-20. Contact the International Student Advisor at least 30 days prior to the beginning of the new program.
- Contact the International Student Advisor before changing schools.
- Off-campus employment requires authorization from the USCIS (U.S. Citizenship and Immigration Services).
- Report a change of address, phone number, or email address to the ESC and to the International Office within ten days.
- Meet all financial obligations at Alvin Community College. If problems arise, talk to the International Student Advisor.
- Request travel authorization from the International Student Advisor at least two weeks before leaving the U.S.

Admission to Specific Curriculums

To enter the following curriculums, students must meet specific departmental requirements in addition to the general college admission requirements:

Child Development/Early Childhood
Court Reporting
Diagnostic Cardiovascular Sonography
Electroneurodiagnostic Technician
Emergency Medical Technology
Nursing
Nursing-Transition
Pharmacy Technician
Polysomnography
Respiratory Care
Vocational Nursing

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

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

Student Criminal Background Check

Admission to certain programs of study or select student campus employment positions may require a criminal background check. These checks may be required by law, for program approval or accreditation, or to promote campus safety. Contact the Department Chair to determine if a specific program requires a background check.

Transcript Requirement

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ESC 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 census date of the first semester of attendance. Once submitted,transcripts become the property of ACC and cannot be returned. Students applying for financial aid funds must have academic transcripts in the Registrar's Office before funds will be awarded.

Placement Testing Requirement

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

Residency Information

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

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

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

1) - graduated from a public or accredited private high school in Texas or received, as an alternative to a high school diploma, the equivalent (GED) in this state; and
   - maintained a residence continuously in Texas for the 36 months immediately preceding the date of high school graduation or receipt of the GED and continuously maintained a residence in Texas for the 12 months preceding the census date of the academic semester in which the person enrolls at ACC.

2) - established a domicile in this state not less than 12 months before the census date or the academic semester in which the person enrolls at ACC; and
   - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls at ACC.

3) You are a dependent of a parent who;
   - established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC; and
   - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

Residency Terms and Definitions:
Maintained a Residence: Physically reside in Texas, which could not have been interrupted by a temporary absence from the state.

Establish a Domicile: For at least 12 months prior to the census date of the semester in which the student enrolls, the student:
- owns real property (land, home) in Texas
- owns a business in Texas
- has a state or local license to conduct a business or practice profession in Texas
- has been gainfully (full-time) employed in Texas
- has marriage certificate with documentation to support the spouse is a resident of Texas with any of the above.

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

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

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

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

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

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

A) An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents may be used 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 research 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.
   - Sole of joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent.
   - Ownership and customary management of a business, by the person seeking to enroll or the dependent's parent, in Texas which is regularly operated without the intention of liquidation for the foreseeable future.
   - Marriage, by the person seeking to enroll or the dependent's parent, to a person who has established and maintained residency in Texas. Supporting documentation may be required.

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 that has not expired and if it reflects an origination date, shows an origination date of at least 12 months prior to the census date.
   - Texas voter's registration card that is issued more than 12 months prior to the census date.
   - Pay stubs for the 12 months preceding the census date
   - Bank statements reflecting a Texas address for the 12 months preceding the census date.
   - Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date.
   - Lease or rental of real property in the name of the person or dependent's parent for the 12 months preceding the census date
   - Current credit report that documents the length and place of residence of the person or the dependent's parent
   - Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date.

A student's residence status may be affected by the death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or student's parents, temporary assignments of the student's parents out of Texas, etc. Further details about residency may be obtained from the Registrar's Office. Information about tuition waiver programs for non-resident individuals may be obtained from the Business Office

Texas Success Initiative (TSI)

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

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

PLACEMENT CHART

SUBJECT	THEA (TASP) from 9/95	ACCUPLACER Multiple Choice	COMPASS	WritePlacer or E-Write
READING				
0309	0-195	0-68	0-68	
0310	196-229	69-77	69-80	
0312	230+	78	81+	
MATH				
0309	0-209	0-50	0-25	
0310	210-229	51-62	26-38	
0312	230-269*	63-85*	39-69	
1314****	270+	86	70+	
ENGLISH				
0309	0-185	0-70	0-45	0-4
0310	186-219	71-79	46-58	***
1301	220+	80	59+	6+

* Remediation not required but Math 0312 to be taken if a math course is selected.
** Essay scores take precedence over all English scores except THEA (TASP).
***Placement with an essay score of 5 is based on the multiple choice score.
****Additional scores/standards used for Math 1314 placement include:
TAKS - 2400, ACT-21, SAT-550 or High School Pre-Calculus with grade of A or B.

TSI Exemptions
- ACT - a combined score of 23 or higher with a minimum of 19 on English and math grants a full exemption. A combined score of 23 or higher with a minimum 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:

Basic Law Enforcement Academy
Child Develop/ Early Childhood
Child Develop/ Early Child. Adm
Computer Info. Tech.
Computer Info. Tech.- Networking
Correctional Administration
Correctional Science
Court Reporting Scopist
Crime Scene Technician
Culinary Arts
Emergency Medical Technology
Industrial Design Technology
Management Development
Office Administrative Support
Office Assistant
Paralegal
Pharmacy Technician
Process Technology
Radio / TV Broadcasting
Substance Abuse Counseling
Texas Peace Officer
Vocational Nursing

Individual Educational Plan

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

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

TSI Developmental Sequence

Students may complete their TSI obligation for any of the three subject areas (reading, writing, and mathematics) when the following sequence is completed:

1. The student must take the THEA, ACCUPLACER, ASSET or COMPASS and pass.
2. The student must pass the required developmental course sequence for the subject area not passed with a grade of C or better.

Developmental 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.**

Developmental Courses

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

Developmental Courses:

English 0309, English 0310
Math 0309, Math 0310, Math 0312
Reading 0309, Reading 0310, Reading 0312

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

Placement Regulations

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

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

PSYC 1300 – Learning Strategies Requirement

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

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

Responsibility for Course Selection

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

Texas Common Course Numbering System

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

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

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

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

Evaluation of Previous Education

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

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

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

Evaluation of Credit from Foreign Institutions

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

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

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

Educational Credential Evaluators, Inc.
P. O. Box 514070, Milwaukee, WI 53203-3470
http://www.ece.org

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

Foreign Credentials Service of America
1910 Justin Lane, Austin, TX 78757
http://www.fcsa.biz

Education Evaluators International, Inc.
11 South Angell Street #348, Providence, RI 02906
http://www.educei.com

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

GCE Southwest
Global Credential Evaluators, Inc.
P.O. Box 9203, College Station, TX 77842-9203
http://www.gcevaluators.com

International Education Research Foundation, Inc
Credentials Evaluation Service
P.O. Box 3665, Culver City, CA
http://www.ierf.org

RIA International Education Consultants
9461 LBJ Freeway., Suite 206, Dallas, TX 75243
http://www.riainternationaleducation.com

Span Tran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205, Houston, TX 77036-3197
http://www.spantran-edu.com

Worldwide Education Consultant Services
5521 N. Expressway 77, Brownsville, TX 78520
Email: info@wecseval.com

World Education Services Foreign Academic Credential Evaluation
P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745
www.wes.org/splash.html

Credit by Exam - Advanced Placement / CLEP

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Financial		50	3	ACCT 2301
American Government		50	3	GOVT 2302
American Literature		50	3	ENGL 2327, 2328
Analyzing & Interpreting Literature		50	6	ENGL 2332, 2333
Art / History of Art	3		6	ARTS 1303, 1304
Art / Studio Art	3		6	ARTS 1316, 1317
Biology	3		8	BIOL 1406, 1407
Biology, General		50	4	BIOL 1406
Business Law, Introductory		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	3		4	MATH 2413
Calculus BC	3		8	MATH 2413, 2414
Chemistry		50	4	CHEM 1411
Chemistry	3		8	CHEM 1411, 1412
College Algebra		50	3	MATH 1314
College Composition		50	6	ENGL 1301, 1302
College Mathematics		50	3	MATH 1332
English Literature		50	6	ENGL 2322, 2323
French Lang, Level I		50	8	FREN 1411, 1412
French Lang, Level II		59	14	FREN 1411, 1412 FREN 2311, 2312
French Language	3		8	FREN 1411, 1412
French Literature	3		14	FREN 1411, 1412 FREN 2311, 2312
German Lang, Level I		50	8	GERM 1411, 1412
German Lang, Level II		60	14	GERM 1411, 1412 GERM 2311, 2312
German Language			8	GERM 1411, 1412
Government & Politics / US	3		3	GOVT 2302
History of the US I: US to 1877		50	3	HIST 1301
History of the US II: 1865 to present		50	3	HIST 1302
Human Growth and Development		50	3	PSYC 2314
Information Systems & Computer Applications		50	4	BCIS 1405, COSC 1401
Language & Composition Test	3		6	ENGL 1301, 1302
Literature & Composition Test	3		6	ENGL 1301, 1302
Macroeconomics	3		3	ECON 2301
Macroeconomics, Principles		50	3	ECON 2301
Management, Principles		50	3	BMGT 1303
Marketing, Principles		50	3	MRKG 1311
Microeconomics	3		3	ECON 2302
Microeconomics, Principles		50	3	ECON 2302
Natural Science		50	6	BIOL 1308, 1309
Physics B	3		8	PHYS 1401, 1402
Physics C Electricity and Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Spanish Lang., Level I		50	8	SPAN 1411, 1412
Spanish Lang., Level II		63	14	SPAN 1411, 1412 SPAN 2311, 2312
Spanish Language	3		8	SPAN 1411, 1412
Spanish Literature	3		14	SPAN 1411, 1412 SPAN 2311, 2312
Statistics	3		3	MATH 1342
US History	3		6	HIST 1301, 1302
Western Civilization I: Ancient East to 1648		50	3	HIST 2311
Western Civilization I:1648 to present		50	3	HIST 2312

- CLEP general exams are not accepted.
- Credit will be evaluated from an official score report sent directly to the Registrar's Office from the testing service.
- Credit will be based upon ACC recommended passing scores. A letter grade of S (satisfactory) will be awarded.
- There is no charge for this service; request evaluation in the Enrollment Services Center.

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:

IB EXAM	MINIMUM SCORE	ACC COURSE
Biology SL	4	BIOL-1406
Biology HL	4	BIOL-1406, 1407
Business & Management	4	BUSI-1301
Chemistry HL	4	CHEM-1411
Chemistry HL	5	CHEM-1411, 1412
Computing Studies HL	4	COSC-1415
Economics SL	4	ECON-2301
Economics HL	5	ECON-2301, 2302
English HL Lang A1 or A2	4	ENGL-1301
English HL Extended Essay	A,B,C	ENGL-1302
Environmental Systems	4	GEOL-1405
Foreign Languages:		
French		
Language A1 or A2 or B (HL)	4	FREN-1411, 1412, 2311, 2312
Language B (SL)	4	FREN-1411, 1412
Language AB	4	FREN-1411
German		
Language A1 or A2 or B (HL)	4	GERM-1411, 1412, 2311, 2312
Language B (SL)	4	GERM-1411, 1412
Language AB	4	GERM-1411
Spanish		
Language A1 or A2 or B (HL)	4	SPAN-1411, 1412, 2311, 2312
Language B (SL)	4	SPAN-1411, 1412
Language AB	4	SPAN-1411
Geography	4	GEOG-1301
History:		
Europe	4	HIST-2311
Information Technology in a Global Society	4	BCIS-1405, COSC 1401
Mathematics HL	4	MATH-2412, 2413
Mathematics w/further math (SL)	4	MATH-1342
Mathematics Methods (SL)	4	MATH-1324
Mathematical Studies (SL)	4	MATH-1332
Music	4	MUSI-1306
Philosophy	4	PHIL-1301
Physics SL	4	PHYS-1401
Physics HL	4	PHYS-1401, 1402
Psychology	4	PSYC-2301
Theater Arts	4	DRAM-1310
Visual Arts	4	ARTS-1301

Articulated Credit Program

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

For more information on Articulated Credit Programs contact the ACC Articulated Credit Coordinator at 281-756-3846.

Nontraditional Education

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

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

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

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

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

Continuing Education Overlay Courses

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

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

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

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

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

Departmental Credit by Examination

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

- apply for Credit by Exam at the Enrollment Services Center and
- pay the current hourly out of district 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, but are not calculated in the ACC gpa.

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 All Forms of Nontraditional Education

1. The student initiates the request in the Enrollment Services Center by completing the appropriate form, presenting the appropriate documentation and paying required fees.
2. The Registrar's Office sends the form to the appropriate department chair for evaluation. Departmental approval is not normally required for AP/CLEP, IBD, and ACE Guide recommendations.
3. The form is returned to the Registrar's Office who then notifies the student via email to review the Program Evaluation and/or official transcript on WebACCess.

Core Curriculum

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

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

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

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

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

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

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

Perspectives in the Core Curriculum

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

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

Instruction and Content in the Core Curriculum

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

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

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

CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective Fall 2012

Core Component	Course Options	Hours
Communication (*Composition*) 010	**Composition** **Required (6 hours):** ENGL 1301 and 1302 or 2311	6
Communication *(Communication Skills)* 011	**Communication Skills** **Select one (3 - 4 hours):** CHIN 1411, 1412 FREN 1411, 1412 GERM 1411, 1412 SPAN 1411, 1412 SPCH 1315, 1318, 2335	3 - 4
Mathematics 020	**Select one (3 - 4 hours):** MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3 - 4
Natural Sciences 030	**Select two (6 - 8 hours):** ASTR 1403, 1404 BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1301, 1401, 1402, 1403, 1404, 2425, 2426	6 - 8
Humanities 040	**Select one (3 hours):** CHIN 2311, 2312 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 FREN 2311, 2312 GERM 2311, 2312 HUMA 1301, 1302 PHIL 1301, 1304, 2306 SPAN 2311, 2312, 2315, 2321, 2322, 2323, 2324	3
Visual & Performing Arts 050	**Select one: (3 hours):** ARTS 1301, 1303, 1304 COMM 2366 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310	3
U.S. History 060	**Select two (6 hours):** HIST 1301, 1302, 2301	6
Political Science 070	**Required (6 hours):** **Option 1 -** GOVT 2301 and 2302 **OR** **Option 2 -** GOVT 2305 and 2306	6
Social & Behavioral Sciences 080	**Select one (3 hours):** ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOCI 1301, 1306, 2301, 2319	3
Basic Computer Literacy 090	**Select one (4 hours):** BCIS 1405, 1420, 1431 COSC 1401, 1415, 1420, 2420	4
	TOTAL CORE CURRICULUM CREDITS	**43 - 47**

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.

Registration

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

Schedule Changes

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

Registration Requirements for Transfer Students

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

Class Schedules

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

Audit Registration

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

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

Senior Citizens Audit Registration

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

Refund Policy

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

- The student must officially withdraw in writing
- Withdrawals are dated the day they are received.
- Class-day count begins at 8:00 a.m. on the date identified "Classes Begin" in the Academic Calendar each semester.
- If tuition and fees are paid with financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds for Title IV grants are made according to the refund schedule available in the Financial Aid Office.

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

Fall and Spring Semesters:

Through 6th class day . . . . . .100% refund
7th through 15th class day of semester term. . . . . .70% refund
16th through 20th class day of semester term. . . . . .25% refund
After 20th class day of semester term . . . . . No refund

Summer Sessions (5-week classes):

Through 2nd class day. . . . . .100% refund
3rd through 5th class day of semester term . . . . . .70% refund
6th class day of semester term . . . . . .25% refund
After 6th class day of semester term . . . . . No refund

Summer Session (11-week classes):

Through 4th class day . . . . . .100% refund
5th through 11th class day of semester term. . . . . .70% refund
12th through 14th class day of semester term. . . . . .25% refund
After 14th class day of semester term . . . . . No refund

Continuing Education Workforce Development Refund Policy

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

Distance Education

Taking distance education classes is a great option for people who don't have time to attend face to face classes, work irregular hours, or have other time commitments. ACC offers three different ways to take a distance education class in a secure online environment –Internet (IN), hybrid (HY), or independent self-study (TBA).

Internet (IN)

An Internet (IN) class is conducted almost if not entirely online. Some instructors may require that students come to campus for orientations, field trips, or to take tests in an approved testing location. Students must have access to the Internet, as all classes are conducted through MyBlackboard.

Hybrid (HY)

Hybrid courses combine online learning and face-to-face instruction in a manner that reduces the number of face-to-face classroom meetings. Students attend a portion of the class in the traditional classroom at regularly scheduled times and complete the remaining portion of the class online using MyBlackboard.

To Be Arranged (TBA)

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 self-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?

To search for available classes on the Internet follow these instructions:

- Go to the ACC Homepage (www.alvincollege.edu)
- Click on Web Access link
- Click on "Prospective Students"
- Click on "Search for Sections"
- To see all of the Internet classes, put IN in the Section area
- To see all of the hybrid classes, put HY in the Section area
- Make sure you have selected the correct Semester!

Registering for Distance Education courses?

You register just like any other class. It is best to register during the Early and Regular registration periods to ensure that the classes do not fill up. Additional fees for. Hybrid (HY) and Internet (IN) classes will be charged at the rate listed under Tuition and Fees.

Support for Distance Education Students

Students who have technical difficulties or questions about Distance Education or the MyBlackboard system can contact the Distance Education Department by phone at 281-756-3728 or by e-mail at de@alvincollege.edu with any questions.

MyBlackboard

All Internet and hybrid courses are conducted online using the MyBlackboard system. You may log in to MyBlackboard from the following site http://bb6.alvincollege.edu or by using the MyBlackboard link located on the right side of the ACC homepage.

Technical Requirements

Students who enroll in Internet or hybrid courses do not have to own a computer, but they must have access to a computer with access to the Internet. Some course may have specific hardware or software requirements. Be sure to consult your course syllabus for additional requirements.

NOTE: *Students with older, slower computers may have difficulty accessing course materials. Slower Internet speeds can cause file downloads/uploads to take extended periods of time making it difficult to interact with course materials.*

Characteristics of a Successful Distance Education Student

- Willing and able to commit to 4 to 15 hours per week per course
- Self-motivated and self-disciplined
- Able to communicate well through writing
- Has access to a computer and the Internet
- Capable of being a self-directed leaner
- Willing and able to actively participate in a virtual class environment
- Adaptable to changes and new ways of doing things
- Asks for help when needed

Recommendations for Distance Education Students

Before enrolling in an Internet or hybrid course, students are encouraged to take our online readiness survey: **Are On-line Classes for Me**, located at http://alvincollege.edu/de/default.ht**m**

Receive a Degree Online

The Distance Education Department offers several degrees and certificates that can be earned completely online. You can choose from the following:

- Associate of Arts (A.A.) in Sociology
- Associate of Arts (A.A.) in Psychology
- Associate of Arts- General Studies (A.G.S.)
- Management Development Degree (A.A.S.)
- Management Development Certificate

Please contact admissions and advising for further details.

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 Enrollment Services Center 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 Course Overload Policy

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

Tuition and Fees

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

Course-Related Fees

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

Active Duty Military Tuition

Active duty members of the armed services will be charged tuition at the in-district rate, upon presentation of a military identification card to the ACC Cashier.

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 additionally at the current out-of-district hourly rate. This includes courses with grades of W (withdrawn).

The provision for third attempt charges was passed by the Texas legislature to encourage students to complete the courses for which they register. Student tuition represents only a portion of the total cost of instruction. The remaining comes from state dollars that are paid by Texas taxpayers. Selected courses (listed) are exempt from the repeat charges because they are designed to be repeated for additional credit.

Courses which are exempt from Third Attempt Charges:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2317	ARTS 2327	ARTS 2334
ARTS 2342	ARTS 2347	ARTS 2349
ARTS 2357	ARTS 2367	ARTS 2377
*CRTR 1207	*CRTR 1357	*CRTR 1359
CRTR 1404	CRTR 1406	CRTR 2236
CRTR 2331	CRTR 2401	CRTR 2403
CRTR 2435		
MUEN - all exempt	MUAP - all exempt	MUSC 2447
PHED 1100, 1110	PHED 1102, 1112	PHED 1103, 1113
PHED 1106, 1116	PHED 1108, 1118	PHED 1109, 1119
PHED 1120, 1121	PHED 1122, 1123	PHED 1124, 1130
PHED 1126, 1131	PHED 1132, 1133	PHED 1134, 1136
PHED 1135, 1137	PHED 1138, 1148	PHED 1139, 1149
PHED 1140, 2140	PHED 1141, 1142	PHED 1143, 1144
PHED 1145	PHED 1146	PHED 1147, 1157
PHED 1150, 2150	PHED 1151	PHED 1152
PHED 2100, 2101	PHED 2102, 2103	PHED 2104
PHED 2105	PHED 2108, 2109	PHED 2110, 2111
PHED 2112	PHED 2113, 2115	PHED 2114, 2116

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.)

Tuition and Fees

Tuition is based upon residency status on file with Alvin Community College Registrar's Office. Alvin Community College may change tuition rates and other fees without notice or when so directed by the Board of Regents.

Fall 2012 & Spring 2013

Cred. Hrs	Tuition										Total Charges		
	Res-In	Res-Out	Non-Res	Gen. Svc. Fee	Tech Fee	Reg * Fee	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Res-In	Res-Out	Non-Res
1	$126	$252	$390	$15	$45	$30	$22	$20	$15	$10	$157	$283	$409	$547
2	126	252	390	20	45	30	22	20	15	10	162	288	414	552
3	126	252	390	25	45	30	22	20	15	10	167	293	419	557
4	168	336	520	30	45	30	22	20	15	10	172	340	508	692
5	210	420	650	35	45	30	22	20	15	10	177	387	597	827
6	252	504	780	40	45	30	22	20	15	10	182	434	686	962
7	294	588	910	45	45	30	22	20	15	10	187	481	775	1,097
8	336	672	1,040	50	45	30	22	20	15	10	192	528	864	1,232
9	378	756	1,170	55	45	30	22	20	15	10	197	575	953	1,367
10	420	840	1,300	60	45	30	22	20	15	10	202	622	1,042	1,502
11	462	924	1,430	65	45	30	22	20	15	10	207	669	1,131	1,637
12	504	1,008	1,560	70	45	30	22	20	15	10	212	716	1,220	1,772
13	546	1,092	1,690	75	45	30	22	20	15	10	217	763	1,309	1,907
14	588	1,176	1,820	80	45	30	22	20	15	10	222	810	1,398	2,042
15	630	1,260	1,950	85	45	30	22	20	15	10	227	857	1,487	2,177
16	672	1,344	2,080	90	45	30	22	20	15	10	232	904	1,576	2,312
17	714	1,428	2,210	95	45	30	22	20	15	10	237	951	1,665	2,447
18	756	1,512	2,340	100	45	30	22	20	15	10	242	998	1,754	2,582

Summer 2013

Cred. Hrs	Tuition										Total Charges		
	Res-In	Res-Out	Non-Res	Gen. Svc. Fee	Tech Fee	Reg Fee	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Res-In	Res-Out	Non-Res
1	$126	$252	$390	$15	$45	$30	$11	$10	$15	$10	$136	$262	$388	$526
2	126	252	390	20	45	30	11	10	15	10	141	267	393	531
3	126	252	390	25	45	30	11	10	15	10	146	272	398	536
4	168	336	520	30	45	30	11	10	15	10	151	319	487	671
5	210	420	650	35	45	30	11	10	15	10	156	366	576	806
6	252	504	780	40	45	30	11	10	15	10	161	413	665	941
7	294	588	910	45	45	30	11	10	15	10	166	460	754	1,076
8	336	672	1040	50	45	30	11	10	15	10	171	507	843	1,211
9	378	756	1170	55	45	30	11	10	15	10	176	554	932	1,346
10	420	840	1300	60	45	30	11	10	15	10	181	601	1,021	1,481
11	462	924	1430	65	45	30	11	10	15	10	186	648	1,110	1,616
12	504	1008	1560	70	45	30	11	10	15	10	191	695	1,199	1,751
13	546	1092	1690	75	45	30	11	10	15	10	196	742	1,288	1,886
14	588	1176	1820	80	45	30	11	10	15	10	201	789	1,377	2,021

Course-Related Fees

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

Definitions for Column Headings
Res-In: Resident-In District
Res-Out: Resident-Out of District
Non-Res: Non-resident
Gen. Svc. Fee: General Service Fee
Tech Fee: Technology Fee
Reg. Fee: Registration Fee
Stu. Serv: Student Service Fee
Sec. Fee: Security Fee
LRC Fee: Learning Resources Center Fee
Bursar Fee: Business Office Fee

Tuition per/hour:	
In District:	$42
Out of District:	$84
Non-Resident:	$130
Credit by Exam (per semester hour)	$42 /semester hr
Diploma Fee (Non Refundable)	$35 (per degree)
Diploma Replacement Fee	$45
Late Fee for Graduation Applications	$10
Nontraditional Education Fee	$50 /per semester hour
Non Payment (after census date)	$50
Technical Program Fee	$10 /per technical course
Returned Check Fee	$30
Late Registration Fee	$50
ID Card Replacement Fee	$5
Transcript Fee	$5 /transcript
On-Line Course Fee	$30

* Registration Fee - Non-Refundable
Unless otherwise noted, all co-ops, internships and labs include a $15 fee.

Active duty members of the armed services will be charged tuition at the in-district rate, upon presentation of a military identification card to the ACC Cashier.

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 $30 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. Students whose automated payment is declined for any reason is subject to course withdrawal and associated fees/penalties.

Non Payment Reinstate Fee

(Reinstatement subsequent to the census date)

Students who are withdrawn for failure to pay by the established deadline may be assessed a $50 Non-payment fee.

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 Advising Services for complete details.

Inclement Weather & Closing of the College

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

Emergency Management and Evacuation Plan

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

HyperAlert

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

Emergency Student Notification

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

Attendance Policy

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

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

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

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

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

Classroom Conduct

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

Behavior Intervention Team

The Behavior Intervention Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College BIT accept reports regarding any individual or incident at any time through an online referral form http://www.alvincollege.edu/bit/form.html, direct email at BIT@alvincollege.edu, or by contacting the Alvin Community College Police Department which provides a 24-hour telephone line 281-756-3700. Additional information regarding BIT is located on the college homepage at http://www.alvincollege.edu/bit/default.htm.

Cell Phones and Pagers

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

Children in Class / Unattended Minors

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

Class Withdrawal

Withdrawals may affect financial aid, veteran's benefits, athletic eligibility and even insurance benefits. Students are encouraged to discuss the withdrawal decision with the course instructor and the academic and financial aid advisors. Students are not automatically withdrawn for non-attendance.

Withdrawal options:

- in person at the Enrollment Services Center,
- by written request mailed to the ESC 3110 Mustang Road, Alvin, TX 77511
- by email - Withdraw@alvincollege.edu

Email withdrawals will only be accepted if sent from the official email address on file with the college. This may be verified from profile information on WebACCess. Include the course rubric (ENGL), number (1301), and section (01), your student ID number, and date of birth.

Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received in the Enrollment Services Center after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W.

Withdrawals may affect:

- current and future financial aid awards (may require repayment of aid)
- veterans benefits
- insurability (students carried on parents' health insurance plan)

Military Service Policy for Withdrawals

Any student who is called into active military service, upon presentation of military orders, may request through the Dean of Students the following:

- Institutional refund of the tuition and fees paid for the semester of the withdrawal;
- Receive an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript, or;
- As determined by the instructor, receive an appropriate final grade or credit if the student has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

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

Six Drop Limit

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

Grades for Repeated Courses

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

Grading

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 I grade may be extended by the course instructor for one additional semester when circumstances beyond the control of the student such as catastrophic illness or family emergency, warrant such an exception. Documentation of such circumstances is required. The decision of the course instructor is final. 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 or VNSG 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 non course-based developmental instruction and nontraditional education.
U Unsatisfactory – Grade points not assigned
The U grade is used only for non course-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.
WE Withdrawn/with exception - Grade points not assigned
Students who file withdrawal requests by the published deadline with the Dean of Academic Programs or the Dean of Instruction/Provost with legitimate exception will receive a WE grade. Instructors may not issue a WE 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, W and WE, have no point value and are not included in any grade point calculation. Example: 3-semester hour course graded A produces 12 grade points. A GPA calculator is provided on the college homepage.

Grade Point Averages

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

Semester Grade Point Average is computed by dividing the total semester grade points earned by the total semester hours in all courses attempted at Alvin Community College for the semester. Semester GPA's are not rounded up.

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

Honors Grade Point Average is composed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College, excluding developmental courses and court reporting grades of R. If a course is repeated, both grades will be calculated. Honors GPA's are not rounded up.

Grade Range

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

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Exceptions to this grading system may exist and are published in the syllabus found on-line.

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. Grades are available to students by the following means:

- Transcripts provided by the Registrar's Office
- Online through WebACCess at www.alvincollege.edu

Grade Challenge Petition

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

Code of Academic Integrity and Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures. The entire policy made be read in the Alvin Community College Student Handbook http://www.alvincollege.edu/resources/pdfs/student_handbook.pdf

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.

Phi Theta Kappa - Honor Society

Mu Upsilon is the local chapter of the Phi Theta Kappa International Honor Society. This prestigious organization recognizes and encourages scholarship, leadership, service and fellowship. Membership is limited to students who meet the following requirements:

- Minimum 3.5 GPA
- Completed 15 college hours
- Declared major on file

A letter of invitation is mailed to eligible students.

Academic Probation/Suspension

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy. However, students who do not make satisfactory progress in the following curriculums will be subject to removal from the curriculum:

Court Reporting
Diagnostic Cardiovascular Sonography
Electroneurodiagnostics
Law Enforcement Academy
Law Enforcement In-Service Training
Nursing
Nursing - Transition
Polysomnography
Respiratory Care
Vocational Nursing

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

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

Change of Student Information

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

Student Demographic Information Changes

At the time of application to Alvin Community College, the student's name, address, phone number, email, residential and mailing address, emergency contact and social security number are taken from the application exactly as written. This information will remain the same unless a Student Data Change Request is submitted by the student to the Enrollment Services Center (ESC) in A-building or the student completes the online form on WebACCess. The following changes, however, require verification and documentation to be submitted by the student at the ESC:

1. A name change requires proper verification of the former and new name in the form of one of the following:
   - Marriage Certificate
   - Divorce Decree
   - Legal Court Document
   - Birth Certificate

2. Current ID is needed for identification.

3. A social security number change requires proper verification in the form of a social security card.

3. An address change affecting district residency requires proper verification in the form of one of the following:
   - Driver's License
   - Lease Agreement

4. An address change effecting state residency requires proper verification as determined by state legislation. Contact the ESC/Call Center at 281-756-3531 for more information.

5. A date of birth change requires proper verification in the form of a birth certificate or driver's license.

Email-Official Method of Communication

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

Challenge to Accuracy of Records

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

Records Restriction

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

Transcript Requests

Students may use online transcript request services through WebACCess on the college homepage. The processing fee is $5 per transcript request. Official transcript requests may also be submitted in person at the Enrollment Services Center (ESC) in A-100 or by mail with $5 money order. If an accompanying form is requested to be mailed with the transcript, or if your only attendance was prior to Fall 1999, you must submit your request in person or by mail. All transcripts provided directly to the student will be marked "Issued to Student" and may not be accepted as official by other institutions.

Transcript requests will be serviced when all obligations to the College have been met. Express transcript service is provided when pre-paid and arranged for by the student. Students must contact the express service for rates and procedures. Students can print unofficial transcripts through WebACCess on-line services.

Student Grievance Procedure

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

Graduation

Commencement Ceremony

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

Graduation Requirements

The College may award a degree or certificate when a student has completed the following requirements:

To graduate a student must:

1. Complete 18 college-level semester hours in residence at Alvin Community College for an associate degree; complete 14 college-level semester hours in residence for a certificate. Semester hours granted for nontraditional education do not apply toward hours in residence required for graduation.
2. Earn a minimum 2.0 grade point average in courses completed which apply to the student's particular degree or certificate.
3. File an application for graduation with the Enrollment Services Center by the published deadline.
4. Resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have a restriction placed on their records, prohibiting graduation.

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

Graduation Application Steps

Students are required to make formal application for graduation by the published deadline of the semester in which requirements will be fulfilled.

Step 1. Program Evaluation
Obtain a Program Evaluation from WebACCess or from an Academic Advisor for each degree or certificate. All course requirements must be completed prior to the degree or certificate award date. Students not currently enrolled who complete final graduation requirements at another regionally accredited college or university and provide an official transcript may also apply for a degree or certificate.

Step 2. Payment
Complete the Graduation Application by the published deadline and pay the application fee at the Cashiers Office in A-Bldg.

Step 3. Graduation Application
Submit the Graduation Application and fee receipt to the Enrollment Services Center (ESC) in A-100. Payments are accepted by mail – Alvin Community College, 3110 Mustang Rd., Alvin, TX 77511. The Registrar's Office will email a receipt.

Step 4. Course Substitutions
If necessary, petition for a course requirement substitution with department chair.

Step 5. Diplomas
Diplomas will be mailed to the graduate about four weeks following the posting of final grades for the term. December graduates' diplomas will be mailed about six weeks following the posting of final grades for the Fall term.

Graduation Under a Particular Catalog
To graduate, students must complete the requirements of the ACC Catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Enrollment Services Center office. Students may petition for graduation under the program and catalog year on file at Alvin Community for three years from date of last enrollment. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate program. Students are limited to one active associate degree program or certificate at a time.

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.
- the application and fee have been received by deadline.

Course Substitution
Semester credit hours for a degree or certificate will not be waived. Core requirements may not be substituted. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Enrollment Services Center or department chair.

Graduation with Honors GPA
Degree candidates whose grade point average at Alvin Community College is 3.5 or higher will receive honors recognition at graduation. The grade point average includes **all** credit hours completed in residence at ACC (excluding developmental courses and court reporting grades of R) and all grades for repeated courses.

Appropriate scholastic honors are recorded on the student's transcript and diploma as follows:

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

Educational Guarantee

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

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

The transfer plan must include:

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

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Provost Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a "Transfer Dispute Resolution" process can be initiated.
Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour (not to exceed twelve semester hours) which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books or other course related expenses.

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

Technical Programs – Competent Job Skills
Alvin Community College hereby guarantees that recipients of an Associate of Applied Science degree or certificate of completion will have the job skills for entry-level employment in the occupational field for which the student has been trained. If such a degree or certificate recipient is judged by the employer to be lacking in technical job skills (identified as exit competencies for the specific

program by ACC), the recipient will be provided up to nine (9) tuition-free credit hours of additional skill training. The following special conditions apply to this guarantee:

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

To learn more call **281.412.9482** or go to **AlvinCollege.edu/TSTC**

Student Services

Advising Services

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

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

Counseling Services

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

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

Drug and Alcohol Prevention Programming

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

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

Career Services

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

Career Center Lab

The Career Center is located near the Learning Lab on the second floor of Building A, room 205. Career Services is available Monday through Thursday 8:00am – 3:30pm or by appointment by calling 281-756-3560 or 281-756-3534. Stop in for career planning, career testing and assistance with employment services-all at one location.

The Career Planning Program

The Career Planning Program helps define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments (Myers-Briggs Type Indicator and the Strong Interest Inventory). These on-line tests can be completed at home. Once completed an individual career counseling session is required to go over the results. There is a fee of $25.00 to cover the cost of the assessments. Call 281-756-3560 or stop by the Career Center in Building A, room 205 to find out more.

Career Assessments

In addition to the Career Planning program, two free on–line career assessments are available through the Choices Planner, a career planning program. The Choices Planner includes an interest inventory (Interest Profiler) and a personality typing checklist (Myers-Briggs Checklist), descriptions of occupations, Texas labor market information and much more! Stop by the Career Center, A-205 and request assistance or visit Career Services on college's website (www.alvincollege.edu).

Employment Services

All Alvin Community College students and alumni of college and continuing education programs may register and access the online JobLink database. This free service is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part time and/or full time employees, internships, work-study and student assistant positions. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post resumes and cover letters for employers to review, to search for jobs, send online inquiries, locate job fair information and receive employment bulletins. JobLink may be accessed by clicking on the JobLink logo at www.alvincollege.edu. Alvin Community College makes no recommendations or guarantees regarding employers or employees and act as a referral service only.

On-Campus Student Jobs and Resume Assistance
All on campus student jobs are posted on the Career Services bulletin board, A-205. Job postings for on campus Work Study and other Student Assistant positions can also be found at www.alvincollege.edu - click on JobLink logo and see "Available." Students may receive individual help in resume writing from the Career Services office. A resume is required for all on and off campus jobs.

Employers Services
Employers may access JobLink, a free job posting service/database at www.alvincollege.edu. Click the JobLink logo to read the Employers Guidelines and register. Registered employers may print resumes of applicants who have granted access. Other employer services include job fairs and career expos and on-campus recruitment by appointment. All jobs posted in JobLink are reviewed and approved in compliance with college policy (See Employers Guideline to JobLink) and the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements

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

- Web based program found on the college home page
- Attend New Student Orientation held throughout the year

Honors Program

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

ARTS 1303
ARTS 1312
ARTS 2326
ARTS 2333
ARTS 2346
ARTS 2349
ARTS 2356
ARTS 2357
ARTS 2348
ARTS 2377
BIOL 1406
BIOL 1407
BIOL 2402
BIOL 2420
CHEM 1412
DSAE 1303
DSAE 1340
DSAE 2335 – Advanced
DSAE 2404
DSAE 2437
DSVT 1300
DVST 2418
DVST 2461
Echocardiography
Vascular Technology
ECON 2301
ECON 2302
EDUC 1301
EDUC 2301
ENGL 1301
ENGL 1302
ENGL (any 2000 level course)
GEOL 1401
GEOL 1403
GEOL 1404
GEOL 1405
GOVT 2301
GOVT 2302
HIST 1301
HIST 1302
HIST 2301
HIST 2321
HIST 2322
HUMA 1301
HUMA 1302
MATH 1342
MATH 2412
MATH 2413
MATH 2414
PHYS 2301
PHYS 2426
PHIL 1301
PHIL 2306
PSGT 1400
PSYC 2301
PSYC 2314
RNSG 1215
RNSG 1441
RNSG 1443
RNSG 1512
RSPT 1331
SOCI 1301
SPAN 2321
SPCH 1315
TECA 1303
TECA 1354

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

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

To earn Honors Program Graduate status, a student must complete a minimum of 12 semester hours of honors credit. For additional information contact Dr. Ann H. Guess at 281-756-3974 or aguess@alvincollege.edu.

DUAL CREDIT -
College Enrollment for High School Students

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

Steps to Enroll:

1. Meet with a H.S. counselor to determine eligibility for the Dual Credit Program.
2. Take a TSI approved exam or be exempt from TSI requirements.
3. Obtain a passing score on an approved exam in the required subject area.
4. Complete the Early Admission contract, available from high school counselors.
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 pass the Reading and Writing sections of the placement tests and obtain approval for enrollment from the Alvin Community College Director of Advising Services or Dean of Students.
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 Academic Programs or designee.

Dual Degree Program

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

Services for Students with Disabilities

Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities for individuals with disabilities. The Office of Disability Services (ODS) focuses on assisting students with disabilities make a successful transition to college and giving continued support while in college. ODS also acts as a referral source for students on campus and in high school, as well as for agencies and the community. All students with disabilities are encouraged to register with the ODS and provide appropriate documentation in order to determine support services and accommodations. Appointments with the Coordinator of the Office of Disability Services should be made at least 60 days prior to the beginning of the semester they plan to attend to ensure accommodations will be in place at the beginning of the semester. More information and resources regarding transition, documentation, and services provided can be found on the Alvin Community College webpage under Office of Disability Services.

Information and assistance is available by calling 281-756-3533 (voice), 281-756-3845 (TTY) or e-mailing HYPERLINK "mailto:ODS@alvincollege.edu" .

Upward Bound Program

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

Financial Aid

For detailed information go to www.alvincollege.edu/financialaid/
The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of grants, scholarships, loans and jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

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

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

The Financial Aid Office will determine if a student's academic progress has preserved his eligibility for financial assistance. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

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

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

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

Financial Aid for Mini Semesters

Students may be awarded financial aid for mini semester terms under the following conditions:

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

Federal Assistance Programs

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

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

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

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

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

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

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

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

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

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

Federal Satisfactory Academic Progress Requirements

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

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

A signed copy of the Satisfactory Academic Progress Requirements is required to complete all financial aid applications at ACC.

General Information

- The Federal Satisfactory Academic Progress Requirements apply to all hours (ACC and transfer hours) and degree/certificate programs attempted, regardless of whether or not financial aid was received for those hours.
- Official transcripts from all previous schools must be received and evaluated by ACC before financial aid eligibility can be determined.
- ACC checks Satisfactory Academic Progress at the end of each semester (fall, spring, and summer).
- Students are not eligible to receive aid if only enrolled in developmental/remedial coursework.
- Financial Aid funds one repeat of a previously passed course.
- Students may receive aid at one institution per semester.
- Financial aid may be used for mini semester courses if the student has funds remaining from the term in which the course is taken.
- Students who drop or withdraw from courses may have to repay financial aid. Students should contact the Financial Aid Office before dropping a class or withdrawing from the college.

Completion Rate

- Students must maintain a 67% overall completion rate of all hours attempted. Example: 30 overall hours attempted x .67(completion rate) = at least 21 hours completed.
- All attempted and completed hours from ACC and previous schools will be calculated in my completion rate. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam (S), and in-progress classes (IP). Grades of W, I, R, S, and IP will have a negative effect on the completion rate calculation.

Minimum GPA

- Students must maintain a minimum 2.0 cumulative GPA while attending ACC.

Failure to Meet the Completion Rate or Minimum GPA
Financial Aid Warning (formerly probation):

- Students will be placed on Financial Aid Warning status if an overall 67% completion rate and a 2.0 cumulative GPA is not maintained.
- Students will be notified via email of the Financial Aid Warning status.
- Students will be eligible to receive financial aid for one semester while on Financial Aid Warning status.
- Students who do not meet the 67% overall completion rate and 2.0 cumulative GPA requirements by the end of the semester in which they were placed on Financial Aid Warning will be placed on Financial Aid Probation.

Financial Aid Probation (formerly suspension):

- Students will be placed on Financial Aid Probation if the 67% overall completion rate and 2.0 cumulative GPA requirements is not met by the end of the semester in which Financial Aid Warning status occurred.
- Students will be notified via email of the Financial Aid Probation status.
- Students may submit a written appeal (form available on the ACC website) to request reinstatement of financial aid eligibility. Only students with documentable and extenuating circumstances (Example: death or illness of a loved one) will be considered for an appeal. Appeals submitted without documentation will not be considered.
- All appeals must include a thorough explanation of the circumstances with documentation; also include an explanation of any circumstances that have changed which allow students to meet all requirements in the future.
- Grades of "I" cannot be appealed. A final grade must be posted before eligibility for aid can be determined.
- Students must meet with an Academic Advisor to establish an academic plan to facilitate completion of the degree/certificate while meeting all Satisfactory Academic Progress Requirements. A copy of the academic plan must be submitted with the appeal. As part of the appeal decision, the ACC Appeal Committee has the authority to limit the number of courses taken, and require enrollment in specific courses.
- The appeal will be reviewed by the ACC Appeal Committee. Students will be notified via email of the decision. The decision of the Appeal Committee is final.

Reinstatement of Financial Aid Eligibility:

- If an appeal is denied, students must pay from personal resources until Satisfactory Academic Progress Requirements are met.

Degree/Certificate Plan

- Students must have a declared a program (degree or certificate) to receive financial aid.
- Students are restricted to one active degree and corresponding certificate program at a time.
- Students must enroll in classes that are required for the active degree/certificate program.
- Financial aid may be reduced or cancelled if students enroll in classes that are not required by the active degree/certificate program.
- Students are allowed one degree or certificate program change while attending ACC. All degree/certificate program changes will be counted, regardless of whether or not financial aid was received.
- All attempted and completed hours from ACC and previous schools will be applied to the degree/certificate program. This includes all letter grades (A, B, C, D, and F), withdraws (W), incom

State Assistance Programs

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

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

Texas Grants (toward Excellence, Access and Success) are need-based grants authorized by the State of Texas. Students must have completed the Recommended or Advanced high school curriculum, and it must be stamped on the high school transcript, or verified by the high school in writing. Students must enroll at least three-quarter time (9 hours) within 16 months of high school graduation. To be eligible to receive a renewal grant, the student must be in compliance with satisfactory academic progress requirements and must have successfully completed 24 hours during the calendar year. Students must not have been convicted of a crime involving a controlled substance.

Texas Education Opportunity Grant (TEOG) is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year

institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

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

Hazlewood Act:

The Hazlewood Exemption provides exemption of payment for tuition and certain fees to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Veterans must meet the following requirements:
-Must show DD-214
-Must confirm entrance (home of record or place of entry) from the State of Texas
-Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was post 9/11
-Receipt of an honorable or under honorable conditions discharge
-Must have served at least 180 days of active duty (excluding basic training time)
-Resident of Texas for a minimum of 12 months prior to college registration
-Not be in default for any educational student loan
-A statement of Hazlewood hours for all colleges or universities attended after September 1995 and prior to ACC enrollment, if the student transferred to ACC must also be submitted.
The new "Hazlewood Legacy Act" permits eligible veterans to assign their unused hours to their children. Children of eligible veterans must meet the institution's requirement for Satisfactory Academic Progress and maintain an overall 2.0 GPA in order to continue receiving their parent's Hazlewood benefits.
First time Hazlewood applications will be accepted through the payment deadline of the term. Applications after that date will be processed for the subsequent semester. Students who have used their Hazlewood benefits previously at ACC may apply through late registration. The Registrar's Office will process the application for benefits and contact the student directly by mail. For additional information and applications for the Hazlewood Benefits Act, please visit the College for Texans website.

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.

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
Child Development/Early Childhood
Communications
Computer Information Technology
Court Reporting
Criminal Justice
Diagnostic Cardiovascular Sonography
Electroneurodiagnostics
Emergency Medical Technology
English
Foreign Languages
Industrial Design Technology
Law Enforcement
Math
Management Development
Mental Health
Music
Nursing-ADN
Office Administration
Paralegal
Polysomnography
Process Technology
Respiratory Care
Social Science
Science
Vocational Nursing

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

Veterans Administration Benefits

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

Standards of Academic Progress for Students Receiving VA Benefits

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

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

Unsatisfactory Progress: Probation students who fail to maintain a semester GPA of 2.0 will be placed on VA Suspension. Any student making a ZERO semester GPA will automatically be place on VA suspension. Suspensions will be reported to the VA and the student will not be certified for enrollment.

Reinstatement of VA Education Benefits: Students under VA suspension may choose to continue taking classes without being certified for VA Benefits. If a student completes a semester of at least ½ time status, achieves a semester GPA above a 2.0, they can be certified for VA benefits the next semester under the probation guidelines.

Learning Lab

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

Library

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

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

Internet or bibliographic instruction is provided to patrons in the college's electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations. Students are responsible for clearing their library records before the end of each semester. Failure to do so will result in the student's records being placed on hold. Official transcripts will not be released or registration allowed until the hold is cleared in the library.

Campus Services

Cafeteria

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

Child Development Laboratory School

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

Study Grounds Coffee Bar

Study Grounds serves a variety of coffees, teas, specialty drinks and gourmet desserts. Mr. C's cold sandwiches and salads are available each evening. Study Grounds is a great place to meet with other students to relax, study or just hang out while having your favorite drink made by one of our friendly baristas. Located in the bookstore and open Monday – Thursday , 7:30 am to 7 pm and Friday, 7:30 am to 2 pm.

College Store

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

Fitness Center

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

Health Insurance

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

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

Student Activities
Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular 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. Special events take place throughout the year special events take place including Fall Festival, the Open House and Student Leadership Conference. The Student Activities Office maintains a calendar of campus events which can be accessed through the college website.

Student Organizations
Alvin Community College offers a variety of student organizations classified as service, religious and social. Potential student leaders are encouraged to join the Student Government Association (SGA). SGA is an organization that represents the student body, and maintains communication between the students and the administration. Contact the Coordinator of Student Activities for information on the following clubs and organizations:

ACC Broadcasting Club
Sponsor: Jason Nichols jnichols@alvincollege.edu

ACC Dance Club
Sponsor: Roger Bell rbell@alvincollege.edu

ACC Empowering People to Embrace Disabilities (ACCEPTED)
Sponsor: Eileen Cross 281-756-3533

ACC Running Club
Sponsor: Don Childs 281-756-3740

ACC Writer's Club
Sponsor: Linda Matteson 281-756-3573

Alvin Nursing Students Association (ANSA) - Nursing Students
Sponsor: Sally Durand 281-756-5611

American Association of University Women
Sponsor: Marjorie Nash 281-756-3731

Anime Club
Sponsor: Amanda Smithson asmithson@alvincollege.edu

Baptist Student Ministries (BSM)
Sponsor: Charles Kilgore 281-756-3704

Brony Club
Sponsor: Robin Harbour rharbour@alvincollege.edu

Catholic Newman Association
Sponsor: Amalia Parra 281-756-3709

Church of Christ Fellowship
Sponsor: Gary Coffman 281-756-3693

Culinary Arts - Approval/Conditions
Sponsor: Leslie Bartosh 281-756-3949

Equality Now: ACC's Gay Straight Alliance
Sponsor: Chris Chance 281-756-3587

Health Occupation of Students of America (H.O.S.A.)
Sponsor: Patty Stemmer 281-756-5641

History Club
Sponsor: Chris Chance 281-756-3948

Phi Theta Kappa - Approval/Conditions
Sponsor: Lynn Johnson ljohnson@alvincollege.edu

Polysomnography Club
Sponsor: Georgette Goodwill 281-756-5655

Sonography Club (SONO)
Sponsor: Jessica Murphy 281-756-5650

Student Government Association (SGA)
Sponsor: Amanda Smithson 281-756-3688

Student Organization for Respiratory Care (SORC)
Sponsor: Marby McKinney 281-756-5661

Student Veterans of America (SVA)
Sponsor: Toby Herzog 281-756-3530

Word Droppers - Court Reporting
Sponsor: Bill Cranford bcranford@alvincollege.edu

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 Student Activities office.

Stay Connected!

Alvin Community College has many methods that help you stay connected, not only to your education but to fun campus activities.

ACC's Website - www.alvincollege.edu
ACC's website is your online resource for information available at your fingertips. Constantly updated and changing, our website

provides you with the information and service that you need from your college website including class schedules, campus calendars, online registration, and much more.

Email

Email is the official means of communication at Alvin Community College. Please ensure you have a valid email address on file in the ESC. The ACC Google email service provides students with a **"name@stu.alvincollege.edu"** email address if desired. Assistance is available for students to get a free e-mail address through Yahoo.com, Hotmail.com or Gmail.com. For additional assistance contact the IT Help Desk at 281.756.3544 or come by the Cyber Lab in A-173 to obtain an e-mail address.

BlueTube

BlueTube is the ACC Communication System that informs students of activities, new classes and of campus emergencies by displaying on television sets around campus. They are located in hallways and lounge areas of every building at ACC.

Facebook

"Like" us on Facebook and stay in the know in real time. ACC's Facebook Fan page provides many benefits such as instant information, fun contests, and much more! Link available on ACC's homepage.

Twitter

ACC's Twitter is a different way to connect with others and network by keeping you informed on your time. Follow ACC's tweets today! Link available on ACC's homepage.

Blackboard Mobile™ Learn (App)

The Distance Education Department of ACC now offers Blackboard Mobile™ Learn enabling students to learn wherever and whenever they want on their mobile devices via Wi-Fi.
Here are answers to a few initial questions you may have:

What is Blackboard Mobile Learn?
Blackboard Mobile Learn™ extends and enriches the course experience of Blackboard Learn™ in native mobile applications built for a range of mobile devices.

What can students do on Blackboard Mobile Learn?
Through your mobile devices, you can view and post back to your Blackboard® courses and organizations, including the key areas of Announcements, Discussion Boards, Blogs, and Journals.

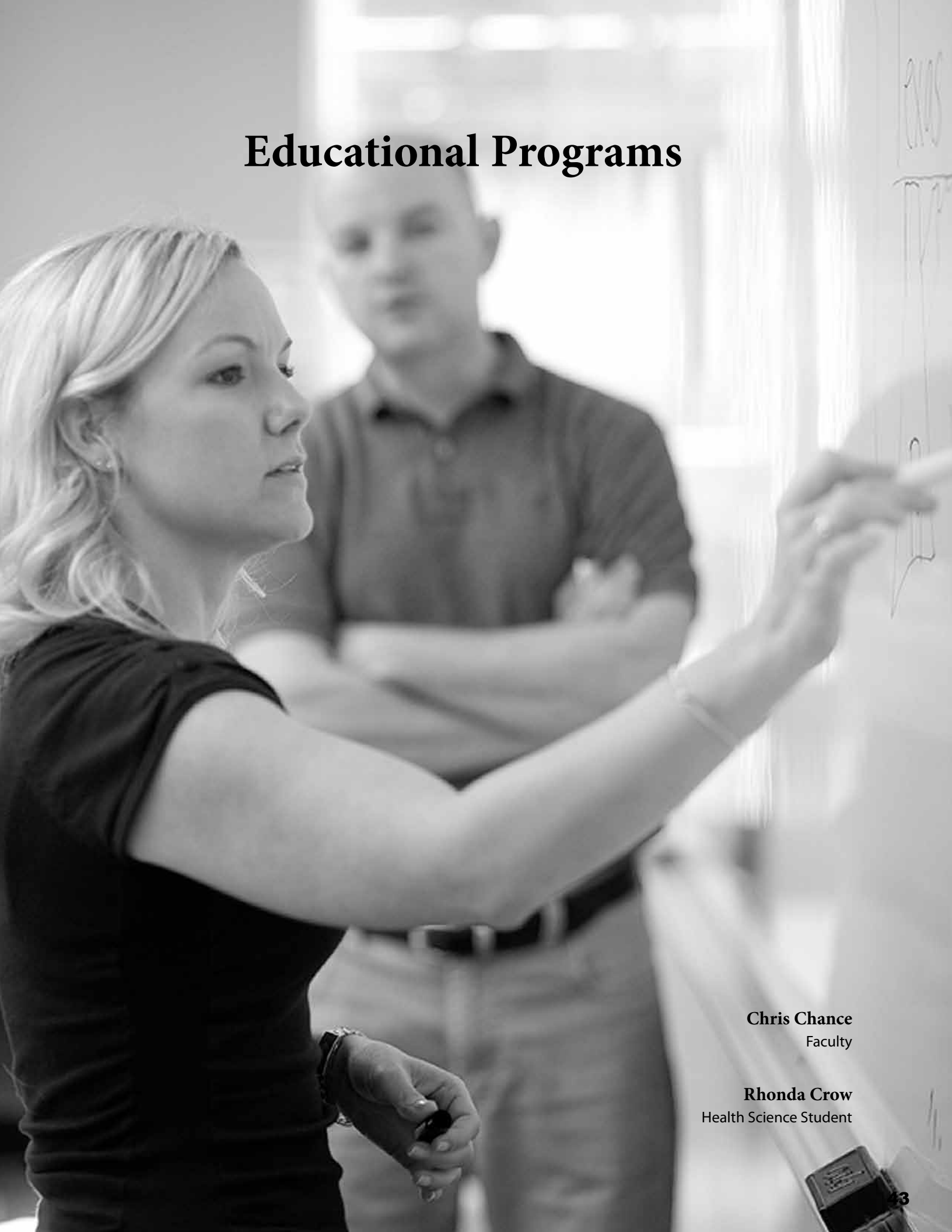
Which devices are supported by Blackboard Mobile Learn?
Blackboard Mobile Learn™ is available on select Android and BlackBerry® devices as well as over Wi-Fi only on the Apple iPad™, iPod touch® and iPhone®.

How do I get Blackboard Mobile Learn on my mobile device?
Visit the application store for your device, search for "Blackboard Mobile Learn," and simply download the FREE mobile app.

Help
Take advantage of all the features of *Blackboard Mobile Learn*™. If you have questions, here are some valuable resources you can check out:

- **Blackboard Mobile Learn Resource Center:** www.blackboard.com/mobileinfowith FAQs and video demos of Blackboard Mobile Learn on eligible devices
- **MyBlackboard Student Lounge** . See the Mobile Learn Folder
- **Video Demos** http://www.blackboard.com/Platforms/Mobile/Resources/Demos.aspx

Educational Programs



Chris Chance
Faculty

Rhonda Crow
Health Science Student

Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate. Students may have one associate degree program and the corresponding certificate on file.

⁎The Associate of Applied Science (AAS) Degree with Enhanced Skills Certificate. Articulated Credit programs are described on page 18.

NAME	AA	AS	AAS	CERT	Articulated Credit
Art	✔				
Biological Science		✔			
Business Administration		✔			
Child Development/Early Childhood				✔	✔
Child Development/Early Childhood Administration				✔	
Communications - Radio/TV Broadcasting		✔	✔	✔	✔
Computer Information Technology			✔	✔	✔
Computer Information Technology - Computer Information Systems		✔			
Computer Information Technology - Computer Networking			✔	✔	✔
Court Reporting			✔⁎	✔	
Court Reporting Scopist				✔	
Criminal Justice - Basic Law Enforcement Academy				✔	
Criminal Justice - Correctional Administration				✔	
Criminal Justice - Correctional Science			✔	✔	✔
Criminal Justice - Crime Scene Technician				✔	
Criminal Justice - Field of Study in Criminal Justice	✔				
Criminal Justice - Law Enforcement & Police Administration			✔		✔
Criminal Justice - Law Enforcement & Police Administration (Texas Peace Officer Program)				✔	
Culinary Arts			✔	✔	✔
Culinary Arts - Culinary Management				✔	
Diagnostic Cardiovascular Sonography - Adult Echocardiography			✔⁎		✔
Diagnostic Cardiovascular Sonography - Non-Invasive Vascular Technology			✔⁎		✔
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography			✔⁎		✔
Drama	✔				
Electroneurodiagnostics			✔⁎		✔
Emergency Medical Technology - Emergency Medical Technician Intermediate				✔	✔
Emergency Medical Technology - Paramedic				✔	
General Liberal Arts	✔				
General Studies	✔				
Health Science		✔			
Human Services-Substance Abuse Counseling			✔	✔	
Industrial Design Technology			✔	✔	✔
Management			✔	✔	✔
Mathematics		✔			
Musical Theater	✔				
Music-Instrumental Concentration	✔				
Music-Voice Concentration	✔				
Nursing			✔		
Nursing - Vocational				✔	✔
Nursing Transition (LVN-to-ADN)			✔		✔
Office Administration			✔		✔
Office Administration - Office Assistant				✔	
Office Administration- Administrative Support				✔	
Paralegal			✔	✔	✔
Pharmacy Technician			✔	✔	✔
Physical Science		✔			
Polysomnography – Sleep Medicine			✔⁎		✔
Process Technology			✔	✔	✔
Psychology	✔				
Respiratory Care			✔		
Sociology	✔				
Sports and Human Performance	✔				
Teaching **(AAT)**	✔				

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.)

Purpose: The Associate of Arts Degree (A.A.) is awarded to students who fulfill the requirements in, Art, Criminal Justice, Drama, General Liberal Arts, General Studies, Music, Psychology, Sociology or Sports & Human Performance curriculum. Students who complete these curriculums normally transfer to a four-year college

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 (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
+**HIST 1301	The United States to 1877	3
+Mathematics	Select from Mathematics Core Curriculum	3-4
+Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
Foreign Language or Elective		3-4
PHED	Physical Activity	1
		16-19
Second Semester		
+ENGL 1302 **or**	Composition II **or**	3
+ENGL 2311	Technical Communication	
+**HIST 1302	The United States Since 1877	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
+Mathematics	Select from Mathematics Core Curriculum	3-4
Foreign Language or Elective		3-4
PHED	Physical Activity	1
		17-19
Third Semester		
+Natural Sciences	Select from Natural Sciences Core Curriculum	4
+GOVT 2301	American National & State Governments I	3
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
ENGL Literature	Any sophomore level literature	3
Elective	Elective	3
		16
Fourth Semester		
+Humanities	Select from Humanities Core Curriculum	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	4
+GOVT 2302	American National & State Governments II	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Elective	Elective	3
		16

Total Minimum Credits Required for a General Liberal Arts Degree. 65-69

+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.

General Studies

281-756-3718

Associate of Arts Degree Program (A.A.)

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 of Arts - General Studies Degree.

Course	*Course Title*	*Credits*
+Composition	Select Composition course from Communication Core Curriculum	6
+Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
+Mathematics	Select from Mathematics Core Curriculum	3-4
+Natural Sciences	Select from Natural Sciences Core Curriculum	6-8
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
+Humanities	Select from Humanities Core Curriculum	3
+U.S. History	Select U.S. History courses from Social & Behavorial Sciences Core Curriculum	6
+Political Science	Select Political Science courses from Social & Behavorial Sciences Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
Other Requirements	Physical Activity (each 1 hour activity course)	2
*College Level Electives	Select college level courses.	18

Total credits required for the Associate of Arts - General Studies Degree 63-67

+ Core Curriculum list of courses on page 20.

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

Art

281-756-3605

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
+*HIST 1301	The United States to 1877	3
ARTS 1311	Design I	3
ARTS 1316	Drawing I	3
ARTS 1303	Art History I	3
		15
Second Semester		
+ENGL 1302	Composition II	3
+*HIST 1302	The United States Since 1877	3
ARTS 2346	Ceramics I	3
ARTS 1317	Drawing II	3
		12
Summer I Semester		
+GOVT 2301	American National & State Governments I	3
+Humanities	Select from Humanities Core Curriculum	3
		6
Summer II Semester		
+GOVT 2302	American National & State Governments II	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
		7
Third Semester		
ARTS 2316	Painting I	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	4
+Mathematics	Select from Mathematics Core Curriculum	3-4
		13-14
Fourth Semester		
ARTS 2326	Sculpture I	3
ARTS 2347	Ceramics II	3
+Natural Sciences	Natural Sciences	3-4
+Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
		12-14

Total Minimum Credits Required for an Arts Degree 65-68

+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.

Criminal Justice 281-756-3951

Associate of Arts Degree Program (A.A.) with a Field of Study in Criminal Justice

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 60-62 hours.

Course	*Course Title*	*Credits*
+Composition	Select Composition course from Communication Core Curriculum	6
+Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
+Mathematics	Select from Mathematics Core Curriculum	3-4
+Natural Sciences	Select from Natural Sciences Core Curriculum	8
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
+Humanities	Select from Humanities Core Curriculum	3
+U.S. History	Select U.S. History courses from Social & Behavorial Sciences Core Curriculum	6
+Political Science	Select Political Science courses from Social & Behavorial Sciences Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4

Field of Study Curriculum for Criminal Justice:

CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems & Practice	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 2328	Police Systems & Practices	3

Total Credits for Associate In Arts Degree With A Field Of Study In Criminal Justice 60-62

+ Core Curriculum list of courses on page 20.

Note: All courses in this degree plan which begin with the numbers 1 (eg. CRIJ 1301) should be taken during the First and Second Semester and courses which begin with numbers 2 (eg. CRIJ 2313) should be taken during the Third and Fourth Semester.

Drama

281-756-3607

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
DRAM 1220	Theatre Practicum I	2
DRAM 1322	Stage Movement & Dance	3
DRAM 1310	Introduction to Theater	3
+Mathematics or	Select from Mathematics Core Curriculum or	3-4
+Natural Sciences	Select from Natural Sciences Core Curriculum	
		14-15
Second Semester		
+ENGL 1302	Composition II	3
DRAM 1221	Theatre Practicum II	2
DRAM 1351	Acting I	3
DRAM 1341	Stage Makeup	3
+DRAM 2361 or	History of Theatre I	3
+DRAM 2362	History of Theatre II	
+**HIST 1301	The United States to 1877	3
		17
Third Semester		
+Humanities	Select from Humanities Core Curriculum	3
+**HIST 1302	The United States Since 1877	3
+GOVT 2301	American National & State Governments I	3
DRAM 2120	Theatre Practicum III	1
DRAM 1330	Stagecraft I	3
DRAM 1352	Acting II	3
		16
Fourth Semester		
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
DRAM 2331	Stagecraft II	3
+DRAM 2336	Voice for Theatre	3
DRAM 2121	Theatre Practicum IV	1
+GOVT 2302	American National & State Governments II	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
		17

Total Minimum Credits Required for Drama Degree 64-65

+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.

Music - Instrumental Concentration

281-756-3587

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
***MUSI 1211[a]	Music Theory I	2
***MUSI 1216	Elementary Sight Singing & Ear Training I	2
*MUSI 1181	Class Piano I	1-2
*MUAP 1269	Applied Music Piano	
MUAP	Appl. Principle Instr.	2
MUEN 1122[b]	Concert Band	1
+ENGL 1301	Composition I	3
+**HIST 1301	The United States to 1877	3
		14-15
Second Semester		
***MUSI 1212[a]	Music Theory II	2
***MUSI 1217	Elementary Sight Singing & Ear Training II	2
*MUSI 1182	Class Piano II	1-2
*MUAP 1270	Applied Music Piano	
MUAP	Appl. Principle Instr.	2
MUEN 1123[b]	Concert Band	1
+ENGL 1302	Composition II	3
+**HIST 1302	The United States Since 1877	3
+Mathematics or	Select from Mathematics Core Curriculum or	3-4
+Natural Sciences	Select from Natural Sciences Core Curriculum	
		17-19
Third Semester		
***MUSI 2211[a]	Music Theory III	2
***MUSI 2216	Advanced Sight Singing & Ear Training I	2
*MUSI 2181	Class Piano III	1-2
*MUAP 2269	Applied Music Piano	
MUAP	Appl. Principle Instr.	2
MUEN 2122[b]	Concert Band	1
+MUSI 1308[a]	Survey of Music Literature I	3
+GOVT 2301	American National & State Governments I	3
+Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
		17-19
Fourth Semester		
***MUSI 2212[a]	Music Theory IV	2
***MUSI 2217	Advanced Sight Singing & Ear Training II	2
*MUSI 2182	Class Piano IV	1-2
*MUAP 2270	Applied Music Piano	
MUAP	Applied Principle Instr.	2
MUEN 2123[b]	Concert Band	1
+MUSI 1309[a]	Survey of Music Literature II	3
+GOVT 2302	American National & State Governments II	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
		17-18

Total Minimum Credits Required for Music-Instrumental Concentration Degree 65-71

+Denotes Core Requirement; see p.20
*MUAP 1269, 1270, 2269, 2270 may be substituted.
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.
***Co-requisite
[a] Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 and 1309, 1211,1212, 2211,2212.
[b] Piano and guitar majors may substitute Concert Choir (MUEN 1141,1142,2141,2142)

Music - Voice Concentration

281-756-3587

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
***MUSI 1211[a]	Theory I	2
***MUSI 1216	Elementary Sight Singing & Ear Training I	2
*MUSI 1181 or	Class Piano I	1-2
*MUAP 1269	Applied Music Piano	
MUAP 1281	Applied Music Voice	2
MUEN 1141	Concert Choir	1
+ENGL 1301	Composition I	3
+**HIST 1301	The United States to 1877	3
		14-15
Second Semester		
***MUSI 1212[a]	Music Theory II	2
***MUSI 1217	Elementary Sight Singing & Ear Training II	2
*MUSI 1182 or	Class Piano II	1-2
*MUAP 1270	Applied Music Piano	
MUAP 1282	App. Music: Voice	2
MUEN 1142	Concert Choir	1
+ENGL 1302	Composition II	3
+**HIST 1302	The United States Since 1877	3
+Mathematics or	Select from Mathematics Core Curriculum or	3-4
+Natural Sciences	Select from Natural Sciences Core Curriculum	
		17-19
Third Semester		
***MUSI 2211[a]	Music Theory III	2
***MUSI 2216	Advanced Sight Singing & Ear Training I	2
*MUSI 2181 or	Class Piano III	1-2
*MUAP 2269	Applied Music Piano	
MUAP 2281	App. Music: Voice	2
MUEN 2141	Concert Choir	1
+MUSI 1308[a]	Survey of Music Literature I	3
+GOVT 2301	American National & State Governments I	3
+DRAM 2336	Theater Speech	3
		17-18
Fourth Semester		
***MUSI 2212[a]	Music Theory IV	2
***MUSI 2217	Advanced Sight Singing & Ear Training II	2
*MUSI 2182 or	Class Piano IV	1-2
*MUAP 2270	Applied Music Piano	
MUAP 2282	App. Music: Voice	2
*MUEN 2142	Concert Choir	1
+MUSI 1309[a]	Survey of Music Lit II	3
+GOVT 2302	American National & State Government II	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
		17-18

Total Minimum Credits Required for Music - Voice Concentration Degree 65-70

+Denotes core requirement; see p. 20

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

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

***Co-requisites

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

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.

COURSE	NUMBER OF SEMESTERS	SEMESTER CREDIT HOURS
Ensemble		
MUEN 1122, 1123, 2122, 2123 (Instrumental Majors)	4	4
MUEN 1141, 1142, 2141, 2142 (Voice Majors)	4	4
Applied Study		
Four semesters of sequential courses in voice or one instrumental area:		
MUAP 1217, 1218, 2217, 2218 (Woodwinds)	4	8
MUAP 1237, 1238, 2237, 2238 (Brass)	4	8
MUAP 1257, 1258, 2257, 2258 (Percussion)	4	8
MUAP 1261, 1262, 2261, 2262 (Guitar)	4	8
MUAP 1269, 1270, 2269, 2270 (Piano)	4	8
MUAP 1281, 1282, 2281, 2282 (Voice)	4	8
Theory/Aural Skills		
MUSI 1211, 1212, 2211, 2212 (Music Theory)	4	8
MUSI 1216, 1217, 2216, 2217 (Sight Singing & Ear Training)	4	8
Music Literature		
MUSI 1308 or 1309	1	3

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 music students jazz things up at a concert.

Musical Theatre

281-756-3587

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
+DRAM 2336	Voice for Theatre	3
MUSI 1211	Music Theory I	2
MUSI 1216	Elementary Sight Singing & Ear Training I	2
MUAP 1281	Applied Music: Voice	2
MUSI 1159	Musical Theatre I	1
+Mathematics or	Select from Mathematics Core Curriculum or	3-4
+Natural Sciences	Select from Natural Sciences Core Curriculum	
		16-17
Second Semester		
+**HIST 1301	The United States to 1877	3
DRAM 1351	Introduction to Acting	3
DRAM 1322	Movement & Dance for the Performing Arts	3
MUSI 1212	Music Theory II	2
MUSI 1217	Elementary Sight Singing & Ear Training II	2
MUAP 1282	Applied Music: Voice	2
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
		18
Third Semester		
+ENGL 1302	Composition II	3
+Humanities	Select from Humanities Core Curriculum	3
+GOVT 2301	American National & State Governments I	3
DRAM 1341	Stage Makeup	3
MUSI 1181	Class Piano I	1
MUAP 2281	Applied Music: Voice	2
MUSI 2159	Musical Theatre II	3
		16
Fourth Semester		
DRAM 1352	Acting II	3
MUAP 2282	Applied Music: Voice	2
+**HIST 1302	The United States Since 1877	3
+GOVT 2302	American National & State Governments II	3
MUSI 1182	Class Piano II	1
+DRAM 2362 **or**	History of the Theatre II **or**	
+MUSI 1308[a] **or**	Survey of Music Literature I	3
+MUSI 1309[a]	Survey of Music Literature II	
+DRAM 1310	Introduction to Theater	3
		15

Total Minimum Credits Required for Musical Theatre Degree 65-66

+Denotes core requirement; see p. 20.
*MUAP 1269, 1270 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] Students should choose based on requirements of the senior institution to which they are transferring.

Psychology

281-756-3733

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
+ENGL 1301	Composition I	3
+Mathematics	Select from Mathematics Core Curriculum	3-4
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
		13-14
Second Semester		
+ENGL 1302	Composition II	3
+HIST 1301	The United States to 1877	3
+Natural Science	Select from Natural Science Core Curriculum	3-4
PSYC 2301	General Psychology	3
+SPCH 1315 or 1318	Public Speaking or Interpersonal Comm.	3
		15-16
Third Semester		
+Humanities	Select from Humanities Core Curriculum	3
+GOVT 2301	American National & State Govt. I	3
PSYC 2307 **or** PSYC 2308 **or** PSYC 2311 **or** PSYC 2314	Adolescent Psychology **or** Child Growth and Development **or** Adult Development **or** Life Span Growth and Development	3
PSYC 2317	Statistical Methods in Psychology	3
*PSYC Elective	Select from course list below	3
*PSYC Elective	Select from course list below	3
		18
Fourth Semester		
+GOVT 2302	American National & State Govt. II	3
+HIST 1302	The United States Since 1877	3
+Natural Science	Select from Natural Science Core Curriculum	3-4
*PSYC Elective	Select from course list below	3
*PSYC Elective	Select from course list below	3
		15-16

Total Minimum Credit Hours Required for an A. A. in Psychology. 61-64

+Denotes Core Curriculum Requirement
*Denotes electives selected from the following courses:

PSYC 1300 Learning Strategies
PSYC 2302 Applied Psychology
PSYC 2306 Human Sexuality
PSYC 2307 Adolescent Psychology
PSYC 2308 Child Growth and Development
PSYC 2311 Adult Development
PSYC 2314 Life-Span Growth and Development
PSYC 2315 Psychology of Adjustment
PSYC 2316 Psychology of Personality
PSYC 2319 Social Psychology
PSYC 2389 Co-op/Internship

Sociology

281-756-3733

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
+COSC / BCIS	Select from Basic Computer Literacy Core Curriculum	4
+ENGL 1301	Composition I	3
+Mathematics	Select from Mathematics Core Curriculum	3-4
SOCI 1301	Introductory Sociology	3
		13-14
Second Semester		
+ENGL 1302	Composition II	3
+HIST 1301	The United States to 1877	3
+Natural Science	Select from Natural Science Core Curriculum	3-4
SOCI 1306 **or** 2319	Social Problems **or** Minority Studies	3
+SPCH 1315 **or** 1318	Public Speaking **or** Interpersonal Communications	3
		15-16
Third Semester		
+Humanities	Select from Humanities Core Curriculum	3
+GOVT 2301	American National & State Govt. I	3
PSYC 2317	Statistical Methods in Psychology	3
+SOCI 2301	Marriage and the Family	3
*SOCI Elective	Select from course list below	3
*SOCI Elective	Select from course list below	3
		18
Fourth Semester		
+GOVT 2302	American National & State Govt. II	3
+HIST 1302	The United States Since 1877	3
+Natural Science	Select from Natural Science Core Curriculum	3-4
*SOCI Elective	Select from course list below	3
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
		15-16

Total Minimum Credit Hours Required for an A. A. in Sociology 61-64

+Denotes Core Curriculum Requirement
*Denotes electives selected from the following courses:

PSYC 1300 Learning Strageties
SOCI 1306 Social Problems
SOCI 2306 Human Sexuality
SOCI 2319 Minority Studies
SOCI 2326 Social Psychology
SOCI 2336 Criminology
SOCI 2339 Juvenile Delinquency
SOCI 2340 Drug Use and Abuse
SOCI 2389 Co-op/Internship

Sports and Human Performance

281-756-3691

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
+**HIST 1301	The United States to 1877	3
+BIOL 1406	General Biology I	4
PHED 1301	Introduction to Physical Fitness & Sport	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
PHED	Physical Activity	1
		18
Second Semester		
+ENGL 1302	Composition II	3
+**HIST 1302	The United States Since 1877	3
PHED 1304	Health and Wellness	3
PHED 1346	Drug Use and Abuse	3
PHED	Physical Activity	1
		13
Summer Semester		
+Mathematics	Select from Mathematics Core Curriculum	3-4
		3-4
Third Semester		
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
BIOL 2401	Anatomy & Physiology I	4
+GOVT 2301	American National & State Governments I	3
PHED 1306	First Aid	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		16
Fourth Semester		
BIOL 2402	Anatomy & Physiology II	4
+GOVT 2302	American National & State Governments II	3
PHED 1322	Coaching Athletics-Baseball/Softball	3
+Humanities	Select from Humanities Core Curriculum	3
+Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
		16-17

Total Minimum Credits Required for Sports & Human Performance Degree. 66-68

+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.

Associate of Arts in Teaching Program 281-756-3644

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

***Students should seek advisement for specific university transfer plans and course transferability.**

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

Course Number	*Course Title*	*Credits*
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3
Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
MATH 1314	College Algebra or higher (excludes Math 1332)	3
MATH 1350	Fundamentals of Math I	3
MATH 1351	Fundamentals of Math II	3
Natural Science	Select from Natural Science Core Curriculum (2 courses)	8
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6
GOVT 2301	American National & State Governments I	3
GOVT 2302	American National & State Governments II	3
Humanities	Select from: ENGL literature(sophomore level) or HUMA, or PHIL	3
Visual & Performing Arts	Select from: MUSI, ARTS, DRAM	3
Social & Behavioral Science	GEOG 1303 (preferred)	3
Pre-Major Education Courses: (12 hours)		12
Select from:		
EDUC 1301	Introduction to the Teaching Profession	
EDUC 2301	Special Populations	
TECA 1303	Family, School & Community	
TECA 1311	Educating Young Children	
TECA 1318	Wellness & the Young Child	
TECA 1354	Child Growth & Development	

Total Minimum Credits Required 63

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification
Grades 4-8 Generalist EC-12 Bilingual/ESL or EC-12 Special Education.

Course Number	*Course Title*	*Credits*
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3
Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
MATH 1314	College Algebra or higher	3
MATH 1350	Fundamentals of Math I	3
MATH 1351	Fundamentals of Math II	3
Natural Science	Select from Natural Science Core (2 courses)	8
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6
GOVT 2301	American National & State Governments I	3
GOVT 2302	American National & State Governments II	3
Humanities	Select from: ENGL literature(sophomore level) or HUMA or PHIL	3
Visual & Performing Arts	Select from MUSI, ARTS, DRAM	3
Social & Behavioral Science	GEOG 1303 (preferred)	3
Pre-Major Required Courses:		
EDUC 1301	Introduction to Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
Elective	College Level	3

Total Minimum Credits Required 60

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification, Grades 8 – 12, and Other EC- 12 Tracks

Course Number	*Course Title*	*Credits*
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3
Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
*MATH 1314 **or**	College Algebra **or**	3
*MATH 1332	Contemporary Mathematics I	
Natural Science	Select from Natural Science Core Curriculum	8
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6
GOVT 2301	American National & State Governments I	3
GOVT 2302	American National & State Governments II	3
Humanities	Select from: ENGL literature(sophomore level) **or** HUMA **or** PHIL	3
Visual & Performing Arts	Select from ARTS, MUSI, DRAM	3
Pre-major Courses		
EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
**Content area teaching fields/academic disciplines (12 hours)		12

Total Minimum Credits Required 60

* Non math or science majors may take Math 1332. Consult the requirements from the accepting university.

** Area Teaching Field/Academic Discipline:

8-12	History	8-12	Science
8-12	Social Sciences	8-12	English Language Arts & Reading
8-12	Mathematics		

Smaller class sizes allow for one-on-one instruction.

Associate of Science Degree

Degree: Associate of Science (A.S.)

Purpose: The Associate of Science Degree (A.S.) is awarded to students who fulfill the requirements of the Biological Science, Business Administration, Communications, Computer Information Systems, Health science, Mathematics, or Physical Science curriculum. Students who complete these curriculums normally transfer to a four-year college.

Program Requirements: Although the major emphasis in these curriculums is in mathematics, biological science, and physical science, the curriculums also include courses in the computer science, 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 281-756-5669

Associate of Science Degree Program (A.S.)

Course Number	*Course Title*	*Credits*
First Semester		
+BIOL 1406	General Biology I	4
CHEM 1411	General Chemistry & Analysis I	4
+ENGL 1301	Composition I	3
+MATH 1314	College Algebra	3
+**HIST 1301	The United States to 1877	3
PHED	Physical Activity	1
		18
Second Semester		
+BIOL 1407	General Biology II	4
CHEM 1412	General Chemistry & Analysis II	4
+ENGL 1302	Composition II	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
+**HIST 1302	The United States Since 1877	3
PHED	Physical Activity	1
		19
Third Semester		
BIOL 2306 **or**	Environmental Conservation **or**	3-4
BIOL 2401	Anatomy and Physiology I	
CHEM 2423	Organic Chemistry	4
+ENGL 2332 **or**	Survey of Literature I **or**	3
ENGL 2322	Survey of English Literature I	
+GOVT 2301	American National & State Governments I	3
+Visual & Perf Arts	Select from Visual & Performing Arts Core Curriculum	3
		16-17
Fourth Semester		
BIOL 2420 **or**	Microbiology **or**	4
BIOL 2402	Anatomy and Physiology II	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+GOVT 2302	American National & State Governments II	3
+SPCH 1315 **or**	Public Speaking **or**	3
+SPCH 1318 **or**	Interpersonal Communication **or**	
+SPCH 2335	Argumentation & Debate	
		13

Total Minimum Credits Required for Biological Science Degree 66-67

+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.

Business Administration 281-756-3660

Associate of Science Degree Program (A.S.) with a Field of Study in Business

Purpose: 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 theTHECB 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 Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
+MATH 1314	College Algebra	3
+*HIST 1301	The United States to 1877	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3-4
BUSI 1301	Introduction to Business	3
		15-16
Second Semester		
+ENGL 1302	Composition II	3
MATH 1324	Math for Business & Social Science I	3
+*HIST 1302	The United States Since 1877	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3-4
+Humanities	Select from Humanities Core Curriculum	3-4
		15-17
Third Semester		
BCIS 1405 **or COSC 1401	Business Computer Applications **or** Microcomputer Applications	4
**ACCT 2301	Financial Accounting	3
+GOVT 2301	American National & State Governments I	3
+**ECON 2301	Principles of Economics I	3
BUSI 2301	Business Law	3
		16
Fourth Semester		
+SPCH 1315 **or** **SPCH 1321	Public Speaking **or** Business Speaking	3
**ACCT 2302	Managerial Accounting	3
+GOVT 2302	American National & State Governments II	3
**ECON 2302	Principles of Economics II	3
**MATH 1325	Math for Business & Social Science II	3
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
		18

Total Minimum Credits Required for Business Administration Degree 64-67

+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.
**Field of Study Curriculum; see p. 22.

Communications - Radio/TV Broadcasting

281-756-3767

Associate of Science Degree Program (A.S.)

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

Course Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
+COMM 2311	News Gathering & Writing I	3
+**HIST 1301	The United States to 1877	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	4
COMM 1336	Television Production I	3
		16
Second Semester		
+ENGL 1302	Composition II	3
+Mathematics	Select from Mathematics Core Curriculum	3-4
+**HIST 1302	The United States Since 1877	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	4
COMM 1337	Television Production II	3
		16-17
Third Semester		
COMM 2366	Introduction to Film	3
COMM 2303	Audio/Radio Production	3
+GOVT 2301	American National & State Governments I	3
+COMM 1307	Introduction to Mass Communication	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Fourth Semester		
+Communication Skills	Select Communications Skills course from Communication Core Curriculum	3-4
COMM 1318	Photography I	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
+GOVT 2302	American National & State Governments II	3
COMM 2326	Practicum in Electronic Media	3
		16-17

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree . . . . . 63 -65

+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.

Computer Information Systems 281-756-3783

Associate of Science Degree Program (A.S.)

Purpose: This is a recommended course of study for students who plan to pursue a baccalaureate degree in computer information systems or other computer technology field. It does not prepare students for direct entry into a computer technology 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.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Science Degree with a major in Computer Information Systems.

Course Number	*Course Title*	*Credits*
ENGL 1301	Composition I	3
ENGL 1302 or	Composition II	3
ENGL 2311	Technical Communication	
Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
Mathematics	Select from Mathematics Core Curriculum	3-4
Natural Sciences	Select from Natural Sciences Core Curriculum	6-8
Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
Humanities	Select from Humanities Core Curriculum	3
GOVT 2301	American National & State Governments I	3
GOVT 2302	American National & State Governments II	3
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	9
Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum (COSC 1401 recommended)	3-4
Computer Elective	Select from the Computer Elective list below.	12
Elective	Select from the Computer or Course Elective list below.	6-8

Total Minimum Credits Required for Computer Information Systems Degree 60-67

Computer Elective List:

BCIS 1431 Programming in Visual Basic
BCIS 2431 Advanced Programming Visual Basic
COSC 1436 Programming Fundamentals I - C Programming
COSC 1437 Programming Fundamentals II - C++
COSC 2420 Advanced C++ Programming
COSC 2436 Programming Fundamentals III - JAVA

Course Elective:

ACCT 2301, 2302
ECON 2302
MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414
ASTR 1403, 1404
BIOL 1308, 1309, 1406, 1407, 2401, 2402
CHEM 1405, 1407, 1411, 1412
GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447
PHYS 1401, 1402, 1403, 1404, 2425, 2426

*****ACC has a 2+2 agreement with other universities.*****

Health Science

281-756-3531

Associate of Science Degree Program (A.S.)

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.

Course Number	*Course Title*	*Credits*
First Semester		
+BIOL 2401	Anatomy and Physiology I	4
+ENGL 1301	Composition I	3
+PSYC 2301	General Psychology	3
+*HIST 1301	The United States to 1877	3
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
		17
Second Semester		
+BIOL 2402	Anatomy and Physiology II	4
+ENGL 1302	Composition II	3
+PSYC 2314	Lifespan Growth & Development	3
+Humanities	Select from Humanities Core Curriculum	3
+*HIST 1302	The United States Since 1877	3
		17
Third Semester		
BIOL 2420	Microbiology	4
HECO 1322	Nutrition and Diet Therapy	3
+GOVT 2301	American National & State Governments I	3
+SOCI 1301	Introductory Sociology	3
+MATH 1314 **or**	College Algebra **or**	3
+MATH 1342	Elementary Statistical Methods	
		16
Fourth Semester		
+CHEM 1405 **or** 1411	Chemistry	4
+GOVT 2302	American National & State Governments II	3
+Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
		13-14

Total Minimum Credits Required for Health Science Degree. 62-63

+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

Mathematics

281-756-3705

Associate of Science Degree Program (A.S.)

Course Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
+MATH 1314	College Algebra	3
+*HIST 1301	The United States to 1877	3
PHED	Physical Activity	1
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
		13
Second Semester		
+ENGL 1302	Composition II	3
+MATH 2412	Pre-Calculus Math	4
+*HIST 1302	The United States Since 1877	3
PHED	Physical Activity	1
+Humanities	Select from Humanities Core Curriculum	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		17
Third Semester		
+ENGL 2332 **or**	Survey of Literature I **or**	3
+ENGL 2322	Survey of English Literature I	
+GOVT 2301	American National & State Governments I	3
+MATH 2413	Calculus I	4
+Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
+Natural Sciences	Select from Natural Sciences Core Curriculum	3-4
		16-18
Fourth Semester		
+GOVT 2302	American National & State Governments II	3
+MATH 2414	Calculus II	4
+Natural Sciences	Select from Natural Sciences Core Curriculum	4
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
		15

Total Minimum Credits Required for Mathematics Degree 61-63

+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.

Physical Science

281-756-5669

Associate of Science Degree Program (A.S.)

Course Number	*Course Title*	*Credits*
First Semester		
+CHEM 1411	General Chemistry & Analysis I	4
+ENGL 1301	Composition I	3
+*HIST 1301	The United States to 1877	3
+SPCH 1315 **or**	Public Speaking **or**	3
+SPCH 1318 **or**	Interprsonal Communication **or**	
+SPCH 2335	Argumentation & Debate	
PHED	Physical Activity	1
+Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
		18
Second Semester		
+CHEM 1412	General Chemistry & Analysis II	4
+ENGL 1302	Composition II	3
+*HIST 1302	The United States Since 1877	3
+MATH 2412	Pre-Calculus Math	4
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3
PHED	Physical Activity	1
		18
Third Semester		
**Science	Recommended for Majors	4
+Humanities	Select from Humanities Core Curriculum	3
+GOVT 2301	American National & State Governments I	3
+MATH 2413	Calculus I	4
		14
Fourth Semester		
***Science	Second half of science course taken in third semester	4
+GOVT 2302	American National & State Governments II	3
+MATH 2414	Calculus II	4
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		14

Total Minimum Credits Required for Physical Science Degree 64

\+ 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.

** 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.

***Select two of the following: BIOL 1406, CHEM 2425, GEOL 1403, PHYS 1401, PHYS 2425

Associate of Applied Science Degree Programs

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

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

Communications-Radio/TV Broadcasting
Computer Information Technology
Computer Information Technology - Computer Networking
Court Reporting
Criminal Justice - Correctional Science
Criminal Justice - Law Enforcement & Police Administration
Culinary Arts
Diagnostic Cardiovascular Sonography-Adult Echocardiography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography
Electroneurodiagnostics
Human Services - Substance Abuse Counseling
Industrial Design Technology
Management
Nursing ADN
Nursing Transition (LVN to ADN)
Office Administration- Administrative Assistant
Paralegal
Pharmacy Technician
Polysomnography - Sleep Medicine
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-Adult Echocardiography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
Diagnostic Cardiovascular Sonography- Pediatric Echocardiography
Electroneurodiagnostics
Polysomnography - Sleep Medicine

Certificate Programs

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

Child Development/Early Childhood
Child Development/Early Childhood Administration
Communications-Radio/TV Broadcasting
Computer Information Technology
Computer Information Technology - Networking
Court Reporting
Court Reporting Scopist
Criminal Justice - Basic Law Enforcement
Criminal Justice - Correctional Administration
Criminal Justice - Correctional Science
Criminal Justice - Crime Scene Technician
Criminal Justice - Law Enforcement and Police Administration (Texas Peace Officer)
Culinary Arts
Culinary Arts - Culinary Management
Emergency Medical Paramedic
Emergency Medical Technician - Intermediate
Human Services - Substance Abuse Counseling
Industrial Design Technology
Management
Office Administration - Administrative Support
Office Administration - Office Assistant
Paralegal
Pharmacy Technician
Process Technology
Vocational Nursing

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

Child Development/Early Childhood Certificate 281-756-3644

Articulated Credit

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

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

Course Number	*Course Title*	*Credits*
First Semester		
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math & Science for Early Childhood	3
TECA 1303	Family, School and Community	3
TECA 1311	Educating Young Children	3
		15
Second Semester		
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC Elective	Select from CDEC courses	3
CDEC Elective	Select from CDEC courses	3
CDEC 1384	Cooperative Ed. in Child Development I	3
TECA 1318	Wellness of the Young Child	3
		15

Total Credits Required for Child Development/Early Childhood Certificate 30

*Capstone course requirement: CDEC 1384.

Child Development/Early Childhood Administration Certificate

Purpose: The Administrative Certificate is designed for career oriented persons working in the early childhood field.

First Semester		
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC 1319	Child Guidance	3
CDEC 2426	Administration of Program for Children I	4
		10
Second Semester		
TECA 1318	Wellness of the Young Child	3
*CDEC 2428	Administration of Program for Children II	4
Business Elective	Choose one from: BUSI,BMGT,BUSG, or ACNT	3
		10

Total Credits Required for Certificate of Child Development/Early Childhood Administration 20

*Capstone Course Required: CDEC 2428.

Communications - Radio/TV Broadcasting 281-756-3767

Associate of Applied Science Degree (A.A.S.) - Articulated Credit

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.

Course Number	*Course Title*	*Credits*
First Semester		
ENGL 1301	Composition I	3
COMM 1318	Photography I	3
RTVB 1325	TV Studio Production	3
RTVB1309	Audio/Radio Production I	3
RTVB 1301	Broadcast News Writing	3
		15
Second Semester		
Mathematics	Select from Mathematics Core Curriculum	3
RTVB 2331	Audo/Radio Production III	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 1321	TV Field Production	3
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Third Semester		
RTVB 1355	Radio and Television Announcing	3
COMM 2366	Introduction to Film	3
HIST 1301	The United States to 1877	3
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
Communication Skills	Select Communication Skills course from Communication Core Curriculum	3
		15
Fourth Semester		
RTVB or COMM	Elective from RTVB or COMM course rubric	3
COMM 1307	Introduction to Mass Communication	3
* RTVB 2340	Portfolio Development	3
RTVB 2337	TV Production Workshop	3
Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
		16

Total Credits Required for Communications-Radio/TV Broadcasting Degree 61

*Capstone Course

Communications - Radio/TV Broadcasting Certificate 281-756-3767

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

Course Number	*Course Title*	*Credits*
First Semester		
RTVB 1301	Broadcast News Writing	3
COMM 1307	Introduction to Mass Communication	3
RTVB 1309	Audio/Radio Production I	3
RTVB 1325	TV Studio Production	3
		12
Second Semester		
RTVB 2331	Audio Radio Production III	3
RTVB 1321	TV Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
COMM 1318	Photography I	3
		12
Third Semester		
*RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
RTVB **or** COMM	Elective from RTVB or COMM course rubric	3
		6

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

*Capstone Course

89.7 Rocks the Gulf Coast! ACC is one of the only community colleges with its own radio station.

Computer Information Technology 281-756-3783

Associate of Applied Science Degree Program (A.A.S.) **Purpose:** The Computer Information Technology program is designed primarily for students seeking a certificate or associate of applied science (A.A.S.) degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

	Course Number	*Course Title*	*Credits*
	FIRST YEAR		
	First Semester		
	Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum (COSC 1401 recommended)	4
	BCIS 1431 **or**	Programming in Visual Basic	4
	ITSE 1431	Introduction to Visual BASIC Programming	
	ITSC 1305	Introduction to PC Operating Systems	3
1st Mini	ITNW 1358	Network+	3
2nd Mini	ITNW 1325	Fundamentals of Networking	3
			17
	Second Semester		
	*BCIS 2431 **or**	Advanced Programming Visual Basic	4
	*ITSE 2449	Advanced Visual BASIC Programming	
	IMED 2415	Web Design	4
	COSC 1436 **or**	Programming Fundamentals I - C Programming	4
	ITSE 1422	Introduction to C Programming	
1st Mini	ITMT 1302	Windows Seven Configuration	3
	ITSC 1325	Personal Computer Hardware	3
			18
	SECOND YEAR		
	(Courses Needed to Complete Semesters 3 and 4)		
	Computer Elective	Select from the Computer Elective list below.	4
	Computer Elective	Select from the Computer Elective list below.	4
	Computer Elective	Select from the Computer Elective list below.	4
	Elective	College Level Course or Computer Elective	1-4
	Communication	Select from Communication Core Curriculum	3-4
	Mathematics or Natural Sciences	Select from Mathematics or Natural Sciences Core Curriculum	3-4
	Visual & Perf Arts or Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
	Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
			25-30

Total Credits Required for A.A.S. Computer Information Technology Degree……60-65

*Capstone Course

Computer Elective List:

COSC 1437 Programming Fundamentals II - C++
or ITSE 1407 Introduction to C++ Programming
COSC 2420 Advanced C++ Programming
COSC 2436 Programming Fundamentals III - JAVA
or ITSE 2417 JAVA Programming
ITSE 2409 Database Programming
ITSW 1404 Introduction to Spreadsheets

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

This plan provides courses for preparation for the following certifications:
CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
CompTIA A+ Certification (ITSC 1305 and ITSC 1325)
Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

*****ACC has a 2+2 agreement with other universities.*****

Computer Information Technology - Computer Networking 281-756-3669

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Computer Information Technology Networking program is designed to prepare students for careers in many areas of LAN/WAN administration and design. ACC is a Charter 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 61 credit A.A.S. program focuses on these Microsoft certifications: (MCITP) "Microsoft Certified IT Professional", "MCITP-Support Technician", "MCITP-Server Administrator". Program graduates will be prepared for other, vender neutral, certifications, as well. Such as CompTIA's "Network+", "A+", and "Security+". All industry certifications are awarded after passing their proprietary exams which are administered by authorized testing centers. Alvin College has a classroom lab, on the main campus, dedicated exclusively to the Network Administrator/Professional/Technician curriculums.

	Course Number	*Course Title*	*Credits*
	First Semester		
1st Mini	ITNW 1358	Network+	3
2nd Mini	ITNW 1325	Fundamentals of Networking	3
1st Mini	ITMT 1302	Windows Seven Configuration	3
2nd Mini	ITMT 1340	Server 2003 Install, Configure & Maintain	3
	Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum	3
			15
	Second Semester		
1st Mini	ITSC 1325	Personal Computer Hardware	3
2nd Mini	ITSC 1305	Introduction to PC Operating Systems	3
1st Mini	ITMT 2301	Win Srv 2008 Ntwrk Infrastructure Config.	3
2nd Mini	ITMT 2302	Windows Server 2008 AD Configuration	3
	BASIC Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
			16
	Third Semester		
*	Visual & Perf Arts/Humanities	Select from Visual & Performing Arts / Humanities Core Curriculum	3
1st Mini	ITNW 2321	Networking with TCP/IP	3
2nd Mini	ITSY 1342	Information Technology Security (Security+)	3
	ENGL 1301	Composition I	3
	MATH 1333	Contemporary Mathematics for Tech	3
			15
	Fourth Semester		
	ENGL 1302	Composition II	3
1st Mini **	ITMT 2351	Windows Server 2008 Administrator	3
2nd Mini	ITMT 2322	Windows Server 2008 Application Platform Config.	3
1st Mini	ITMT 2340	Design Secure Server 2003 Network Infrastructures	3
2nd Mini	ITMT 2346	Implament & Maintain Security in Svr 2003 Networks	3
			15

Total Credits Required for A.A.S of Computer Networking Degree 61

* Elective is optional but provides flexibility and broader development of the program and individual.
** The capstone course is ITMT 2351 - Windows Server 2008 Server Administrator

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

Computer Information Technology Certificate

Purpose: The Certificate of the Computer Information Technology program is designed primarily for students seeking employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, and installation and maintenance of networks.

Program Requirements: Upon satisfactory completion of the two-semester curriculum, with an overall 2.0 grade point average for all computer courses attempted, the student will be awarded the Certificate in Computer Information Technology.

	Course Number	*Course Title*	*Credits*
	First Semester		
	Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum (COSC 1401 recommended)	4
	BCIS 1431 **or**	Programming in Visual Basic	4
	ITSE 1431	Introduction to Visual Basic Programming	
	ITSC 1305	Introduction to PC Operating Systems	3
1st Mini	ITNW 1358	Network+	3
2nd Mini	ITNW 1325	Fundamentals of Networking	3
			17
	Second Semester		
	*BCIS 2431 **or**	Advanced Programming Visual Basic	4
	*ITSE 2449	Advanced Visual Basic Programming	
	IMED 2415	Web Design	4
	COSC 1436 **or**	Programming Fundamentals I - C Programming	4
	ITSE 1422	Introduction to C Programming	
1st Mini	ITMT 1302	Windows Seven Configuration	3
	ITSC 1325	Personal Computer Hardware	3
			18

Total Credits Required for Computer Information Technology Certificate 35

*Capstone Course

This plan provides courses for preparation for the following certifications:
CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
CompTIA A+ Certification (ITSC 1305 and ITSC 1325)
Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)
Mini-Semesters run 8 weeks and are scheduled back-to-back (e.g. 1st Mini (8wks) + 2nd Mini (8wks) = 16wks).

Computer Information Technology - Computer Networking Certificate

	Course Number	*Course Title*	*Credits*
	First Semester		
1st Mini	ITNW 1358	Network+	3
2nd Mini	ITNW 1325	Fundamentals of Networking	3
1st Mini	ITMT 1302	Windows Seven Configuration	3
2nd Mini *	ITMT 1340	Server 2003 Install, Configure & Maintain	3
			12
	Second Semester		
1st Mini	ITSC 1325	Personal Computer Hardware	3
2nd Mini	ITSC 1305	Introduction to PC Operating Systems	3
1st Mini	ITMT 2301 or	Windows Server 2008 Network Infrastructure Configuration	3
2nd Mini	ITMT 2302	Windows Server 2008 AD Configuration	
	Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
			13

Total Credits Required for Computer Information Technology Computer Networking Certificate 25

*Capstone Course

This plan provides courses for preparation for the following certifications:
CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
CompTIA A+ Certification (ITSC 1325 and ITSC 1305)
Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

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

Court Reporting 281-756-3757

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

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 is two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, and dictation is provided through MyBlackboard on the ACC website for home practice. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

Program Objectives: The objective of the 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 and the Texas Court Reporters Certification Board. Accompanying objectives are the attainment of the Court Reporting Scopist Certificate and an enhanced skills certificate in captioning/CART.

Program Requirements:

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

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

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

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

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

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

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

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

Court Reporting

281-756-3757

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

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester (Fall)		
CRTR 1302	Law and Legal Terminology	3
CRTR 1312	Reporting Communications I	3
CRTR 1404	Machine Shorthand I - Theory	4
Visual & Perf Arts/Humanities	Select from Visual & Performing Arts/Humanities Core Curriculum	3
		13
Second Semester (Spring)		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1314	Reporting Technology I	3
CRTR 1406	Machine Shorthand II (60-100)	4
CRTR 2306	Medical Reporting	3
CRTR 2311	Reporting Communications II	3
		15
Third Semester (Summer)		
CRTR 1308	Realtime Reporting I	3
CRTR 1357	Literary/Jury Charge Dictation I (100-120)	3
CRTR 2401	Intermediate Machine Shorthand (120-140)	4
Social & Behaviorial Sciences	Select from Social & Behaviorial Sciences Core Curriculum	3
		13
SECOND YEAR		
First Semester (Fall)		
CRTR 1359	Literary/Jury Charge Dictation II (140-160)	3
CRTR 2312	Court Reporting Procedures	3
CRTR 2403	Advanced Machine Shorthand (160-180)	4
Political Science	Select from Political Science Core Curriculum	3
		13
Second Semester (Spring)		
CRTR 2331	CSR/RPR Preparation	3
CRTR 2236	Accelerated Machine Shorthand II (180-200-225)	2
CRTR 2435	Accelerated Machine Shorthand (200-225)	4
Mathematics/Natural Sciences	Select from Mathematics or Natural Sciences Core Curriculum	3 - 4
		12 - 13
Third Semester (Summer)		
CRTR 2381	Cooperative Education	3
Communication Skills	Select Communication Skills course from Communications Core Curriculum	3
		6

Total Credits Required A.A.S. Court Reporting . . . . . 72 - 73

1. The student shall pass three five-minute tests with a minimum of 95% accuracy at each of the following speeds: 200 words per minute jury charge and 180 words per minute literary. The student shall pass four five-minute testimony tests with a minimum of 95% accuracy. These tests will include the following:

- One 180 wpm five-minute literary test with no more than 20 errors - 97.8%
- One 180 wpm five-minute testimony test with no more than 20 errors - 97.8%
- One 200 wpm five-minute jury charge test with no more than 25 errors - 97.5%
- One 200 wpm five-minute testimony test with no more than 25 errors - 97.5%
- Two 225 wpm five-minute testimony tests with no more than 25 errors - 97.8%
- 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) with a court reporter.
Students are encouraged to utilize the dictation available through MyBlackboard on the ACC website for home practice and skill building during free periods and before and after school.

Court Reporting Enhanced Skills Certificate (Captioning)

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

Course Number	*Course Title*	*Credits*
CRTR 1346	Captioning Reporting I	3
CRTR 2333	Captioning Reporting II	3
		6

Total Credits Required Court Reporting Enhanced Skills Certificate 78

Court Reporting Certificate

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.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester (Fall)		
CRTR 1302	Law and Legal Terminology	3
*CRTR 1312	Reporting Communications I	3
CRTR 1404	Machine Shorthand I - Theory	4
		10
Second Semester (Spring)		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1314	Reporting Technology I	3
CRTR 1406	Machine Shorthand II (60-100)	4
CRTR 2306	Medical Reporting	3
*CRTR 2311	Reporting Communications II	3
		15
Third Semester (Summer)		
CRTR 1308	Realtime Reporting I	3
CRTR 1357	Literary/Jury Charge Dictation I (100-120)	3
CRTR 2401	Intermediate Machine Shorthand (120-140)	4
		10
SECOND YEAR		
First Semester (Fall)		
CRTR 1359	Literary/Jury Charge Dictation II (140-160)	3
CRTR 2312	Court Reporting Procedures	3
CRTR 2403	Advanced Machine Shorthand (160-180)	4
		10
Second Semester (Spring)		
CRTR 2236	Accelerated Machine Shorthand II (180-200-225)	2
CRTR 2331	CSR/RPR Preparation	3
CRTR 2435	Accelerated Machine Shorthand (200-225)	4
		9
Third Semester (Summer)		
*CRTR 2381	Cooperative Education-Court Reporter	3
		3

Total Credits Required for Court Reporting Certificate. 57

*Capstone Course

Court Reporting Scopist Certificate

Purpose: The Court Reporting Scopist Certificate prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time.

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

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester (Fall)		
CRTR 1302	Law and Legal Terminology	3
CRTR 1312	Reporting Communications I	3
CRTR 1404	Machine Shorthand I - Theory	4
CRTR 1314	Reporting Technology I	3
		13
Second Semester (Spring)		
CRTR 2306	Medical Reporting	3
CRTR 2311	Reporting Communications II	3
CRTR 2313 **or**	Reporting Technology II **or**	3
CRTR 1308	Realtime Reporting I	3
		9
Third Semester (Summer)		
*CRTR 2380 **or**	Cooperative Education - Scopist **or**	3-4
CRTR 2401	Intermediate Machine Shorthand (120-140)	—
		3-4

Total Credits Required for Court Reporting Scopist Certificate 25-26

*Capstone Course

Blue spends time with court reporting instructors.

Criminal Justice - Correctional Science 281-756-3951

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

Course Number	*Course Title*	*Credits*
First Semester		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
ENGL 1301	Composition I	3
Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
		16
Second Semester		
CJCR 1304	Probation and Parole	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1307	Crime in America	3
Visual & Perf Arts/Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
Mathematics	Select from Mathematics Core Curriculum	3-4
		15-16
Third Semester		
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2301	Community Resources in Corrections	3
CJSA 1364	Practicum - Criminal Justice Studies	3
CJCR 1300	Basic Jail Course	3
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Fourth Semester		
CJSA 1365	Practicum - Criminal Justice Studies	3
CRIJ 2328	Police Systems & Practices	3
CJSA1325	Criminology	3
Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
Elective	College Level	3
		15-16

Total Minimum Credits Required for the Correctional Science Degree 61-63

Criminal Justice - Law Enforcement and Police Administration

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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 61 approved credit hours.

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

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Credits*
First Semester		
CRIJ 1301 **or**	Introduction to Criminal Justice **or**	3-5
CJLE 1506	Basic Peace Officer I	
CRIJ 2314	Criminal Investigation	3
CRIJ 1306	Court Systems and Practices	3
ENGL 1301	Composition I	3
Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
		16-18
Second Semester		
CRIJ 2323 **or**	Legal Aspects of Law Enforcement **or**	3-5
CJLE 1512	Basic Peace Officer II	
CRIJ 1310	Fundamentals of Criminal Law	3
Visual & Perf Arts/Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
Mathematics	Select from Mathematics Core Curriculum	3-4
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15-18
Third Semester		
CRIJ 1307	Crime in America	3
CRIJ 2328	Police Systems and Practices	3
CRIJ 2301	Community Resources in Corrections	3
CJSA 2364 **or**	Practicum-Criminal Justice Studies **or**	3-5
CJLE 1518	Basic Peace Officer III	
Elective	College Level	3
		15-17
Fourth Semester		
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 1313	Juvenile Justice System	3
Elective	Criminal Justice Elective	3
CJSA 2365 **or**	Practicum - Criminal Justice Studies **or**	3-5
CJLE 1524	Basic Peace Officer IV	
Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
		15-18

Total Credits Required for Law Enforcement and Police Administration Degree. 61-71

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

Criminal Justice - Correctional Administration Certificate

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.

Course Number	*Course Title*	*Credits*
First Semester		
BMGT 1303	Principles in Management	3
Basic Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 2301	Community Resources in Corrections	3
		16
Second Semester		
BMGT 2303	Problem Solving and Decision Making	3
CJSA 1364	Practicum-Criminal Justice Studies	3
CRIJ 2313	Correctional Systems and Practices	3
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
		15

Total Credits Required for Correctional Administration Certificate 31

Police Academy students receive instruction in the classroom, as well as physical training.

Criminal Justice - Correctional Science Certificate

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.

Course Number	*Course Title*	*Credits*
First Semester		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
CRIJ 1310	Fundamentals of Criminal Law	3
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Second Semester		
CJCR 1304	Probation and Parole	3
CRIJ 2301	Community Resources in Corrections	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2314	Criminal Investigation	3
CJCR 1300	Basic Jails Course	3
		15

Total Credits for Correctional Science Certificate 30

Criminal Justice - Crime Scene Technician Certificate

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.

Course Number	*Course Title*	*Credits*
First Semester		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2314	Criminal Investigation	3
CJSA 1308	Criminalistics I	3
		18
Second Semester		
CJSA 2323	Criminalistics II	3
CJLE 2345	Vice and Narcotics Investigation	3
CRIJ 1307	Crime In America	3
CJSA 2332	Criminalistics III	3
CJSA 1325	Criminology	3
		15

Total Credits Required for Crime Scene Technician 33

Criminal Justice - Law Enforcement and Police Administration Certificate (Texas Peace Officers Program)

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.

Course Number	*Course Title*	*Credits*
First Semester		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2314	Criminal Investigation	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
		18
Second Semester		
*CJLE 2420	Texas Peace Officer Procedures	4
*CJLE 2421	Texas Peace Officer Law	4
*CJLE 2522	Texas Peace Officer Skills	5
CRIJ 2328	Police Systems and Practices	3
**CJLE 2424	Texas Peace Officer Capstone	4
		20

Total Credits Required for Law Enforcement & Police Administration Certificate 38

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

Criminal Justice - Basic Law Enforcement Academy Certificate

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

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

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

Admission Requirements: to be eligible for the program the student must:
1. Be a high school graduate or hold a certificate of equivalency (GED);
2. Be 21 years of age at the time of completion of the course or seek special approval from the Department Chair;
3. Agree to **purchase during the pre-registration** and then wear the prescribed uniform;
4. Complete and negotiate the TCLEOSE L-2 Declaration of medical condition **during the pre-registration**;

5. Complete and accurately answer a personal history statement **during pre-registration**;
6. Sign waiver forms as presented by the college **during pre-registration**;
7. Abide by the special written rules of the Academy and administrative orders issued during special circumstances;
8. Meet the minimal standards for licensing as required by TCLEOSE (Texas Administrative Code 217.1) which are applicable to a training environment. (TCLEOSE rules are subject to change without notice). The following is a summary of the standards and should any conflict occur between the summarized standards and the TCLEOSE standards, then the TCLEOSE standards will govern: (TCLEOSE rules are subject to change without notice)
    a. Be 21 years of age prior to being commissioned.
    b. Be fingerprinted and pay the necessary fees **during pre-registration**.
    c. Not be on probation for any offense above a class "C" misdemeanor.
    d. No convictions in past 10 years for misdemeanor offenses above a Class "C".
    e. No felony convictions.
    f. No convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
    g. Be of good moral character.
    h. Prior military must have honorable discharge.
    i. Be a U.S. citizen.
9. Pay special fees associated with the Academy courses **during pre-registration**.

Special Registration Requirements: since this course is governed by the TCLEOSE rules the following special conditions apply:

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

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

Special Fees charged by the college:

1.	Ammunition/Range Fee	$275.00	4.	TCLEOSE Exam Fee	$25.00
2.	Driving Fee	$15.00	5.	Required Supply Fee	$30.00
3.	CPR Card Fee	$5.00	6.	Pre-Application Fee	$30.00

Purchases expected by the student:

1. Uniforms: (2) shirts, (2) pants, (1) polo shirt, (1) shoes, (1) jacket optional, (1) belt
2. Books/Course information at the bookstore
3. PE clothes, shoes
4. General supplies

Course Number	*Course Title*	*Credits*
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 1211	Basic Firearms	2
		22

Total Credits Required for Basic Law Enforcement Academy Certificate. 22

Culinary Arts

281-756-3949

Associate of Applied Science Degree Program (A.A.S.) -Articulated Credit

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.**

Course Number	*Course Title*	*Credits*
First Semester		
CHEF 1301	Basic Food Preparation	3
PSTR 1301	Fundamentals of Baking	3
CHEF 2302	Saucier	3
CHEF 2301	Intermediate Food Preparation	3
CHEF 1305	Sanitation and Safety	3
HAMG 1324	Hospitality Human Resources Management	3
		18
Second Semester		
CHEF 1345	International Cuisine	3
CHEF 1341	American Regional Cuisine	3
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
IFWA 1318	Nutrition for the Food Service Professional	3
CHEF 1291	Current Events in Culinary Arts	2
		17
Third Semester		
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	4
CHEF 1364	Practicum	3
		7
Fourth Semester		
ENGL 1301	Composition I	3
IFWA 1217	Food Production and Planning	2
Elective **or** MATH 1333	Mathematics/Natural Science Core Curriculum **or** Contemporary Mathematics for Tech	3-4
HAMG 1321	Introduction to the Hospitality Industry	3
		11-12
Fifth Semester		
Visual & Perf Arts / Humanities	Select from Visual & Performing Arts **or** Humanities Core Curriculum	3
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
RSTO 2301	Principles of Food and Beverage Controls	3
*CHEF 1365	Practicum	3
		12

Total Credits Required for A.A.S. Culinary Arts Degree 65-66

*Capstone Course

Culinary Arts Certificate

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.**

Course Number	*Course Title*	*Credits*
First Semester		
CHEF 1301	Basic Food Preparation	3
PSTR 1301	Fundamentals of Baking	3
CHEF 2302	Saucier	3
CHEF 2301	Intermediate Food Preparation	3
CHEF 1305	Sanitation and Safety	3
HAMG 1324	Hospitality Human Resources Management	3
		18
Second Semester		
CHEF 1345	International Cuisine	3
CHEF 1341	American Regional Cuisine	3
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
IFWA 1318	Nutrition for the Food Service Professional	3
CHEF 1291	Current Events in Culinary Arts	2
		17
Third Semester		
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	4
*CHEF 1365	Practicum	3
		7

Total Credits Required for Culinary Arts Certificate 42

* Capstone Course

Culinary Arts - Culinary Management Certificate

Purpose: To provide students with basic management skills utilized in today's food service industry.
This certificate is designed to complement 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.

Course Number	*Course Title*	*Credits*
First Semester		
CHEF 1305	Sanitation and Safety	3
HAMG 1324	Hospitality Human Resources Management	3
IFWA 1217	Food Production and Planning	2
HAMG 1321	Introduction to the Hospitality Industry	3
		11
Second Semester		
IFWA 1318	Nutrition for the Food Service Professional	3
CHEF 1291	Current Events in Culinary Arts	2
RSTO 2301	Principles of Food and Beverage Controls	3
		8
Third Semester		
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	4
*CHEF 1364	Practicum	3
		7

Total Credits Required for Culinary Management Certificate. 26

* Capstone Course

Diagnostic Cardiovascular Sonography 281-756-5650

Associate of Applied Science Degree Program(A.A.S.)
(In either Adult Echocardiography or Non-Invasive Vascular Technology, or Pediatric Echocardiography)

Purpose: The Diagnostic Cardiovascular Sonography Program offers a two-year curriculum to prepare individuals for an allied health career in either Adult Echocardiography, Pediatric Echocardiography, or Non-Invasive Vascular Technology which are branches of Diagnostic Medical Sonography. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Diagnostic Cardiovascular Sonography core curriculum consists of classroom, laboratory, and clinical instruction on subjects including basic healthcare skills, professional issues, medical terminology, ethics, cardiovascular anatomy and physiology, hemodynamics, pathophysiology, pharmacology, electrocardiography, ultrasound physics, echocardiographic techniques and vascular diagnostic techniques. The program has many clinical affiliations around the greater Houston - Galveston area. Graduates of the program earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

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

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

A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:

1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
5. Composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required. Submit official score report (sealed).
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 Adult Echocardiography, Pediatric Echocardiography, and Non-Invasive Vascular Technology is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs)
7. **Must have all three (3) HEPATITIS B shots to apply. Immunizations required are: Hep.B (all 3 injections), MMR, Varicella, TDaP.**
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 Core, PHYSICS 1401 (or college level Physics can be accepted, including CTEC 1401). BIOL 2402 - required for Pedi Echo, recommended for Adult Echo and Non-Invasive Vascular.
10. Submit two reference forms. References must be professional or academic, current, and sealed.
11. Complete the personal statement
12. Include a current passport photo or copy of TDL
13. Once accepted, pass a criminal background check and drug screen.
14. Upon acceptance, complete a physical examination including chest x-ray, TB skin test.
15. Complete the AHA Healthcare provider course for CPR prior to July.

B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If you're A&P is expired please take DSAE 2303 CV Concepts prior to acceptance.

C. If students are in progress with all or some of the prerequisites during the spring semester they are allowed to apply.

1. Have your professor send an email as of February 15th indicating your progress/status in that pre-requisite.
2. Those in progress will be accepted on contingency if space permits after those who are completed with all the pre-requisites.

D. 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 Adult Echocardiography or Non-Invasive Vascular Technology with at least 2 years of experience and would like to earn their Associate Degree. Requires advance permission from program director.
   2. DCVS program courses may be challenged in sequence. Credit is awarded by examination or self study and distance education. 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 sonographers with advanced permission from program director.
   2. These students may register as an audit to sit in on any course offered through the DCVS Program for refresher or registry review.

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

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

III. Progression Policies:

A. Students will abide by the admission and curriculum requirements of the Diagnostic Cardiovascular Sonography department at the time they are admitted or re-admitted to the program.

B. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan, or must have prior approval of the program director.

C. A grade of C or better is required in all core and academic courses for progression. Passing score for all DCVS courses is 77.

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 program.

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 class, lab, or 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.

Part of the cardiovascular sonography training is spent practicing skills in real world labs.

Diagnostic Cardiovascular Sonography 281-756-5660

Adult Echocardiography

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	*Course Title*	*Credits*
Program Pre-requisites		
**ENGL 1301	Composition I	3
**BIOL 2401	Anatomy and Physiology I	4
**PHYS 1401 or	General Physics (or any Applied Physics, 4 credits + lab)	4
**CTEC 1401	Applied Petrochemical Technology	
**Mathematics	Select from Mathematics Core Curriculum	3-4
		14-15
FIRST YEAR		
First Semester (Summer 11)		
DSAE 1407	Basic Patient Care Skills	4
*DMSO 1210	Introduction to Sonography	2
*DSAE 2303	Cardiovascular Concepts	3
		9
Second Semester (Fall)		
*Visual & Perf Arts / Humanties	Select from Visual & Performing Arts or Humanities Core Curriculum	3
*BIOL 2402	Anatomy and Physiology II	4
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
		11
Third Semester (Spring)		
DSAE 1318	Sonographic Instrumentation	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST, Intro Echocardiography	3
		9
SECOND YEAR		
First Semester (Summer 11)		
DSAE 2404	Echocardiography Evaluation of Pathology I	4
DSAE 2361	Clinical - DMST, Echocardiography I	3
		7
Second Semester (Fall)		
DSAE 2437	Echocardiography Evaluation of Pathology II	4
DSAE 2461	Clinical - DMST, Echocardiography II	4
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		11
Third Semester (Spring)		
DSAE 2335	Advanced Echocardiography	3
DSAE 2462	Clinical - DMST Echocardiography III	4
		7

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Adult Echocardiography 68-69

* These courses may be taken prior to acceptance. *DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

** Prerequisite courses must be completed or in progress by the application deadline. Deadline is February 15th.

Diagnostic Cardiovascular Sonography 281-756-5660
Pediatric Echocardiography

Associate of Applied Science Degree (A.A.S.) - Articulated Credit

CAAHEP Accreditation for Pedi Echo is in progress.

Course Number	*Course Title*	*Credits*
Program Pre-requisites:		
**ENGL 1301	Composition I	3
**BIOL 2401	Anatomy and Physiology I	4
**BIOL 2402	Anatomy and Physiology II	4
**PHYS 1401 or	General Physics (or any Applied Physics, 4 credits + lab)	4
**CTEC 1401	Applied Petrochemical Technology	
**Mathematics	Select from Mathematics Core Curriculum	3-4
		18-19
FIRST YEAR		
First Semester (Summer 11 weeks)		
DSAE 1407	Basic Patient Care Skills	4
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
*DMSO 1210	Introduction to Sonography	2
*DSAE 2303	Cardiovascular Concepts	3
		11
Second Semester (Fall 16 weeks)		
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
DSAE 1303	Intro to Echocardiography Techniques	3
		7
Third Semester (Spring 16 weeks)		
DSAE 1318	Sonographic Instrumentation	3
DSPE 1300	Intro to Pedi Echo Techniques	3
DSPE 2360	Clinical - DMST, Intro to Pedi Echo	3
		9
SECOND YEAR		
First Semester (Summer 11 weeks)		
*Visual & Perf Arts / Humanties	Select from Visual & Performing Arts or Humanities Core Curriculum	3
DSPE 2357	Echo Eval of Congenital Heart Diesease I	3
DSPE 2261	Clinical - DMST, Pedi Echo I	2
		8
Second Semester (Fall 16 weeks)		
DSPE 2349	Echo Eval of Congenital Heart Diesease II	3
DSPE 2461	Clinical - DMST, Pedi Echo II	4
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		10
Third Semester (Spring 16 weeks)		
DSPE 2359	Advanced Pedi Echocardiography	3
DSPE 2462	Clinical - DMST, Pedi Echo III	4
		7

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Pediatric Echocardiography.....70-71

*Courses may be taken prior to acceptance. Deadline to apply is February 15th.

**Courses must be taken prior to acceptance.

Diagnostic Cardiovascular Sonography 281-756-5660

Non-Invasive Vascular Technology

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	*Course Title*	*Credits*
Program Pre-requisites:		
**ENGL 1301	Composition I	3
**BIOL 2401	Anatomy and Physiology I	4
**PHYS 1401 or	General Physics (or any Applied Physics, 4 credits + lab)	4
**CTEC 1401	Applied Petrochemical Technology	
**Mathematics	Select from Mathematics Core Curriculum	3-4
		14-15
FIRST YEAR		
First Semester (Summer 11 weeks)		
DSAE 1407	Basic Patient Care Skills	4
*DMSO 1210	Introduction to Sonography	2
*DSAE 2303	Cardiovascular Concepts	3
		9
Second Semester (Fall)		
*Visual & Perf Arts / Humanties	Select from Visual & Performing Arts or Humanities Core	3
BIOL 2402	Anatomy and Physiology II	4
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
		11
Third Semester (Spring)		
DSAE 1318	Sonographic Instrumentation	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST, Intro to Vascular	3
		9
SECOND YEAR		
First Semester (Summer 11 weeks)		
DSVT 2430	Cerebral Vascular Evaluation of Pathology	4
DSVT 2361	Clinical - DMST, Vascular I	3
		7
Second Semester (Fall)		
DSVT 2418	Peripheral Vascular Evaluation of Pathology	4
DSVT 2461	Clinical - DMST, Vascular II	4
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		11
Third Semester (Spring)		
DSVT 2462	Clinical - DMST, Vascular III	4
DSVT 2335	Advanced Vascular Technology	3
		7

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Non-Invasive Vascular Technology 68-69

*These courses may be taken prior to acceptance. *DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

**Prerequisite courses must be completed or in progress by the application deadline. Deadline is February 15th.

Diagnostic Cardiovascular Sonography 281-756-5660

Advanced Technical Certificate

Degree: Advanced Technical Certificate Degree in either Adult Echocardiography, Pediatric Echocardiography, or Non-Invasive Vascular Technology

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

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

I. Admission Requirements: Application Deadline October 15. Please contact the DCVS Department to obtain an official packet.

A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program in the Advanced Technical Certificate option, the applicant must:

1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
5. Have an Associates degree or higher in an allied healthcare related field from an accredited institution with demonstration of program pre-requisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or Allied Health Physics course. A&P credits must be within the past 5 years. If you're A&P is expired take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program (Offered every semester).
6. Must have a professional credential such as RN, RT, RRT, or RDMS (RDCS or RCS for pediatric echocardiography).
7. 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 Adult Echocardiography, Pediatric Echocardiography, and Vascular Technology is required for a total of 12 observatory hours. (Adult Echo – 4 hrs, Pedi Echo – 4 hrs, Vascular – 4 hrs.)
8. **Must have all three (3) HEPATITIS B shots in order to apply. Required immunizations are: Hep. B.(all 3 injections), MMR, Varicella, TDaP.**
9. Not currently on suspension or academic probation from ACC or any other college.
10. Submit two (2) reference forms. References must be professional or academic, current, and sealed.
11. Submit personal statement.
12. Include a current passport photo or copy of TDL.
13. Once accepted, pass a criminal background check and drug screen.
14. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status.
15. Complete the AHA Healthcare provider course for CPR due by October 15th.

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 Adult 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. Requires advance permission from program director.

B. Former ACC DCVS program graduates who wish to cross train:

1. Must be graduates of ACC - DCVS
2. Must be registered in either Echo or Vascular
3. Must apply by October 15th
4. Number of openings is dependent upon current student volume in regular programs.
5. Graduates who are registered and would like to cross-train without entering the full A.T.C. program may take the lecture and lab courses in sequence. Requires advance permission from program director.

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

D. DSAE 2303 - Cardio Vascular Concepts may be taken prior to acceptance.

III. Progression Policies: See A.A.S. program

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography

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

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester (Spring)		
*DMSO 1210	Introduction to Sonography	2
DSAE 1318	Sonographic Instrumentation	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST, Intro to Echocardiography	3
		11
Second Semester (Summer)		
*DSAE 2303	Cardiovascular Concepts	3
DSAE 2404	Echo Evaluation of Pathology I	4
DSAE 2361	Clinical - DMST, Echocardiography I	3
		10
SECOND YEAR		
First Semester (Fall)		
DSAE 1340	Diagnostic Electrocardiography	3
DSAE 2437	Echo Evaluation of Pathology II	4
DSAE 2461	Clinical - DMST, Echocardiography II	4
		11
Second Semester (Spring)		
DSAE 2335	Advanced Echocardiography	3
DSAE 2462	Clinical - DMST Echocardiography III	4
		7

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography 39
*These courses may be taken prior to acceptance. *DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.
** Prerequisite courses must be completed or in progress by the application deadline. Deadline is October 15th.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Non-Invasive Vascular Technology

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

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester (Spring)		
*DMSO 1210	Introduction to Sonography	2
DSAE 1318	Sonographic Instrumentation	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST, Intro to Vascular	3
		11
Second Semester (Summer)		
*DSAE 2303	Cardiovascular Concepts	3
DSVT 2430	Cerebral Vascular Evaluation of Pathology	4
DSVT 2361	Clinical - DMST, Vascular I	3
		10
SECOND YEAR		
First Semester (Fall)		
DSAE 1340	Diagnostic Electrocardiography	3
DSVT 2418	Peripheral Vascular Evaluation of Pathology	4
DSVT 2461	Clinical - DMST, Vascular II	4
		11
Second Semester (Spring)		
DSVT 2335	Advanced Vascular Technology	3
DSVT 2462	Clinical - DMST, Vascular III	4
		7

Total Credits Required for Adv Technical Cert. Diagnostic Cardiovascular Sonography - Non-Invasive Vascular.....39

*These courses may be taken prior to acceptance. *DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.
** Prerequisite courses must be completed or in progress by the application deadline. Deadline is October 15th.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography – Pediatric Echocardiography

CAAHEP accreditation for Pediatric Echocardiography is in progress.

**** Program Pre-requisites:**

Associate Degree or higher in an Allied Health field (preferably Echocardiography) from an Accredited Institution and current registry in Adult Echocardiography with at least one year experience. Prior education must have included: Algebra, Physics, English, and Anatomy & Physiology.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester (Spring 16 weeks)		
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
DSPE 1300	Introduction to Pedi Echo Techniques	3
DSPE 2360	Clinical – DMST, Intro to Pedi Echo	3
		8
Second Semester (Summer 11 weeks)		
DSPE 2357	Echo Eval of Congenital Heart Disease 1	3
DSPE 2261	Clinical – DMST, Pedi Echo I	2
		5
SECOND YEAR		
First Semester (Fall 16 weeks)		
DSPE 2349	Echo Eval of Congenital Heart Disease 2	3
DSPE 2461	Clinical – DMST, Pedi Echo II	4
		7
Second Semester (Spring 16 weeks)		
DSPE 2359	Advanced Pedi Echocardiography	3
DSPE 2462	Clinical – DMST, Pedi Echo III	4
		7

Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography. 27

Deadline to apply is October 15th.

Prerequisite courses **must be completed or in progress by the application deadline.

Electroneurodiagnostics Degree Program 281-756-5644

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

The Electroneurodiagnostics Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the committee on Accreditation for Education in Neurodiagnostic Technology (www.coa-end.org).

Admission Requirements:

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

a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Electroneurodiagnostics program by July 15th.
c. Submit official transcripts from other colleges attended with application.
d. Score a composite of 19 or higher on the ACT, or combined math/verbal of 900 or higher on the SAT (tests must be within 5 years of time of application).
e. Complete physical examination and immunization upon acceptance.
f. Not currently be on suspension or academic probation.
g. Background check and drug screen are conducted as a condition of full acceptance into the Electroneurodiagnostics Program.
h. CPR certification will be taught in HPRS 1304.

Advanced Standing

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

Progression Policy

1. The END students will abide by the admission and curriculum requirements of the END Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the END Program, all END courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the Program Director.
3. No grade below a C in a END or academic course will be acceptable.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the Clinical Instructor and the Program Director. This action may be taken at any time during the semester or at the end of the semester.
5. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any END course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
7. A student requiring hospitalization, or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student my not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within four (4) years after initial acceptance.

Electroneurodiagnostics (END)

281-756-5644

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

Course Number	*Course Title*	*Credits*
Pre-requisite Courses		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
Mathematics	Select from Mathematics Core	3 / 4
HITT 1305	Medical Terminology	3
HPRS 1304	Basic Patient Care Skills	3
		16 / 17
First Semester (Fall)		
BIOL 2402	Anatomy & Physiology II	4
PSYC 2314	Life Span Growth and Development	3
ENDT 1350	Electroencephalography	3
ENDT 1345	Applied Electronics and Instrumentation	3
		13
Second Semester (Spring)		
SPCH 1315 or	Public Speaking	3
SPCH 1318	Interpersonal Communications	
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1463	Electroneurodiagnostic Tech Clinical I	4
PSGT 1310	Neuroanatomy & Physiology	3
Visual & Perf Arts / Humanities	Select from Visual & Performing Arts or Humanities Core	3
		16
Third Semester (Summer)		
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Electroneurodiagnostic Clinical II	3
ENDT 2210	Evoked Potentials	2
		9
Fourth Semester (Fall)		
ENDT 2561	Electroencephalography Clinical III	5
ENDT 2215	Nerve Conduction Studies	2
		7

Total Credits Required for A.A.S. Electroneurodiagnostics Degree 61-62

One of ACC's newest and most promising healthcare careers is Electroneurodiagnostics (END).

Electroneurodiagnostics (END) Advanced Technical Certificate

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

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

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

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

Course Number	*Course Title*	*Credits*
First Year		
First Semester (Fall)		
ENDT 1350	Electroencephalography	3
ENDT 1345	Applied Electronics and Instrumentation	3
		6
Second Semester (Spring)		
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1463	Electroneurodiagnostic Tech Clinical I	4
PSGT 1310	Neuroanatomy & Physiology	3
		10
Third Semester (Summer)		
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Electoneurodiagnostic Clinical II	3
ENDT 2210	Evoked Potentials	2
		9
Fourth Semester (Fall)		
ENDT 2561	Electroencephalography Clinical III	5
ENDT 2215	Nerve Conduction Studies	2
		7

Total Credits Required for A.T.C. Electroneurodiagnostics Certificate 32

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Emergency Medical Technology Program 281-756-5625

Certificates: EMT Intermediate, EMT Paramedic

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

Components of the curriculum include anatomical and physiological functions and dysfunctions, treatment modalities, rescue, management, Advanced Cardiac Life Support, Basic Trauma Life Support, pediatric, medical and ethical-legal responsibilities. Due to new rules starting in January 2013, Alvin Community College has completed its Committee on Accreditation of EMS Programs Initial Self-Study Report (ISSR) for accreditation for an educational program for EMT Paramedic.

Student Objectives:

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

Program Requirements:

Qualified EMT and EMT Intermediate applicants will be admitted according to space available each semester. The paramedic program enrollment starts in the Fall/ Spring semesters. To be considered for admission to the EMS program, applicants must:

1. be admitted to ACC for the EMS program (through Office of Admissions & Academic Advising);
2. complete an application in the EMS office, S-108 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. have high school diploma or GED;
6. pay the Texas Department of State Health Services registry application fees and all other associated fees;
7. purchase appropriate clinical attire and equipment;
8. purchase student liability insurance annually (subject to rate applicable at time of registration);
9. complete a physical examination which includes TB skin test and immunizations upon enrollment in the program;
10. have current basic CPR certification for health professionals dated within one year prior to the course starting date;
11. adhere to clinical sites and times as arranged by the College and its affiliates (Sites and times are subject to change without notice);
12. Students must pay for background/fingerprinting by the FBI and pass a criminal background check.

Student Accountability:

1. Students are responsible for their transportation to and from the clinical facilities.
2. Students will abide by the EMS curriculum requirements in effect at the time they are accepted into the program.
3. No grade below a “B” in an EMS or "C" in an academic course will be acceptable for progression.
4. Students must complete the program within two years for EMT and EMT Intermediate certifications after initial acceptance. Paramedic students must complete within three years after initial acceptance.
5. Several Saturday departmental training and evaluation sessions are scheduled during the semester.

Emergency Medical Technician Intermediate Certificate

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	1
		6
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Paramedic Clinical I	2
EMSP 1166	EMS Practicum I	1
		12

Total Credits Required for Certificate in Emergency Medical Technician - Intermediate.....18

Emergency Medical Technology Paramedic Certificate

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	1
		6
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Paramedic Clinical I	2
EMSP 1166	EMS Practicum I	1
		12
Third Semester		
EMSP 2444	Cardiology	4
EMSP 2248	Emergency Pharmacology	2
EMSP 2338	EMS Operations	3
EMSP 2160	Paramedic Clinical II	1
		10
SECOND YEAR		
First Semester		
EMSP 2434	Medical Emergencies	4
EMSP 2261	Paramedic Clinical III	2
		6
Second Semester		
EMSP 2330	Special Populations	3
EMSP 2243	Assessment Based Management	2
EMSP 2166	EMS Practicum II	1
		6

Total Credits Required for Certificate in Emergency Medical Technology.....40

Human Services - Substance Abuse Counseling 281-756-3652

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

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

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

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
SCWK 1313	Introduction to Social Work	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1364 or	Practicum Substance Abuse or	
PMHS 1380	Coop Ed I - Psychiatric/Mental Health Services	3
		15
Second Semester		
ENGL 1302	Composition II	3
SOCI 1301	Introductory Sociology	3
Elective	MENH Elective	3
DAAC 1311	Counseling Theories	3
DAAC 1380 **or**	Coop Ed I - Alcohol/Drug Abuse Counseling **or**	
PMHS 1381	Coop Ed II - Psychiatric/Mental Health Services	3
DAAC 1317	Basic Counseling Skills	3
		18
SECOND YEAR		
First Semester		
BIOL 2401 **or**	Anatomy and Physiology **or**	
BIOL 1406	General Biology I	4
PSYC 2314	Life-Span Growth and Development	3
DAAC 1309	Assesments and Procedures	3
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
*DAAC 1381 **or**	Coop Ed II-Alcohol/Drug Abuse Counseling **or**	
*PMHS 2380	Coop Ed III-Psychiatric/Mental Health Services	3
		16
Second Semester		
DAAC 2307	Addicted Family Intervention	3
DAAC 2343	Current Issues	3
DAAC 2354	Dynamics of Group Counseling	3
DAAC 1305	Co-Occurring Disorders	3
DAAC 2306	Substance Abuse Prevention	3
Visual & Perf Arts / Humanities	Visual & Performing Arts or Humanities Core Curriculum	3
		18

Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling 67

*Capstone Course

Human Services - Substance Abuse Counseling Certificate

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

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

Course Number	*Course Title*	*Credits*
First Semester		
SCWK 1313	Introduction to Social Work	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment and Procedures	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2354	Dynamics of Group Counseling	3
DAAC 1364 **or**	Practicum Substance Abuse Counseling **or**	
PMHS 1380	Co-Op I - Psychiatric/Mental Health Services	3
		18
Second Semester		
DAAC 1311	Counseling Theories	3
DAAC 2343	Current Issues	3
DAAC 1305	Co-Occurring Disorders	3
DAAC 1391	Special Topics in Psychiatric/Mental Health Services	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1380 **or**	Coop Ed I - Alcohol/Drug Abuse Counseling **or**	
PMHS 1381	Coop Ed II - Psychiatric/Mental Health Services Technician	3
		18

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

Human Services-Substance Abuse Counseling program prepares students to become licensed clinical dependency counselors.

Industrial Design Technology 281-756-3784

Associate of Applied Science Degree Program (A.A.S.) – Articulated Credit

Purpose: The ACC Industrial Design Technology program provides extensive hands-on training. Courses within the program includes basic principles of engineering drafting and design and advanced specialized training in piping, commercial building and mechanical design. Students may choose a general Industrial Design Technology degree to study the various disciplines that ACC has to offer. Also available are specialization degrees in Industrial Design Technology for piping, commercial building and mechanical design. This well-rounded education provides students with many opportunities and the necessary qualifications as entry-level designers.

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

Course Number	*Course Title*	*Credits*
First Semester		
Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
ENGL 1301	Composition I	3
DFTG 1409	Basic Computer-Aided Drafting	4
Mathematics	Select from Mathematics Core Curriculum	3-4
ARTS 1316	Drawing I	3
		17-18
Second Semester		
TECM 1317	Technical Trigonometry	3
DFTG 1405	Technical Drafting	4
DFTG 2417	Descriptive Geometry	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
		15
Third Semester		
ENTC 1423	Strength of Materials	4
DFTG 2440	Solid Modeling and Design	4
DFTG Elective	Drafting Elective	4
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Fourth Semester		
DFTG Elective	Drafting Elective	4
* DFTG Elective	Drafting Elective	4
* DFTG Elective	Drafting Elective	4
Communication Skills	Select Communication Skills course from Communication Core Curriculum	3
		15

Total Credits Required for Industrial Design Technology Degree 62-63

*To obtain a degree of specialization, drafting electives must be replaced with the required courses of that particular specialization. Drafting Electives Available Unless Previously Completed for general degree: DFTG 1433,1445, 2423, 2428, 2406, 2430, 2445, 2450, 2481, ARCE 1452, CNBT 1402.

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

Specialization in Pipe Design

Course Number	*Course Title*	*Credits*
ARCE 1452	Structural Drafting	4
DFTG 2423	Pipe Drafting	4
DFTG 2430	Civil Drafting	4
** DFTG 2445 or	Advanced Pipe Drafting or	4
** DFTG 2481	Cooperative Education-Drafting	
		16

Specialization in Commercial Building Design

Course Number	*Course Title*	*Credits*
ARCE 1452	Structural Drafting	4
DFTG 2428	Architectural Drafting-Commercial	4
DFTG 2430	Civil Drafting	4
**CNBT 1402 or	Mechanical, Plumbing & Electrical Systems in Construction I or	4
**DFTG 2481	Cooperative Education-Drafting	
		16

Specialization in Mechanical Design

Course Number	*Course Title*	*Credits*
DFTG 1433	Mechanical Drafting	4
** DFTG 2450	Geometric Dimensioning and Tolerancing	4
DFTG 1445	Parametric Modeling & Design	4
** DFTG 2406	Machine Design	4
		16

**Capstone Course

Industrial Design Technology Certificate 281-756-3784

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

Program Requirements: A minimum of 32 hours is required for this certificate.

Course Number	*Course Title*	*Credits*
First Semester		
Computer Literacy	Select from Basic Computer Literacy Core Curriculum	4
DFTG 2417	Descriptive Geometry	4
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
		16
Second Semester		
DFTG 2419	Intermediate Computer-Aided Drafting	4
* DFTG Elective	Drafting Elective	4
* DFTG Elective	Drafting Elective	4
DFTG 2440	Solid Modeling and Design	4
		16

Total Credits Required for Industrial Design Technology Certificate. 32

*To obtain a certificate of specialization, drafting electives must be replaced with the required courses of that particular specialization.
Drafting Electives Available Unless Previously Completed for general certificate: DFTG 1433, 1445, 2423, 2428, 2406,2430, 2445, 2450, 2481, ARCE 1452, CNBT 1402.

STUDENTS INTERESTED IN THE INDUSTRIAL DESIGN TECHNOLOGY CERTIFICATE WITH FOLLOWING SPECIALIZATIONS MUST COMPLETE THE COURSES LISTED IN THAT PARTICULAR DISCIPLINE.

Specialization in Pipe Design

Course Number	*Course Title*	*Credits*
DFTG 2423	Pipe Drafting	4
**DFTG 2445 or	Advanced Pipe Drafting or	4
**DFTG 2481	Cooperative Education-Drafting	4
		8

Specialization in Commercial Building Design

Course Number	*Course Title*	*Credits*
DFTG 2428	Architectural Drafting-Commercial	4
**ARCE 1452 or	Structural Drafting or	4
**CNBT 1402 or	Mechanical, Plumbing & Electrical Systems in Construction I or	4
**DFTG 2481	Cooperative Education-Drafting	4
		8

Specialization in Mechanical Design

Course Number	*Course Title*	*Credits*
DFTG 1433	Mechanical Drafting	4
**DFTG 2450 or	Geometric Dimensioning and Tolerancing or	4
**DFTG 2406 or	Machine Design or	4
**DFTG 2481	Cooperative Education-Drafting	4
		8

**Capstone Course

Management

281-756-3812

(Formerly Management Development)

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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. **Must contact Department Chair prior to registering for Cooperative Education courses.**

(This degree may be attained completely on-line)

Course Number	*Course Title*	*Credits*
First Semester		
BMGT 1327	Principles of Management	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
ENGL 1301	Composition I	3
**Elective	College Level	3
		15
Second Semester		
HRPO 1311	Human Relations	3
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
MATH 1314 **or**	College Algebra **or**	3
MATH 1333	Contemporary Mathematics for Tech	
MRKG 1311	Principles of Marketing	3
**Elective	College Level	3
		15
Third Semester		
BUSG 2309	Small Business Management	3
BMGT 1345	Communication Skills for Managers	3
*BMGT 2383	Cooperative Education-Business Administration & Management, General III	3
HRPO 1391 **or**	Special Topics in Human Resource Management	3
MRKG 2333	Principles of Selling	
SOCI 1301 **or**	Introductory Sociology	3
ECON 2301	Principles of Economics I	
HIST 1301	The United States to 1877	3
		18
Fourth Semester		
HRPO 2301	Human Resources Management	3
*MRKG 1301	Services Marketing/Management	3
POFI 1401	Computer Applications I (Word, Excel, Access, Powerpoint, Outlook, & Publisher)	4
Political Science	Select from Political Science Core Curriculum	3
**Visual & Perf Arts / Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
		16

Total Credits Required for A.A.S. Management Degree 64

*Capstone Course

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

Management Certificate 281-756-3812

(Formerly Management Development)

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. **Must contact Department Chair prior to registering for Cooperative Education courses.**

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

Course Number	*Course Title*	*Credits*
First Semester		
BMGT 1327	Principles of Management	3
BMGT 1382	Cooperative Education I - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
BUSG 2309	Small Business Management	3
MRKG 1311	Principles of Marketing	3
		15
Second Semester		
*BMGT 2382	Cooperative Education II - Business Administration & Management, General II	3
HRPO 1311	Human Relations	3
POFI 1401	Computer Applications I (Word, Excel, Access, Powerpoint, Outlook, & Publisher)	4
HRPO 2301	Human Resource Management	3
*MRKG 1301	Services Marketing & Management	3
		15

Total Credits Required for Management Certificate 31

*Capstone Course

ACC students preparing for careers during emergency drill.

Nursing

281-756-5630

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

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

At the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

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

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

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

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

Admission Requirements:
A new class begins each fall and spring semester. Application periods are from January through March for fall admission and September to mid-October for spring admission. Applications are available at 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, by the application deadline, proof to the ADN department of having met the following minimum admission standards:
   a. Combined English and Reading score of 38 or higher on the ACT or 460 or higher on the Critical Reading section of the SAT test. No exemptions. Scores must be from tests administered no earlier than 1996.
   b. TSI (Texas Success Initiative) requirement satisfied as determined by ACC's testing and placement policies. Transfer students must meet the transfer institution's TSI requirements if not enrolled at ACC.
   c. Cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.
   d. Receipt of at least two (2) of the three (3) immunizations for Hepatitis B or proof of Hepatitis-B immunity upon application. The series of three (3) immunizations must be completed by the start date of the program
4. Attend one of the mandatory ADN Applicant meetings discussing specific program policies and requirements held during the application period.
5. Submit to the ACC Registrar's office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities, and visual/performing arts.
6. Complete BIOL 2401, BIOL 2402 and ENGL 1301 prior to start of the 2 year ADN program or BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, and PSYC 2314 prior the start of the LVN-ADN transition program.
7. Students are ineligible for admission if at the time of application transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, and 2420) taken within five years of the application deadline. 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
ADN admission is competitive. After the ADN deadline, applicants are ranked according to the number of completed courses in the ADN curriculum, the GPA of those courses, and standardized test reading scores (ACT: sum of English and Reading scores; or SAT: Critical Reading or Verbal score). Additional consideration is given to applicants who 1) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years; 2) complete ADN curriculum courses at ACC; 3) a Bachelor's or higher degree from an accredited college or university; 4) reside in the ACC tax district.

Program information:

1. BIOL 2401, 2402, and 2420 must be taken within five years of application deadline. BIOL courses completed more than five years prior to the application deadline 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 requirements of clinical affiliates and by the eligibility criteria established by the BON. A social security number is required and will be verified during the background check. Individuals with felonies are ineligible for admission. A person with a criminal history other than a felony may be eligible to be considered for admission if:
      i. The ADN clinical affiliates permit the person to practice in their agency and
      ii. The Texas Board of Nursing indicates in a letter that a "Declaratory Order" (D.O.) was received and the individual is eligible to apply to take the licensure examination. The BON website, www.bon.state.tx.us, contains eligibility questions and the petition for the declaratory order.
   b. CPR Certification from American Heart Association: Basic Life Support (BLS) for Health Care Providers
   c. Physical examination. Form provided by the department.

d. Up-to-date immunizations as required by the Texas Department of Health and Clinical Affiliates. (measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella, hepatitis "B" series of 3 immunizations, seasonal flu)
e. Negative tuberculin screen (yearly)
f. Negative drug test
g. Purchase of a school uniform and lab supplies
h. Purchase of an I-pod touch or smart phone if the student does not have one already. The device enables access to medical and nursing information when the student is at clinical sites.

3. Each student is required to pay for standardized, computerized tests that are administered throughout the program.
4. Students attend various clinical sites in the Houston/Galveston region throughout the program. Clinical times/days vary each semester and include weekend and evening hours.

Transfer of Nursing Credits:

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

Readmission of Former ACC ADN Students:

A student not enrolled in a nursing course for one (1) or more semesters (excluding summer), for any reason, is termed a withdrawal from the ADN Program and must apply for readmission.

1. A student who has withdrawn from the ADN program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter the first semester must reapply during the program application period in the spring and be ranked with that applicant pool.
2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.
3. Re-entering students must abide by the current admission, curriculum and program requirements of the department.
4. Students are readmitted on a space available basis.
5. Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs 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. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior in clinical. The decision to deny or accept readmission will be made by a faculty review committee.
7. Students who are unsuccessful in a professional nursing program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition track. Eligibility penalties for the "D's, F's or W's" earned in nursing courses while previously enrolled in the professional nursing 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 withdraws from a nursing course with a related clinical component must withdraw from the corresponding course.
7. A student who receives a grade of D or F in a nursing course with a related clinical component will be assigned the grade of "R" in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course. Each semester's co-requisite 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. Refer to section "Readmission of Former ACC ADN Students".
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, and/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. A student currently enrolled in the second year of the program who receives more than one D, F, or W in a single semester is eligible to be considered for re-enrollment if they have not posted a previous D, F, or W.
13. Co-Requisite courses must be completed for a student to progress to the next semester.

Nursing

281-756-5630

Associate of Applied Science Degree Program (A.A.S.)
with a Field of Study Curriculum in Nursing

Course Number	*Course Title*	*Credits*
Prerequisite Courses		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
		11
Semester One		
*RNSG 1215	Health Assessment	2
*RNSG 1108	Dosage Calculations for Nursing	1
+RNSG 1513	Foundations for Nursing Practice	5
RNSG 1260	Clinical: Foundations for Nursing Practice	2
*PSYC 2314	Life-Span Growth & Development	3
		13
Semester Two		
+RNSG 1441	Common Concepts of Adult Health	4
RNSG 1561	Clinical: Common Concepts of Adult Health	5
*PSYC 2301	General Psychology	3
		12
Summer* **		
*BIOL 2420	Microbiology	4
+RNSG 2213	Mental Health Nursing	2
RNSG 1162	Clinical: Mental Health Nursing	1
		7
Semester Three		
+**RNSG 1512	Nursing Care of Childbearing & Childrearing Family	5
RNSG 2121	Management of Client Care	1
**RNSG 2463	Clinical: Nursing Care of Childbearing & Childrearing Family	4
*Visual & Perf Arts / Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
		13
Semester Four		
RNSG 1246	Legal and Ethical Issues for Nurses	2
+**RNSG 1443	Complex Concepts of Adult Health	4
**RNSG 2563	Clinical: Complex Concepts of Adult Health	5
*ENGL 1302	Composition II	3
		14

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

* May be taken prior to admission to the ADN program.
** RNSG 1443 / 2563 and RNSG 1512 / 2463 are taught both Fall and Spring semesters. Students may be assigned to either set of courses in the Fall or Spring semester.
*** Summer courses are taken after semester one for spring admits.
\+ Field of Study Curriculum course.

Nursing Transition (LVN-to-ADN)

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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.

To progress beyond the summer semester and register for Fall classes, ACC/VN graduates must pass the NCLEX-VN examination.

Course Number	*Course Title*	*Credits*
Prerequisite Courses		
(Must be completed prior to enrollment in RNSG 1262 and RNSG 1417)		
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
PSYC 2314	Life-Span Growth & Development	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology	4
		21
3 Week Mini Semester (May)		
*RNSG 1215	Health Assessment	2
		2
Summer Semester		
RNSG 1262	Clinical Nursing: Concepts of Nurse Practice for Articulating Students	2
RNSG 1417	Concepts of Nursing Practice I for Articulating	4
Credit for Prior Learning	RNSG 1513	5
	RNSG 1441	4
	RNSG 1561	5
		20
Fall Semester		
RNSG 1246	Legal Ethical Issues for Nurses	2
**RNSG 1443	Complex Concepts of Adult Health	4
**RNSG 2563	Clinical Nursing: Complex Concepts of Adult	5
*ENGL 1302	Composition II	3
		14
Spring Semester		
**RNSG 1512	Nursing Care of the Childbearing and Childrearing Family	5
RNSG 2121	Management of Client Care	1
**RNSG 2463	Clinical: Nursing Care of Childbearing and Childrearing Family	4
Visual & Perf Arts / Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
		13

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

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

Vocational Nursing Certificate 281-756-5630

Articulated Credit

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

Accreditation: The program is accredited by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Admission Requirements: A new class begins each Summer Session I. Enrollment is limited to 50 qualified applicants per class. To be eligible for admission to the program, each applicant must:

1. be a high school graduate or hold a certificate of equivalency (GED);
2. meet all College admission requirements;
3. submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a reading, English and composite ACT score of 18, or a combined SAT score of 860 with a minimum SAT Critical Reading score of 430 (writing portion is not counted). Scores must be since 1996.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;
5. If accepted into the LVN program, provide documentation of: (1) a physical examination which includes tuberculosis screening, and immunization updates in accordance with the department's immunization guidelines; and (2) current certification in American Heart Association Class "C" CPR for Healthcare Providers.
6. Individuals that have been convicted of a felony may not be licensed in the State of Texas and are ineligible to apply to the program.
7. Deadline for 2013 class applications is December 10, 2012.

Program Requirements:

1. Expenses for the entire program are approximately $5,600 ($7,400 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, andcosts related to graduation and licensure. Additional costs of health insurance and transportation are the student's responsibility.
2. A passing average of at least 75 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least a 75 average in each component. An average below 75 will constitute grounds for student withdrawal from the program.
3. Maximum allowable absences is three (3) per course. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute a failing grade in that course.
4. The Vocational Nursing department reserves the right to at any time request the withdrawal or dismissal of any student whose attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue in the program.
5. 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 re-enter the program one time only. 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.
6. Transfer students from programs other than Alvin Community College are not accepted. New students must apply during the application period even if they have been in another nursing program previously. Courses will be evaluated for transfer on an individual basis. Nursing courses older than 2 years old will not be considered for transfer credit.

Course Number	*Course Title*	*Credits*
First Semester - Summer 11 Week		
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1160	Clinical - Practical Nurse I	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1420	Anatomy & Physiology for Allied Health	4
VNSG 1423	Basic Nursing Skills	4
		12
Second Semester - Fall		
VNSG 1329	Medical-Surgical Nursing I	3
VNSG 1331	Pharmacology	3
VNSG 1332	Medical-Surgical Nursing II	3
VNSG 1660	Clinical - Practical Nurse II	6
		15
Third Semester - Spring		
VNSG 1219	Professional Development	2
VNSG 1226	Geriatrics	2
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1301	Mental Health & Mental Illness	3
VNSG 1661	Clinical - Practical Nurse III	6
		17

Total Credits Required for Vocational Nursing Certificate 44

Office Administration – Administrative Assistant 281-756-3811

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.

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

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Credits*
First Semester		
POFT 1429	Beginning Keyboarding II (Word)	4
POFT 1425	Business Math and Machine Applications	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3
POFT 1419	Records Management I	4
		15
Second Semester		
POFT 2401	Intermediate Keyboarding (Word)	4
POFI 1401	Computer Applications I (Word, Excel, Access, PowerPoint, Outlook, Publisher)	4
BMGT 1345	Communications Skills for Managers	3
POFT 1309	Administrative Office Procedures I (Word)	3
POFT 1382	Co-Op-General Office Occupations & Clerical Services	3
		17
Third Semester		
POFI 2401	Word Processing (Word)	4
POFI 1449	Spreadsheets (Excel)	4
Emphasis Elective (choose 1)	HITT 1305 Medical Terminology **or** POFL 1305 Legal Terminology **or** ACNT 1311 Intro to Computerized Acct (QuickBooks)	3
Emphasis Elective (choose 1)	POFM 1317 Medical Administrative Support (Medisoft) **or** POFI 2331 Desktop Publishing	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
		17
Fourth Semester		
SPCH 1318	Interpersonal Communications	3
MATH 1333 **or** 1314	Contemporary Math for Tech **or** College Algebra	3
ENGL 1301	Composition I	3
PSYC 1300 **or**	Learning Strategies **or**	3
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	
Visual & Perf Arts / Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
		15

Total Credits Required for AAS Office Administration-Administrative Assistant 64

*Capstone

Medical Emphasis: HITT 1305 Medical Terminology I and POFM 1302 Medical Administrative Support.
Legal Emphasis: POFL 1305 Legal Terminology
Generalist Emphasis: ACNT 1311 Introduction to Computerized Accounting and POFI 2331 Desktop Publishing.

Office Administration – Office Assistant Certificate

Course Number	*Course Title*	*Credits*
First Semester		
POFT 1429	Beginning Keyboarding II (Word)	4
POFT 1425	Business Math and Machine Applications	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3
POFT 1419	Records Management I	4
		15
Second Semester		
POFT 2401	Intermediate Keyboarding (Word)	4
POFI 1401	Computer Applications I (Word, Excel, Access, PowerPoint, Outlook, Publisher)	4
BMGT 1345	Communication Skills for Managers	3
POFT 1309	Administrative Office Procedures I (Word)	3
*POFT 1382	Co-Op-General Office Occupations & Clerical Services	3
		17

Total Credits Required for Office Assistant Certificate Program 32

*Capstone

Office Administration – Administrative Support Certificate Program

Course Number	*Course Title*	*Credits*
First Semester		
POFT 1429	Beginning Keyboarding II (Word)	4
POFT 1425	Business Math and Machine Applications	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3
POFT 1419	Records Management I	4
		15
Second Semester		
POFT 2401	Intermediate Keyboarding (Word)	4
POFI 1401	Computer Applications I (Word, Excel, Access, PowerPoint, Outlook, Publisher)	4
BMGT 1345	Communication Skills for Managers	3
POFT 1309	Administrative Office Procedures I (Word)	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
		17
Third Semester		
POFI 2401	Word Processing (Word)	4
POFI 1449	Spreadsheets (Excel)	4
Emphasis Elective (choose 1)	HITT 1305 Medical Terminology **or** POFL 1305 Legal Terminology or ACNT 1311 Intro to Computerized Acct (QuickBooks)	3
Emphasis Elective (choose 1)	POFM 1317 Medical Administrative Support (Medisoft) **or** POFI 2331 Desktop Publishing	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
		17

Total Credits Required for Administrative Support Certificate Program 49

*Capstone

Paralegal

281-756-3642

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

Program Requirements: Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester co-op (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 the department chair for assistance.

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
ENGL 1301	Composition I	3
LGLA 1301	Legal Research & Writing (Fall Only)	3
LGLA 1311	Introduction to Law	3
LGLA 2303	Torts and Personal Injury (Fall Only)	3
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Second Semester		
LGLA 1353	Wills, Trust and Probate Administration (Fall Only)	3
LGLA 1355	Family Law (Spring Only)	3
POFT 1329	Keyboarding & Document Formatting	3
Mathematics	Select from Mathematics Core Curriculum **or**	3-4
Natural Sciences	Select from Natural Sciences Core Curriculum	
POFI 1301	Computer Applications 1	3
Visual & Perf Arts / Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
		18-19
SECOND YEAR		
First Semester		
ENGL 1302	Composition II	3
LGLA 1342	Federal Civil Litigation (Fall Only)	3
*LGLA 1380	Cooperative Ed - Paralegal	3
LGLA 2305	Interviewing and Investigating	3
LGLA 2313	Criminal Law & Procedure (Spring Only)	3
LGLA 1343	Bankruptcy	3
		18
Second Semester		
LGLA 1344	Texas Civil Litigation (Spring Only)	3
LGLA 1351	Contracts	3
LGLA 2311	Business Organizations	3
LGLA 2323	Intellectual Property	3
*LGLA 2381	Cooperative Ed - Paralegal	3
Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
		18-19

Total Credits Required for A.A.S. Paralegal Degree 69-71

*Capstone Course.

If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

Paralegal Certificate

The Paralegal Certificate program is a great option for individuals who have significant office, computer and communication skills and/or an associate or four year degree from an accredited college or university. If student does not have a two or four year degree, department approval is required to pursue the certificate program; please contact the department chair at 281-756-3642.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
LGLA 1301	Legal Research & Writing (Fall Only)	3
LGLA 2303	Torts and Personal Injury (Fall Only)	3
LGLA 1342	Federal Civil Litigation (Fall Only)	3
LGLA 1353	Wills, Trust, and Probate Administration (Fall Only)	3
		12
Second Semester		
LGLA 1344	Texas Civil Litigation (Spring Only)	3
LGLA 2311	Business Organizations	3
*LGLA 1380	Cooperative Ed - Paralegal	3
LGLA 2313	Criminal Law & Procedure (Spring Only)	3
LGLA 1355	Family Law (Spring Only)	3
		15
Third Semester		
**ELECTIVE	LGLA Elective	3
LGLA 2305	Interviewing & Investigating	3
*LGLA 2381	Cooperative Ed - Paralegal	3
POFI 1301	Computer Applications I	3
LGLA 2323	Intellectual Property	3
		15

Total Credits Required for Paralegal Certificate. 42

*Capstone Course. - If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

** LGLA elective to be chosen from LGLA 1343 or LGLA 1351

Pharmacy Technician 281-756-3805

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Pharmacy Technician Program offers a 2 year curriculum to prepare individuals for an allied health career working in a pharmacy. The program prepares you to take the Pharmacy Technician Certification Exam. Once certified, you will be able to work in retail pharmacies, hospital pharmacies, and mail order pharmacies. The 2 year curriculum provides courses in Management allowing you to gain knowledge needed to move into management.

Program Requirements:

1. Have a high school diploma or GED.
2. Make application to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation.
4. A background check will be conducted by the state of Texas Pharmacy Board in when applying for technician in training status. You must not have any felonies in the last 5 years or drug convictions.
5. Physical Exam and immunization required for clinical rotation in the last semester.
6. CPR certification required for clinical rotation in the last semester.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
ENGL 1301	Composition I	3
SPCH 1318	Interpersonal Communication	3
PHRA 1301	Introduction to Pharmacy	3
PHRA 1315	Pharmacy Terminology	3
		12
Second Semester		
PHRA 1205	Drug Classification	2
PHRA 1313	Community Pharmacy Practice	3
PHRA 1309	Pharmaceutical Mathematics I	3
BMGT 1327	Principles of Management	3
HRPO 1311	Human Relations	3
		14
Third Semester		
PHRA 1317	Anatomy & Physiology for Pharmacy Technicians	3
PHRA 1349	Institutional Pharmacy Practice	3
CHEM 1405	Introductory to Chemistry	4
		10
SECOND YEAR		
Fourth Semester		
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1445	Compounding, Sterile Preparations & Aseptic Techniques	4
SOCI 1301	Introduction to Sociology	3
HRPO 2301	Human Resource Management	3
		14
Fifth Semester		
PHRA 2362	Clinical - Pharmacy Technician	3
PHRA 1291	Special Topics for Pharmacy Technicians	2
MRKG 1311	Principles of Marketing	3
Visual & Perf Arts/ Humanities	Select from Visual & Performing Arts / Humanities Core Curriculum	3
		11

Total Credits Required for A.A.S. Pharmacy Technician Degree 61

Pharmacy Technician Certificate 281-756-3805

Purpose: The Pharmacy Technician Certificate is designed to prepare career oriented persons to take the Pharmacy Technician Certification Exam and enter the field of Pharmacy.

Program Requirements: Students must have a High School Diploma or GED. Upon entering the program students will complete a criminal background check and immunization certification before entering the Practicum (Field Experience). You may not have any felonies in the last 5 years or any drug related charges.

Course Number	Course Title	*Credits*
First Semester		
PHRA 1205	Drug Classification	2
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1313	Community Pharmacy Practice	3
PHRA 1315	Pharmacy Terminology	3
		14
Second Semester		
PHRA 1349	Institutional Pharmacy Practice	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1445	Compounding, Sterile Preparations & Aseptic Techniques	4
PHRA 2362	Clinical - Pharmacy Technician	3
		14

Total Credits Required for Pharmacy Technician Certificate 28

Students explore the world of science in the chemistry lab.

Polysomnography 281-756-5655

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a degree that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT).
The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

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

a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Polysomnography program by November 15th.
c. Submit official transcripts from other colleges attended with application.
d. Score a composite of 19 or higher on the ACT, or combined math/verbal of 900 or higher on the SAT (tests must be within 5 years of time of application) and complete the following re-requisites: ENGL 1301, BIOL 2401, MATH 1314 or MATH 1333, HITT 1305, HPRS 1304.
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 and drug screens are conducted as a condition of full acceptance into the Polysomnography Program.

Progression Policy

1. The Polysomnography students will abide by the admission and curriculum requirements of the Polysomnography Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Polysomnography Program, all Polysomnography courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the Program Director.
3. No grade below a C in a Polysomnography or academic course will be acceptable.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the Clinical Instructor and the Program Director. This action may be taken at any time during the semester or at the end of the semester.
5. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any Polysomnography course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
7. A student requiring hospitalization, or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student my not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within four (4) years after initial acceptance.

Advanced Standing

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

Polysomnography

281-756-5655

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	*Course Title*	*Credits*
Pre-requisite Courses		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
Mathematics	Select from Mathematics Core Curriculum	3-4
HITT 1305	Medical Terminology	3
HPRS 1304	Basic Patient Care Skills	3
		16-17
FIRST YEAR		
First Semester (Spring)		
BIOL 2402	Anatomy & Physiology II	4
PSGT 1400	PolysomnographyI	4
PSGT 1440	Sleep Disorders	4
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1205	Neurophysiology of Sleep	2
		17
Second Semester (Summer)		
RSPT 1310	Respiratory Care Procedures	3
PSGT 1260	Polysomnography Clinical I	2
PSGT 2205	Sleep Scoring & Staging	2
		7
Third Semester (Fall)		
RSPT 2239	Advanced Cardiac Life Support	2
PSGT 2411	Polysomnography II	4
PSGT 2660	Polysomnography Clinical II	6
PSYC 2314	Life-Span Growth & Development	3
		15
Fourth Semester		
PSGT 1291	Special Topics	2
PSGT 2250	Infant and Pediatric Polysomnography	2
PSGT 2661	Polysomnography Clinicial III	6
Visual & Perf Arts / Humanties	Select from Visual & Performing Arts or Humanities Core	3
		13

Total Credits Required for A.A.S. Polysomnography 68-69

Polysomnography - Advanced Technical Certificate 281-756-5655

Purpose: Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT). The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E.Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

Admission Requirements

To be considered for admission to the Polysomnography program, the applicant must:

a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Polysomnography program.
c. Have an Associate Degree in a Health Care field.
d. Submit official transcripts from college where above degree was granted.
e. Submit appropriate state licensure and/or credentials.
f. Complete physical examination and immunization upon acceptance.
g. Not currently be on suspension or academic probation.
h. Current CPR certification - AHA Health Care Provider.
i. Background checks and drug screen are conducted as a condition of full acceptance into the Polysomnography Program.

Course Number	*Course Title*	*Credits*
First Semester (Spring)		
PSGT 1400	Polysomnography I	4
PSGT 1440	Sleep Disorders	4
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1205	Neurophysiology of Sleep	2
		13
Second Semester (Summer)		
RSPT 1310	Respiratory Care Procedures	3
PSGT 1260	Polysomnography Clinical I	2
PSGT 2205	Sleep Scoring & Staging	2
		7
Third Semester (Fall)		
RSPT 2239	Advanced Cardiac Life Support	2
PSGT 2411	Polysomnography II	4
PSGT 2660	Polysomnography Clinical II	6
		12
Fourth Semester (Spring)		
PSGT 1291	Special Topics	2
PSGT 2250	Infant and Pediatric Polysomnography	2
PSGT 2661	Polysomnography Clinical III	6
		10

Total Credits Required for A.A.S. Polysomnography 42

Student must take RSPT 1310 (Respiratory Care procedures) if he/she is not a Registered Respiratory Therapist.

Process Technology

281-756-3785

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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.

Course Number	*Course Title*	*Credits*
First Semester		
BCIS 1405 or	Business Computer Applications or	4
COSC 1401	Microcomputer Applications	
PTAC 1302	Introduction to Process Technology	3
CTEC 1401	Applied Petrochemical Technology (Physics)	4
PTAC 1308	Safety, Health, and Environmnet	3
MATH 1332 or	Contemporary Mathematics I or	3
MATH 1314 or	College Algebra or	
MATH 1333 or	Contemporary Math for Tech or	
TECM 1303	Technical Calculations	
		17
Second Semester		
ENGL 1301	Composition I	3
PTAC 1332	Process Instrumentation I	3
PTAC 1410	Process Technology I (Equipment)	4
SCIT 1414	Applied General Chemistry	4
Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
		17
Third Semester		
ENGL 1302 or	Composition II	3
ENGL 2311	Technical Communication	
PTAC 2314	Quality, Statistical Process Control & Economics	3
PTAC 2420	Process Technology II (Systems)	4
PTAC 2436	Process Instrumentation II	4
Communication Skills	Select Communication Skills course from Communication Core Curriculum	3-4
		17-18
Fourth Semester		
PTAC 1454 or	Industrial Processes or	4
**CTEC 2480	Internship-Process Technology	
*PTAC 2438	Process Technology III (Operations)	4
PTAC 2446	Process Troubleshooting	4
Visual & Perf Arts / Humanities	Select from Visual & Performing Arts or Humanities Core Curriculum	3
		15

Total Credits Required for A.A.S. Process Technology Degree 66-67

*Capstone Course - Can not be substituted.
**Requires Department Chair approval.

Process Technology Certificate

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.

Course Number	*Course Title*	*Credits*
First Semester		
BCIS 1405 or	Business Computer Applications or	4
COSC 1401	Microcomputer Applications	
CTEC 1401	Applied Petrochemical Technology (Physics)	4
PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health and Environment in the Process Industry	3
PTAC 1410	Process Technology I (Equipment)	4
		18
Second Semester		
SCIT 1414	Applied General Chemistry	4
* PTAC 2420	Process Technology II (Systems)	4
PTAC 2314	Quality, Statistical Process Control & Economics	3
PTAC 1332	Process Instrumentation I	3
		14
Third Semester		
PTAC 2438	Process Technology III (Operations)	4
PTAC 2446	Process Troubleshooting	4
		8

Total Credits Required for Process Technology Certificate 40

*Capstone Course - Can not be substituted.

ACC students get hands-on process technology training.

Respiratory Care 281-756-5660

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

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 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, St. Luke's Episcopal Hospital, and eleven other clinical affiliates.
The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021-4244, 817-283-2835, www.coarc.com.

Admission Requirements:

1. To be considered for admission to the respiratory care program, the applicant must:
   a. be a high school or GED graduate.
   b. make application to ACC and fulfill the admission requirements, including THEA.
   c. make application to the respiratory care program.
   d. submit official transcripts of all previous college work to ACC Registrar's Office.
   e. applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through observation and discussion with a practicing therapist. See form in application packet.
   f. score 19 or higher on ACT composite or minimum combined math/verbal SAT score of 900 and complete BIOL 2401, BIOL 2402, and ENGL 1301 with a grade no lower than a "C" prior to **admission.** **Biology grades** and test scores must be within 5 years of the time of application. (**Please note:** Individuals who hold a Bachelor's degre or higher are exempt from taking the ACT/SAT.)
   g. complete a physical examination form which includes TB skin test, and immunizations upon acceptance to the program. (A CPR course is taught in RSPT 1429)
   h. criminal background check and drug screen conducted as a condition of full acceptance.
   i. not currently be on suspension or academic probation from ACC or another college or university.
2. Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
3. Transfer students must complete the following:
   a. meet the above admission criteria.
   b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
   c. provide the ACC Registrar's Office with an official transcript from each institution attended.
   d. provide the Respiratory Care Department with a copy of transcript from each institution attended.
   e. provide the Respiratory Care Department with a description and/or syllabus of each respiratory course being considered for transfer.
   f. not currently be on suspension or academic probation from another college.
   g. credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.
   h. Must complete a minimum of 24 semester hours at ACC in order to be considered a graduate.
4. 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.

Respiratory Care

281-756-5660

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

Course Number	*Course Title*	*Credits*
Prerequisite Courses		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
		11
FIRST YEAR		
First Semester		
RSPT 1166	Practicum-Respiratory Care Therapist	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2
RSPT 1331	Basic Respiratory Care Fundamentals II	3
RSPT 1325	Respiratory Care Sciences	3
RSPT 1429	Respiratory Care Fundamentals I	4
		13
Second Semester		
Visual & Perf Arts / Humanities	Select from Visual & Performing Arts or Humanities Core	3
RSPT 1266	Practicum-Respiratory Care Therapist I	2
RSPT 2317	Respiratory Care Pharmacology	3
RSPT 2210	Cardiopulmonary Diseases I	2
RSPT 2414	Mechanical Ventilation I	4
		14
Third Semester		
RSPT 1267	Practicum-Respiratory Care Therapist II	2
RSPT 2305	Pulmonary Diagnostics	3
RSPT 2314	Mechanical Ventilation II	3
		8
SECOND YEAR		
First Semester		
BIOL 2420	Microbiology	4
RSPT 2239	Advanced Cardiac Life Support	2
RSPT 2355	Critical Care Monitoring	3
RSPT 2266	Practicum-Respiratory Care Therapist III	2
RSPT 2310	Cardiopulmonary Disease II	3
		14
Second Semester		
Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
RSPT 1191	Special Topics in Respiratory Therapy	1
RSPT 2131	Simulations for Respiratory Care	1
RSPT 2135	Pediatric Advanced Life Support	1
RSPT 2267	Practicum-Respiratory Care Therapist IV	2
RSPT 2166	Practicum-Respiratory Care Therapist V	1
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3
		12

Total Credits Required for A.A.S. Respiratory Care 72

Pre and Co Requisites

"P" indicates courses which must have been passed prior to enrollment in the selected course. In the case of READ 0310, ENGL 0310 or MATH 0310, the student must have passed at least the 0310-level course or must have passed the 0310-level on the TSI or an alternate test.

"C" indicates courses which, if not already passed, must be taken concurrently with the selected course. READ, ENGL and MATH co requisites are not required if the placement test or applicable courses have been passed.

ACCT
2302 P-ACCT 2301

ACNT
1311 P-ACNT 1303

ANTH
2301 P-READ 0310, ENGL 0310
2302 P-READ 0310, ENGL 0310
2346 P-READ 0310, ENGL 0310
2351 P-READ 0310, ENGL 0310

ARCE
1452 P-DFTG 2419

ARTS
1301 P-READ 0310, ENGL 0310
1303 P-READ 0310, ENGL 0310
1304 P-READ 0310, ENGL 0310
1317 P-ARTS 1316
2317 P-ARTS 2316
2327 P-ARTS 2326
2334 P-ARTS 2333
2342 P-ARTS 2341
2347 P-ARTS 2346
2349 P-ARTS 2348
2357 P-ARTS 2356
2367 P-ARTS 2366

BCIS
1405 P-READ 0309
1420 P- MATH 0309 and BCIS 1405 or COSC 1401 or COSC 1415
1431 P- MATH 0309 and BCIS 1405 or COSC 1401 or COSC 1415
2431 P-BCIS 1431or ITSE 1431

BIOL
1308 P-READ 0310
1309 P-READ 0310
1406 P-READ 0310
1407 P-READ 0310
2306 P-READ 0310
2401 P-READ 0310
2402 P-BIOL 2401
2420 P-BIOL 1406 or 1407 or 2401 or 2402

BMGT
1345 P-ENGL 0309
1382 P-Dept. approval
2382 P-Dept. approval
2383 P-Dept. approval

CDEC
1313 P-READ 0309
1317 P-READ 0309
1319 P-READ 0309
1321 P-READ 0309
1356 P-READ 0309
1358 P-READ 0309
1359 P-READ 0309
1384 P-READ 0309 & 6hrs of CDEC
2307 P-READ 0309
2322 P-READ 0309
2324 P-READ 0309
2384 P-ENGL 0309, CDEC 1384
2426 P-READ 0309, ENGL 0309
2428 P-READ 0309, ENGL 0309

CHEF
1291 P-READ 0310
1301 P- READ 0310; C-CHEF1305
1302 P-CHEF 1301
1305 C-CHEF 1301
1310 P-CHEF 1301
1341 P-CHEF 1301
1345 P-CHEF 1301
1364 P-CHEF 1301
1365 P-CHEF 1301
2301 P-CHEF 1301
2302 P-CHEF 1301

CHEM
1405 P-READ 0310
1407 P-CHEM 1405
1411 P-READ 0310, MATH 0312, MATH 1314 highly recommended
1412 P-CHEM 1411 and MATH 1314
2401 P-CHEM 1412
2423 P-CHEM 1412
2425 P-CHEM 2423

CHIN
1412 P-CHIN 1411, with C or better
2311 P-CHIN 1412, with C or better
2312 P-CHIN 2311, with C or better

CNBT
1402 P-DFTG 2428

COMM
2326 P-COMM 2311

COSC
1401 P-READ 0309
1415 P-READ 0309
1420 P-MATH 0309 and BCIS 1405 or COSC 1401 or COSC 1415
1430 P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431
1436 P-MATH 0309 and BCIS 1405 or COSC 1401 or COSC 1415
1437 P-MATH 0309 and BCIS 1405 or COSC 1401 or COSC 1415
2315 P-COSC 1420, COSC 1437 or ITSE 1407
2420 P-COSC 1420 or 1437 or ITSE 1407
2425 P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431
2436 P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431

CRTR
1207 P-CRTR 1404
1302 P-READ 0310, ENGL 0310
1308 P-CRTR 1314, 1406
1312 P-READ 0310, ENGL 0310
1314 P-READ 0310, ENGL 0310
1346 P-CRTR 2401
1357 P-CRTR 1404
1359 P-CRTR 1406
1404 P-READ 0310, ENGL 0310
1406 P-READ 0310, ENGL 0310, CRTR 1404
2236 P-CRTR 2401
2306 P-READ 0310, ENGL 0310, CRTR 1404
2311 P-READ 0310, ENGL 0310, CRTR 1312
2312 P-CRTR 2401 & CRTR 1308
2313 P-CRTR 1314, CRTR 1404
2331 P-CRTR 2403
2333 P-CRTR 1346
2380 P-CRTR 1314, CRTR 2311
2381 P-CRTR 2403, 1314
2401 P-CRTR 1406
2403 P-CRTR 2401
2435 P-CRTR 2403

CVTT
1161 C-DSAE 1340

DAAC
1380 P-DAAC 1364
1381 P-DAAC 1380

DFTG
1405 P-DFTG 1409
1409 P-BCIS 1405 or COSC 1401 or as a Corequisite with dept. approval
1433 P-DFTG 2419
2417 P-DFTG 1409
2406 P-DFTG 1433 & DFTG 2440
2419 P-DFTG 1409
2423 P-DFTG 2419
2428 P-DFTG 2419
2430 P-DFTG 1409;C-DFTG 2419
2440 P-DFTG 1409
2445 P-DFTG 2423
2450 P-DFTG 1433

DRAM
1310 P-READ 0309
1330 P-READ0309
1341 P-READ 0309
1351 P-READ 0309
2331 P-READ 0309
2336 P-READ 0309
2361 P-READ 0309, ENGL 0309
2362 P-READ 0309, ENGL 0309
2366 P-READ 0309

DSAE
1303 C-DSAE 1360
1360 C-DSAE 1303, 1318
2335 P-DSAE 2437; C-DSAE 2462
2361 P-DSAE 1360; C-DSAE 2404
2404 P-DSAE 1303; C-DSAE 2361
2437 P-DSAE 2404; C-DSAE 2461
2461 P-DSAE 2361; C-DSAE 2437
2462 P-DSAE 2461; C-DSAE 2335

DSVT
1300 C-DSVT 1360, DSAE 1318
1360 C- DSVT 1300
2335 P-DSVT 2430; C-DSVT 2462
2361 P-DSVT 1360; C-DSVT 2430
2418 P-DSVT 1300; C-DSVT 2461
2430 P-DSVT 1300; C-DSVT 2361
2461 P-DSVT 2361; C-DSVT 2418
2462 P-DSVT 2461; C-DSVT 2335

ECON
2301 P-READ 0310, ENGL 0310
2302 P-READ 0310, ENGL 0310

EDUC
1301 P-ENGL 0310, READ 0310
2301 P-EDUC 1301

EMSP
All courses require dept. approval.

ENDT
1463 P-ENDT 1345, ENDT 1350; C-ENDT 2320
2210 P-ENDT 1345, ENDT 1350
2215 P-ENDT 1345, ENDT 1350, ENDT 2210
2320 P-ENDT 1345, ENDT 1350
2425 P-ENDT 1463; C-ENDT 2463
2463 P-ENDT 1463; C-ENDT 2425
2561 P-ENDT 1463, ENDT 2463

ENGL
0310 P-ENGL 0309
1301 P-ENGL 0310, READ 0310
1302 P-ENGL 1301
2307 P-ENGL 1302
2311 P-ENGL 1301
2322 P-ENGL 1302
2323 P-ENGL 1302
2327 P-ENGL 1302
2328 P-ENGL 1302
2332 P-ENGL 1302
2333 P-ENGL 1302

ENGR
1201 – P-MATH1314 or equivalent academic preparation

ENTC
1423 P-TECM 1317

FREN (or depart. online placement tests)
1412 P-FREN 1411, with a C or better
2311 P-FREN 1412, with a C or better
2312 P-FREN 2311, with a C or better

GEOG
1301 P-READ 0310, ENGL 0310
1302 P-READ 0310, ENGL 0310
1303 P-READ 0310, ENGL 0310

GEOL
1301 P-READ 0310
1303 P-READ 0310
1401 P-READ 0310
1403 P-READ 0310
1404 P-READ 0310
1405 P-READ 0310
1445 P-READ 0310, MATH 0312
1447 P-READ 0310, MATH 0312

GERM (or departmental online placement tests)
1412 P-GERM 1411, with a C or better
2311 P-GERM 1412, with a C or better
2312 P-GERM 2311, with a C or better

GOVT
2301 P-READ 0310, ENGL 0310,
2302 P-READ 0310, ENGL 0310,
2305 P-READ 0310, ENGL 0310
2306 P-READ 0310, ENGL 0310

HAMG
1321 P-READ 0310
1324 P-READ 0310

HECO
1322 P-BIOL 2401

HIST
1301 P-READ 0310, ENGL 0310
1302 P-READ 0310, ENGL 0310
2301 P-READ 0310, ENGL 0310
2311 P-READ 0310, ENGL 0310
2312 P-READ 0310, ENGL 0310
2321 P-READ 0310, ENGL 0310
2322 P-READ 0310, ENGL 0310

HUMA
1301 P-READ 0310, ENGL 0310
1302 P-READ 0310, ENGL 0310

IFWA
1217 P-READ 0310
1318 P-READ 0310

IMED
2415 P-READ 0309

IONM
1270 P-ENDT 1345, PSGT 1310, IONM 1570, C-ENDT 1350, 2210, IONM 1572
1570 P-BIOL 2401, R.EEG T., R. EP T or Bachelor's Degree C-PSGT 1310
1572 P-ENDT 1345, PSGT 1310, IONM 1570, C-ENDT 1350, 2210, IONM 1270
2270 P-ENDT 1350, 2210, IONM 1270, 1572, C-ENDT 2215, IONM 2570
2570 P-ENDT 1350, 2210, IONM 1270, 1572, C-ENDT 2215, IONM 2270

ITMT
1302 P-INTW 1358 or 1325 & BCIS 1405 or COSC 1401
1340 P-BCIS 1405 or COSC 1401 & ITNW 1358 or ITNW 1325
2301 P-ITMT 1302
2302 P-ITMT 1340
2322 P-ITMT 2301 or ITMT 1340
2340 P-ITMT 1302 or 1340
2346 P-ITMT 1340
2351 P-ITMT 2301 or ITMT 2302

ITNW
1325 P-ITNW 1358
2321 P-ITMT 1302 or 1340

ITSE
1407 P-MATH 0309 and BCIS 1405 or COSC 1401 or COSC 1415
1422 P- MATH 0309, BCIS 1405, or COSC 1401 or COSC 1415
1431 P- MATH 0309 and BCIS 1405 or COSC 1401 or COSC 1415
1445 P-ITSE 2409
1491 P-MATH 0309 and BCIS 1405 or COSC 1401 or COSC 1415
2387 P-Three courses required from the following 5 groups: (BCIS 1420 or COSC 1436 or ITSE 1422) **or** (BCIS 1431 or ITSE 1431) **or** (COSC 1420 or 1437 or ITSE 1407) **or** (COSC 1430 or 2436 or ITSE 2417) **or** (IMED 2415 or ITSE 2402)
2402 P-READ 0309
2409 P-READ 0309
2413 P-READ 0309
2417 P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431
2449 P-BCIS 1431or ITSE 1431

ITSW
1404 P-READ 0309

ITSY
1342 P-ITMT 1340

LGLA
1301 P-READ 0310, ENGL 0310
1311 P-READ 0309, ENGL 0309
1342 P-READ 0309, ENGL 0309
1344 P-READ 0309, ENGL 0309
1351 P-READ 0309, ENGL 0309
1353 P-READ 0309, ENGL 0309
1355 P-READ 0309, ENGL 0309
1380 P-READ 0309, ENGL 0309
2303 P-READ 0309, ENGL 0309
2311 P-READ 0309, ENGL 0309
2313 P-READ 0309, ENGL 0309
2381 P-READ 0309, ENGL 0309

MATH
0310 P-MATH 0309 or required score on placement test
0311 P-MATH 0309 or required score on placement test, READ 0310 or TSI standard in Reading
0312 P-MATH 0310 or required score on placement test
1314 P-MATH 0312, READ 0310 with a C or better or the TSI standard in Reading
1324 P-MATH 1314
1325 P-MATH 1314 or 1324
1332 P-MATH 0312, READ 0310 with a C or better or the TSI standard in Reading
1333 P-MATH 0310, READ 0310 w/a C or better or TSI standard in reading
1342 P-MATH 0312 or 0311
1350 P-MATH 1314
1351 P-MATH 1314 or 1350
2318 P-MATH 2413 or Dept. approv
2320 P-MATH 2414 or Dept. approv
2412 P-MATH 1314 or Dept. approv
2413 P-MATH 2412 or Dept. approv
2414 P-MATH 2413
2415 P-MATH 2414

MRKG
1301 P-MRKG 1311

MUSI
1211 P-READ 0310; C-MUSI 1216
1212 P-READ 0310, MUSI 1211; C-MUSI 1217
1216 C-MUSI 1211
1217 P-MUSI 1216; C-MUSI 1212
1301 P-READ 0309
1306 P-READ 0309,
1308 P-READ 0310, ENGL 0310
1309 P-READ 0310, ENGL 0310
1310 P-READ 0309
2211 P-MUSI 1212; C-MUSI 2216
2212 P-MUSI 2211; C-MUSI 2217
2216 P-MUSI 1217; C-MUSI 2211
2217 P-MUSI 2216; C-MUSI 2212

PHED
1306 P-READ 0309
1338 P-READ 0309

PHIL
1301 P-READ 0310, ENGL 0310
1304 P-READ 0310, ENGL 0310
2303 P-READ 0310, ENGL 0310
2306 P-READ 0310, ENGL 0310

PHRA
2266 P-PHRA 1313

PHYS
1301 P-MATH 0312, READ 0310
1401 P-MATH 2412 or Departmental Approval, READ 0310
1402 P-PHYS 1401
2425 P-READ 0310, MATH 2413
2426 P-PHYS 2425, READ 0310

PMHS
1381 P-DAAC 1380
2380 P-DAAC 1381

POFI
1401 P-POFT 1329 or 1429
1449 P-POFI 1301 or POFI 1401 or departmental approval
2401 P-POFT 1329 or 1429

POFM
1317 Computer Literacy required

POFT
2401 P-POFT 1429

PSGT
1260 P-PSGT 1400
1291 P-PSGT 2411
2205 P-PSGT 1400
2250 P-PSGT 2411
2411 P-PSGT 1400
2660 P-PSGT 1260
2661 P-PSGT 2660

PSTR
1301 C-CHEF 1301

PSYC
2301 P-READ 0310, ENGL 0310
2302 P-READ 0310, ENGL 0310
2306 P-READ 0310, ENGL 0310
2307 P-READ 0310, ENGL 0310
2308 P-READ 0310, ENGL 0310
2311 P-READ 0310, ENGL 0310
2314 P-READ 0310, ENGL 0310
2315 P-READ 0310, ENGL 0310
2316 P-READ 0310, ENGL 0310
2317 P-PSYC 2301, MATH 0311 or MATH 0312
2319 P-READ 0310, ENGL 0310
2389 P-READ 0310, ENGL 0310

PTAC
1410 P-PTAC 1302
1454 P-PTAC 2420
2420 P-PTAC 1410
2436 P-PTAC 1332
2438 P-PTAC 1332, PTAC 2420
2446 P-PTAC 2420

READ
0312 P-READ 0310

RNSG
1108 P-MATH 0310
1215 P-BIOL 2401
All other courses require dept. approval.

RSPT
1207 P-READ 0309
1325 P-READ 0309
All other courses require dept. approval.

RSTO
2301 P-READ 0310, BCIS 1405 or COSC 1401

RTVB
1380 P-RTVB 1301 or COMM 2311
1381 P-RTVB 1301 or COMM 2311
2340 P-RTVB 1301 or COMM 2311
2380 P-RTVB 1301 or COMM 2311
2381 P-RTVB 1301 or COMM 2311

SGNL (or with departmental approval)
1302 P-SGNL 1301 with C or better
2301 P-SGNL 1302 with C or better
2302 P-SGNL 2301 with C or better

SOCI
1301 P-READ 0310, ENGL 0310
1306 P-READ 0310, ENGL 0310
2301 P-READ 0310, ENGL 0310
2306 P-READ 0310, ENGL 0310
2319 P-READ 0310, ENGL 0310
2326 P-READ 0310, ENGL 0310
2336 P-READ 0310, ENGL 0310
2339 P-READ 0310, ENGL 0310
2340 P-READ 0310, ENGL 0310
2389 P-READ 0310, ENGL 0310

SPAN (or departmental online placement tests)
1412 P-SPAN 1411 with C or better
2311 P-SPAN 1412 with C or better
2312 P-SPAN 2311
2315 Dept. online placement tests
2321 P-SPAN 2312 with C or better

SPCH
1311 P-READ 0310
1315 P-READ 0310
1318 P-READ 0310, ENGL 0310
1321 P-READ 0310
2335 P-READ 0310
2341 P-READ 0310

TECA
1303 P – ENGL 0310, READ 0310
1311 P – ENGL 0310, READ 0310
1318 P – ENGL 0310, READ 0310
1354 P – ENGL 0310, READ 0310

TECM
1317 P-MATH 1314

VNSG
All courses require dept. approval.

Course Descriptions

Sheri Beck
Instructor

Christin Catalina
Nursing Student

Course Descriptions

Accounting

Norman Bradshaw, Department Chairperson,

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

Dwight Rhodes, 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]**

American Sign Language

Amalia D. Parra, Department Chairperson

SGNL 1301
Beginning American Sign Language I
(3 credits)
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. (3 lecture and 1 lab hour per week) **[CB16.1603.5113]**

SGNL 1302
Beginning American Sign Language II
(3 credits)
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. Prerequisite: SGNL1301 with minimum grade of C or Departmental approval.
(3 lecture and 1 lab hour per week)
[CB 16.1603.5113]

SGNL 2301
Intermediate American Sign Language I
(3 credits)
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1302 with minimum grade of C or Departmental approval. (3 lecture and 1 lab hour per week) **[CB 16.1603.5213]**

SGNL 2302
Intermediate American Sign Language II
(3 credits)
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 2301 with minimum grade of C or Departmental approval.(3 lecture and 1 lab hour per week) **[CB 16.1603.5213]**

Anthropology

Traci Elliott, Department Chairperson

ANTH 2301
Physical Anthropology
(3 credits)
This course provides an overview of human origins and biocultural adaptations. It also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.0301.5125]**

ANTH 2302
Introduction of Archeology
(3 credits)
This course is a study of human history which describes the major cultural developments in humanity's past and explores the methods used by archeologists to retrieve, process and analyze material remains of past cultures. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.0301.5125]**

ANTH 2346
General Anthropology
(3credits)
This course follows the principles of physical and cultural anthropology, this course analyzes the cultures of prehistoric and existing preliterate people and the impact of modern western culture (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.0201.5125]**

ANTH 2351
Cultural Anthropology
(3 credits)
This course provides a survey of cultures around the world in order to explain the key concepts, methods and theories used in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.0201.5325]**

Arts

Dennis LaValley, Department Chairperson

ARTS 1301
Art Appreciation
(3 credits)
This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. **[CB50.0703.5126]**

ARTS 1303
Art History I
(3 credits)
This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from 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 II
(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. **[CB50.0703.5226]**

ARTS 1311
Design I
(3 credits)
This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). **[CB50.0401.5326]**

ARTS 1312
Design II
(3 credits)
This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). **[CB50.0401.5326]**

ARTS 1316
Drawing I
(3 credits)
This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) **[CB50.0705.5226]**

ARTS 1317
Drawing II
(3 credits)
This course is an expansion of the concepts presented in Drawing I, and it stresses the expressive and conceptual aspects of drawing in various media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 **[CB50.0705.5226]**

ARTS 2316
Painting I
(3 credits)
This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). **[CB50.0708.5226]**

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. **[CB50.0708.5226]**

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 enclusion 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
Jewelry & Arts Metal 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
Jewelry & Arts Metal 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**

ARTS 2348
Digital Art I
(3 credits)
This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) **[CB50.0402.5226]**

ARTS 2349
Digital Art II
(3 credits)
This course is an advanced study of advertising art and production. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. Prerequisite: ARTS 2348 (3 lecture & 3 lab hours per week) **[CB50.0402.5226]**

ARTS 2356
Photography I
(3 credits)
This course introduces the student to the fundamental elements of black & white techniques, knowledge of chemistry, and presentation skills with an emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics. (3 lecture & 3 lab hours per week) **[CB50.0605.5126]**

ARTS 2357
Photography II
(3 credits)
This course builds upon the techniques and concepts presented in Photography I and focuses on continued development of printing and developing skills with emphasis placed on the development individual expression. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 **[CB50.0605.5226]**

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) **[CB50.0708.5326]**

ARTS 2367
Watercolor II
(3 credits)
This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. Prerequisite: ARTS 2366.(3 lecture & 3 lab hours per week) **[CB50.0708.5326]**

Astronomy

Dora Devery, Department Chairperson
Joseph Mills

ASTR 1403
Planetary Astronomy
(4 credits)
Introductory planetary astronomy course which includes basic material on the history of astronomy, physics of planetary motion, the nature of light, operation of telescopes, formation of solar system, terrestrial planets, Jovian planets, Kuiper Belt objects, comets, and asteroids. Lab includes observing the stars, nebulae, galaxies, planets,

and a variety of exercises in observational astronomy. (3 lecture and 3 lab hours per week) **[CB40.0201.5103]**

ASTR 1404
Stellar & Galactic Astronomy
(4 credits)
An introductory course that will concentrate on the origin, life and fate of the stars, star clusters, galaxies, and cosmology. An appropriate laboratory program will include lab experiments, telescope observations, field trips, and Internet research. This is a course for non-science majors who need natural science credit or anyone interested in the study of the universe. (3 lecture and 3 lab hours per week) **[CB40.0201.5203]**

Biology

Dwight Rhodes, Department Chairperson
Jerrod Butcher, John Matula, Tommy Dan Morgan

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. **[CB26.0101.5103]**

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. **[CB26.0101.5103]**

BIOL 1407
General Biology II
(4 credits)
An introductory survey of current biological concepts. Emphasis will be placed on topics which include evolution, biological diversity, ecology, and comparative structure and function of organisms. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. **[CB26.0101.5103]**

BIOL 2306
Environmental Conservation
(3 credits)
This course includes a study of the management of natural resources, the problems caused by population and pollution, the balance of nature, and man's importance in the environment. (3 lecture hours per week). Prerequisite: READ 0310 **[CB03.0103.5101]**

BIOL 2401
Anatomy and Physiology I
(4 credits)
This course includes a study of the structure and function of organ system of the human body. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. **[CB26.0707.5103]**

BIOL 2402
Anatomy and Physiology II
(4 credits)
This course continues the study of the structure and function of organ system of the human body. (3 lecture and 3 laboratory hours per week). Prerequisite: BIOL 2401. **[CB26.0707.5103]**

BIOL 2420
Basic Microbiology
(4 credits)
This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. This course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. (3 lecture and 3 laboratory hours per week). Prerequisites: Either BIOL1406 or BIOL 1407, or BIOL 2401, or BIOL 2402. **[CB26.0503.5103]**

Business Administration

Norman Bradshaw, Department Chairperson

BUSI 1301
Introduction to Business
(3 credits)
An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week). **[CB52.0101.5104]**

BUSI 1307
Personal Finance
(3 credits)
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. (3 lecture hours per week)**. [CB 19.0401.5109]**

BUSI 2301
Business Law
(3 credits)
An exploration of the role of law in business and society, including government regulation of business, legal reasoning, business organizations, anti-trust and employment law. (3 lecture hours per week). [CB22.0101.5124]

Chemistry

Dora Devery, Department Chairperson
Betty Graef

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. This course is well suited for students who have never had a chemistry class or who have not taken a chemistry class in the last five years. (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. This course is intended for science, chemistry, and engineering majors. Students taking this class are recommended to have had previous coursework in chemistry within the last five years: at least high school chemistry or Chem 1405. (3 lecture and 3 laboratory hours per week). Prerequisites: READ 0310 and MATH 0312 but MATH 1314 highly recommended . **[CB40.0501.5203]**

CHEM 1412
General Chemistry and Analysis II
(4 credits)
The topics presented in this course include thermodynamics, kinitics, properties of solutions, equilibria and electrochemistry. The student is introduced to computer and microscale techniques in laboratory investigations. Prerequisite: CHEM 1411 and MATH 1314. (3 lecture and 3 lab hours per week) **[CB40.0501.5203]**

CHEM 2423
Organic Chemistry I
(4 credits)
This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, and ethers. The student is introduced to micro-scale laboratory techniques. (3 lecture and 3 laboratory hours per week). Prerequisite: CHEM 1412. **[CB40.0504.5203]**

CHEM 2425
Organic Chemistry II
(4 credits)
This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of aldehydes, ketones, carboxylic acids, and amines. This course also covers stereochemistry and some elementary concepts in biochemistry. Microscale laboratory techniques are utilized. (3 lecture and 3 laboratory hours per week). Prerequisite: CHEM 2423. **[CB40.0504.5203]**

Child Development / Early Childhood

Jeanine M. Wilburn, Department Chairperson

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 and 6 hours of CDEC **[CIP19.0706]**

CDEC 2307
Math and Science for Early Childhood
(3 credits)
An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to the early childhood indoor and outdoor learning environments. The student will develop strategies which promote thinking and problem-solving skills in children; utilize observation and assessment as a basis for planning discovery experiences for the individual child; and create, evaluate, and/or select developmentally appropriate materials, equipment and environments to support the attainment of math and science concepts. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. **[CIP19.0709]**

CDEC 2322
Child Development Associate Training II
(3 credits)
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. The student will explain

methods to establish and maintain a safe, healthy learning environment, describe ways to support social and emotional development, and describe techniques used to provide positive guidance. The student will utilize skills in writing, speaking, problem solving, time management, and record keeping. (1 lecture and 5 laboratory hours per week). Prerequisite: READ 0309. **[CIP19.0709]**

CDEC 2324
Child Development Associate Training III
(3 credits)
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. The student will describe methods to establish positive and productive relationships with families; explain methods to ensure a well-run, purposeful program responsive to participant needs; and identify how to maintain a commitment to professionalism; utilize skills in writing, speaking, problem-solving, time management, and record keeping. (1 lecture and 5 laboratory hours per week). Prerequisite: READ 0309. **[CIP19.0709]**

CDEC 2384
Cooperative Ed. In Child Development II
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 laboratory hours per week). Prerequisite: ENGL 0309, CDEC 1384. **[CIP19.0706]**

CDEC 2426
Administration of Programs for Children I
(4 credits)
A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will analyze the planning functions; evaluate the operational functions and interpret the supervisory functions of an administrator. The student will summarize the evaluation of functions in an early care and education program and explore methods of effective communication and utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Prerequisite: READ 0309 and ENGL 0309. **[CIP19.0708]**

CDEC 2428
Administration of Programs for Children II
(4 credits)
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. The student will discuss codes of conduct; describe communication skills needed in effectively administering an early care and education program; discuss the importance of parent education/partnerships in early care and education programs; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues which impact programs; evaluate fiscal responsibilities of an administrator; and examine current technology and issues in early care and education administration. The student will utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Prerequisite: READ 0309 and ENGL 0309 **[CIP19.0708]**

EDUC 1301
Introduction to the Teaching Profession
(3 credits)
An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and includes 16 hours of field-experience activities in P-12 schools. (3 lecture and 1 lab hour per week) Prerequisite: ENGL 0310, READ 0310. **[CB1301015109]**

EDUC 2301
Special Populations
(3 credits)
An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy. and Prefessional Responsibilities standards; 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. **[CB13.1001.5109]**

TECA 1303
Family, School and Community
(3 credits)
A study of the child, family, community, and schools, including parent education and education and involvement, family and community lifestyles, child abuse, and current family life issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Prefessional Responsibilities standards. 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; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Prefessional Responsibilities standards. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. **[CB1907085109]**

TECA 1318
Wellness of the Young Child
(3 credits)
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Prefessional Responsibilities standards. 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 physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (3 lecture hours per week). Corequisite: ENGL 0310, READ 0310. **[CB1907065209]**

Chinese

Amalia D. Parra, Department Chairperson

CHIN 1411
Beginning Chinese I
(4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture & 2 lab hours per week) **[CB 16.0301.5113]**

CHIN 1412
Beginning Chinese II
(4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture & 2 lab hours per week) Prerequisite: CHIN 1411 with C or better. **[CB 16.0301.5113]**

CHIN 2311
Intermediate Chinese I
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture & 1 lab hour per week) Prerequisite: CHIN 1412 with C or better.
[CB 16.0301.5213]

CHIN 2312
Intermediate Chinese II
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture & 1 lab hour per week) Prerequisite: CHIN 2311 with C or better. **[CB 16.0301.5213]**

Communications

William C. Lewis, Department Chairperson
Mark Moss, Jason Nichols

COMM 1307
Introduction to Mass Communication
(3 credits)
Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. (3 lecture hours per week)**. [CB09.0102.51 06]**

COMM 1318 Photography I
3 credits
(Cross-listed as ARTS 2356)
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Photographic equipment provided. (2 lecture and 4 lab hours per week)
[CIP 50.0605.5126]

COMM 1336
Television Production I
(3 credits)
Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 lab hours per week)**. [CB10.0202.5206]**

COMM 1337
Television Production II
(3 credits)
This course continues practical experience in the operation of television studio and field equipment, including both pre- and post-production needs. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology.(2 lecture and 4 lab hours per week). **[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. (2 lecture and 2 lab hours per week**) [CB10.0202.51 06]**

COMM 2311
News Gathering & Writing I
(3credits)
Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. (2 lecture and 4 lab hours hours per week) **[CB09.0401.57 06]**

COMM 2326
Practicum in Electronic Media
3 credits
Lecture and laboratory instruction and participation. (1 lecture and 5 lab hours per week) Prerequisite: COMM 2311. **[CIP 09.0701.5306]**

COMM 2327
Introduction to Advertising
(3 credits)
Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media. (3 lecture hours per week)
[CIP 09.0903.51 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. (3 lecture hours per week)**. [CB 09.0701.54 06]**

COMM 2332
Radio/Television News
(3 credits)
Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) **[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. (2 lecture and 2 lab hours per week)**. [CB50.0602.51 26]**

RTVB 1250
Radio Experience I
(2 Credits)
Laboratory experience in radio operation and announcing by broadcasting on a radio station. (1 lecture & 2 lab hours per week) **[CIP 09.0701]**

RTVB 1301
Broadcast News Writing
(3 credits)
Instruction in the writing and organization of news copy. Topics include proper style and format used for broadcast news scripts, organization of newscasts, use of computerized news editing systems. (2 lecture and 4 lab hours per week). **[CIP09.0701]**

RTVB 1309
Audio/Radio Production I
(3 credits)
Concepts and techniques of sound production including basic recording, mixing, and editing techniques. (2 lecture and 2 laboratory hours per week) **[CIP09.0701]**

RTVB 1321
TV Field Production
(3 credits)
Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. (2 lecture and 4 laboratory hours per week) **[CIP09.0701]**

RTVB 1325
TV Studio Production
(3 credits)
Basic television production. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 laboratory hours per week) **[CIP09.0701]**

RTVB 1329
Scriptwriting
(3 credits)
Writing of commercials, public service announcements, promos, news documentaries, and other broadcast and film materials. Emphasis on the format and style of each type of writing and development of a professional writing style. (2 lecture and 4 laboratory hours per week) **[CIP09.0701]**

RTVB 1355
Radio and Television Announcing
(3 credits)
Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (2 lecture and 4 laboratory hours per week) **[CIP09.0701]**

RTVB 1380,1381, 2380, 2381
Cooperative Education – Radio and Television
(3 credits)
Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (1 lecture and 20 laboratory hours per week) Prerequisite: RTVB 1301 or COMM 2311**. [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 2331
Audio/Radio Production III
(3 credits)
Advanced concepts in audio/radio recording and editing, including digital editing, sound processing systems, and multitrack mix down recording techniques. (2 lecture and 4 laboratory hours per week) **[CIP09.0701]**

RTVB 2337
TV Production Workshop I
(3 credits)
Application and design of video productions in location or studio shooting environments with real deadlines and quality control restrictions. Students will produce programming for KACC-TV. (2 lecture and 4 laboratory hours per week) **[CIP09.0701]**

RTVB 2340
Portfolio Development
(3 credits)
Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester.
(1 lecture and 6 laboratory hours per week) Prerequisite: RTVB 1301 or COMM 2311
[CIP 09.0701]

Computer Information Technology

Thomas Magliolo, Department Chair
Richard Melvin, Cathy LeBouef

It is the responsibility of all students taking a computer internet course(s) to contact their instructor(s) at the beginning of the semester.

In the BCIS 1405 or 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 Information Technology Department. This allows students to locate correct assignments and examples. Internet students taking a computer course have access to the computer laboratories when space is available.

In internet programming courses, it is recommended that students use the same software that is used at ACC. The student accepts the responsibility of installing the necessary software and creating the necessary files. Internet students taking a computer programming course have access to the laboratories when space is available.

BCIS 1405
Business Computer Applications
(4 credits)
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309. **[CIP 11.0202.5404]**

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: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or COSC 1415. **[CIP 11.0202.5204]**

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: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or COSC 1415. **[CIP 11.0202.5404]**

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: BCIS 1431 or ITSE 1431. **[CIP 11.0202.5304]**

COSC 1401
Microcomputer Applications
(4 credits)
Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a sltudent's major field of study in business or computer science. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309. **[CIP 11.0101.5107]**

COSC 1415
Fundamentals of Programming
(4 credits)
Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 lab hours per week. Prerequisite: READ 0309.
[CIP 11.0201.5207]

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 lab hours per week). Prerequisite: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or COSC 1415 **[CIP 11.0201.5207]**

COSC 1430
Computer Programming - JAVA
(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 systax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431, or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. **[CIP 11.0201.5207]**

COSC 1436
Programming Fundamentals I - C Programming
(4 credits)
Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course may use instructional examples and assignments

from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 1436 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (3 lecture and 3 lab hours per week) Prerequisite: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or 1415. **[CIP 11.0201.5507]**

COSC 1437
Programming Fundamentals II - C++
(4 credits)
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 1437 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (3 lecture and 3 lab hours per week) Prerequisite: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or 1415. **[CIP 11.0201.5607]**

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: COSC 1420 or COSC 1437 or ITSE 1407. **[CIP 11.0201.5307]**

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 lab hours per week). Prerequisite: COSC 1420 or 1437 or ITSE 1407. **[CIP 11.0201.5307]**

COSC 2425
Computer Organization and Machine Language
(4 credits)
Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. **[CIP 11.0201.5407]**

COSC 2436
Programming Fundamentals III - JAVA
(4 credits)
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 2436 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (3 lecture and 3 lab hours per week) Prerequisite: BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. **[CIP 11.0201.5707]**

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]**

IMED 2415
Web Design
(4 credits)
A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. (3 lecture and 3 lab hours per week) Prerequisite: READ 0309 **[CIP 11.0801]**

ITMT 1302
Windows Seven Configuration
(3 credits)
A study of Windows Seven operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions;security features; network connectivity; setup ofexternal devices; optimization and customization;and deployment of application, with hand-onexperience. . (2 lecture and 2 lab hours perweek) Prerequisites: ITNW 1358 or 1325 and BCIS 1405 or COSC 1401. **[CIP 11.0901]**

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 lab hours per week). Prerequisite: BCIS 1405 or COSC 1401, and ITNW 1325 or 1358. **[CIP 11.0901]**

ITMT 2301
Windows Server 2008 Network Infrastructure Configuration
(3 credits)
A course in Windows Server 2008 networking infrastructure to include installation, configuration,and troubleshooting of Internet Protocol (IP) addressing, network services and security. (2 lecture and 2 lab hours per week). Prerequisite ITMT 1302. **[CIP 11.0901]**

ITMT 2302
Windows Server 2008 Active Directory Configuration
(3 credits)
A study of Active Directory Service on Windows Server 2008. Concepts of resource management within an enterprise network environment. (2 lecture and 2 lab hours per week). Prerequisite ITMT 1340. **[CIP 11.0901]**

ITMT 2322
Windows Server 2008 Applications Infrastructure Configuration
(3 credits)
A course in the installation, configuring, maintaining, and troubleshooting of an Internet Information Services (IIS) 7.0 web server and Terminal Services in Windows Server 2008 (2 lecture and 2 lab hours per week). Prerequisite ITMT 2301 or ITMT 1340. **[CIP 11.0901]**

ITMT 2340
Designing Security for Server 2003 Networks
(3 credits)
Assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. Includes decision-making skills through an interactive tool that simulates real-life scenarios. Focuses on collecting information and sorting through details to resolve a given security requirement. (2 lecture and 2 lab hours per week) Prerequisite: ITMT 1302 or ITMT 1340. **[CIP 11.0901]**

ITMT 2346
Implementing & Administering Security in a Microsoft Windows Server 2003 Network
(3 credits)
Addresses the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) skills path for information technology security practitioners. Focuses on Microsoft Windows Server 2003 infrastructure solutions. Includes client-focused content where appropriate. Provides functional skills in planning and implementing infrastructure security. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1340.**[CIP 11.0901]**

ITMT 2351
Windows Server 2008: Server Administrator
(3 credits)
Knowledge and skills for the entry-level server administrator or information technology (IT) professional to implement, monitor and maintain Windows Server 2008 servers. (2 lecture & 2 lab hours per week). Prerequisite ITMT 2301 or ITMT 2302. **[CIP 11.0901]**

ITNW 1313
Computer Virtualization
(3 credits)
Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. (2 lecture and 2 lab hours per week). **[CIP 11.0901]**

ITNW 1325
Fundamentals of Networking
(3 credits)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 lab hours per week). Prerequisite: ITNW-1358. **[CIP 11.1002]**

ITNW 1358
Network+
(3 credits)
Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. (2 lecture & 2 lab hours per week) .**[CIP 11.0901]**

ITNW 2321
Networking with TCP/IP
(3credits)
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 troubleshoop IP networks. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302 or ITMT 1340. **[CIP 11.0901]**

ITSC 1305
Introduction to PC Operating Systems
(3 credits)
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (2 lecture and 2 lab hours per week). **[CIP 11.0101]**

ITSC 1325
Personal Computer Hardware
(3 credits)
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. (2 lecture and 2 lab hours per week) **[CIP 47.0104]**

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 lab hours per week). Prerequisite: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or 1415. **[CIP 11.0201]**

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 lab hours per week). Prerequisite: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or 1415. **[CIP 11.0201]**

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 lab hours per week). Prerequisite: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or 1415. **[CIP 11.0201]**

ITSE 1445
Introduction to Oracle SQL
(4 credits)
An introduction to the design and creation of relational databases using Oracle. topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). (3 hours lecture and 3 lab hours per week). Prerequisite: ITSE 2409. **[CIP 11.0201]**

ITSE 1491
Special Topics in Computer Programming – Computer Programming
(4 credits)
This course is an introduction to computer programming. (3 lecture and 3 lab hours per week). Prerequisite: MATH 0309. Corequisite: BCIS 1405 or COSC 1401 or 1415. **[CIP 11.0201]**

ITSE 2387
Internship - Computer Programming
(3 credits)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. (20 lab hours per week). Prerequisite: At least 3 of the following: (BCIS 1420 or COSC 1436 or ITSE 1422) or (BCIS 1431 or ITSE 1431) or (COSC 1420 or COSC 1437 or ITSE 1407) or (COSC 1430 or COSC 2436 or ITSE 2417) or (IMED 2415 or ITSE 2402). **[CIP 11.0201]**

ITSE 2402
Intermediate Web Programming
(4 credits)
Intermediate applications for web authoring. Topics may include server side include (SSI), Perl, HTML, Java, Javascript, and/or ASP. (3 lecture and 2 lab hours per week). Prerequisite: READ 0309. **[CIP11.0201]**

ITSE 2409
Database Programming
(4 credits)
Application development using database programming techniques emphasizing database structures, modeling, and database access.
(3 lecture and 3 lab hours per week). Prerequisite: READ 0309. **[CIP11.0201]**

ITSE 2413
Web Authoring
(4 credits)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 lecture and 3 lab 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 lab hours per week). Prerequisite: BCIS 1420 or 1431, or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. **[CIP 11.0201]**

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 lab hours per week). Prerequisite: BCIS 1431 or ITSE 1431. **[CIP11.0201]**

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 lab hours per week). Prerequisite: READ 0309 **[CIP11.0301]**

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 lab hours per week). Prerequisite: ITMT 1340 **[CIP11.0901]**

Court Reporting

Bill Cranford, Department Chairperson

Karen Downey, Micki Kincaide, Laura Noulles, Robin McCartney, Jim Preston, Roland Scott

CRTR 1207
Machine Shorthand Speedbuilding (60-80)
(2 credits)
Continued development of realtime shorthand skills through readback, machine practice, and transcription. this course is designed to be repeated to meet program standards. (2 lecture and 1 laboratory hours per week) Prerequisite: CRTR 1404 **[CIP22.0303]**

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 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: READ 0310, ENGL 0310. **[CIP52.0405]**

CRTR 1346
Captioning Reporting I
(3 credits)
Introduction to realtime/caption production procedures with transcription of materials produced in proper form. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing realtime/caption equipment, the psychology for writing realtime, and the procedures for operation of realtime/captioning software and hardware (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401. **[CIP52.0405]**

CRTR 1357
Literary/Jury Charge Dictation I (100-120)
(3 credits)
Skills necessary to develop speed and accuracy in writing and transcribing literary/jury charge dictation. This course is designed to be repeated to meet program standards. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 1404. **[CIP22.0303]**

CRTR 1359
Literary/Jury Charge Dictation II (140-160)
(3 credits)
Continued skill development necessary for speed and accuracy in writing and transcribing literary/jury charge dictation. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 1406. **[CIP22.0303]**

CRTR 1404
Machine Shorthand I
(4 credits)
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 (60-80-100)
(4 credits)
Continued development of conflict-free shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (2 lecture and 8 laboratory hours per week). Prerequisites: CRTR 1404, READ 0310, ENGL 0310. **[CIP52.0405]**

CRTR 2236
Accelerated Machine Shorthand II (180-200-225)
(2 credits)
Continuation of skill development and mastery of high-speed dictation including readback, machine practice and transcript production. this course may be repeated multiple times until machine shorthand standards are met. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401. **[CIP22.0303]**

CRTR 2306
Medical Reporting
(3 credits)
Orientation to medical terms and anatomy as needed in the reporting profession. Topics include medical reporting transcription techniques and production of machine shorthand medical transcripts. Lectures, study guides, tests, and exercises designed to ensure the student's knowledge of the components in building a medical vocabulary and the application thereof. (3 lecture hours per week). Prerequisite: READ 0310, ENGL 0310, CRTR 1404, **[CIP52.0405]**

CRTR 2311
Reporting Communications II
(3 credits)
In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills necessary to produce reporting and/or spoken word documents. The student is given dictation for transcribing and is tutored in voice and speech patterns while reading notes aloud. (2 lecture hours and 3 laboratory hours per week). Prerequisites: READ 0310, ENGL 0310, CRTR 1312. **[CIP52.0405]**

CRTR 2312
Court Reporting Procedures
(3 credits)
Instruction in the role of the court reporter in court proceedings and/or depositions. (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401 and CRTR 1308. **[CIP22.0303]**

CRTR 2313
Reporting Technology II (Scopist)
(3 credits)
Instruction in the operation, maintenance, and assembly of a computer-aided real-time transcription system, including the computer functions necessary for transcript production. (2 lecture hours and 3 laboratory hours per week). Prerequisites: CRTR 1404, CRTR 1314 **[CIP22.0303]**

CRTR 2331
Certified Shorthand Reporter (CSR) and Registered Professional Reporter (RPR) Prep
(3 credits)
Preparation for taking the Texas CSR and the RPR examinations through the use of mock examinations. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 2403.
[CIP52.0405]

CRTR 2333
Captioning Reporting II
(3 credits)
In-depth presentation of realtime/caption production procedures with transcription of materials produced in proper form. Topics include the techniques utilized in reporting for seminars, conferences, and conventions and in the broadcast environments. Emphasis is placed on off-line and on-line captioning. The course includes extensive supervised community interaction. (2 lecture and 3 laboratory hours per week). Prerequisite: CRTR 1346. **[CIP52.0405]**

CRTR 2380
Cooperative Education - Scopist
(3 credits)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course is designed for students pursuing the Court Reporting Scopist Certificate. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 laboratory hours per week). Prerequisite: CRTR 1314, CRTR 2311. **[CIP52.0405]**

CRTR 2381
Cooperative Education - Court Reporter
(3 credits)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational

institutional and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing hours with a court reporter on job assignments. The student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 20 laboratory hours per week). Prerequisites: CRTR 2403 and CRTR 1314. **[CIP52.0405]**

CRTR 2401
Intermediate Machine Shorthand (120-140)
(4 credits)
Continued development of conflict-free machine shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 120 and 140 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 1406. **[CIP52.0405]**

CRTR 2403
Advanced Machine Shorthand (160-180)
(4 credits)
In-depth coverage of conflict-free shorthand theory and continued skill building through readback of dictation notes, machine practice, and transcription. The student's objective is to pass tests at 160 and 180 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2401. **[CIP52.0405]**

CRTR 2435
Accelerated Machine Shorthand (200-225)
(4 credits)
Mastery of high-speed dictation including readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 200 and 225 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2403. **[CIP52.0405]**

Criminal Justice

Maurice Cook, Department Chairperson
Jeff Gambrell

CJCR 1300
Basic Jail Course
(3 credits)
Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures and release procedures. Taught in accordance with the current 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 2324
Community Resources in Corrections
(3 credits) Tech Prep/Dual Credit only
An introductory study of the role of the community in corrections in; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). **[CIP43.0102]**

CJCR 2325
Legal Aspects of Corrections
(3 credits)
A study of the operation, management, and legal issues affecting corrections. analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. (3 lecture hours per week). **[CIP43.0102]**

CJLE 1211
Basic Peace Office V
(2 credits)
This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Basic Firearms Training. (1 lecture hour / 2 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 1506
Basic Peace Officer I
(5 credits)
This course is one of a series of courses taught in the Police Academy. The course provides instruction and participation in U.S. & Texas Constitution & Bill of Rights, Penal Code, Use of Force, Traffic Law & Accident Investigation, Code of Criminal Procedure, Juvenile Issues - Texas Family Code, Professionalism & Ethics. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 1512
Basic Peace Officer II
(5 credits)
This course is one 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 Commun ications, Family Violence, MHMR. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 1518
Basic Peace Officer III
(5 credits)
This course is one is a series of courses taught in the Police Academy. The course provides instruction and participation in Fitness & Wellness, Multiculturalism, History of Policing, Criminal Justice System, Drugs, Stress Management, Hazardous Materials Awareness, Victims of Crime, Problem Solfing, 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 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 with approval of the department chair. (3 lecture and 4 laboratory hours per week).**[CIP43.0107]**

CJLE 2421
Texas Peace Officer Law
(4 credits)
Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 4 laboratory hours per week). **[CIP43.0107]**

CJLE 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 2522
Texas Peace Officer Skills
(5 credits)
Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 5 laboratory hours per week). **[CIP43.0107]**

CJSA 1308
Criminalistics I
(3 credits)
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. (3 lecture hours per week). **[CIP43.0104]**

CJSA 1325
Criminology
(3 credits)
This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences. (3 lecture hours per week). **[CIP43.0104]**

CJSA 1342
Criminal Investigation
(3 credits)Tech Prep/Dual Credit only
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). [CIP 43.0104]

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]**

CJSA 2302
Police Management, Supervision, and Related Topics
(3 credits)
Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives. (3 lecture hours per week). **[CIP43.0103]**

CJSA 2323
Criminalistics II
(3 credits)
Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope and firearms identification. (2 lecture and 4 laboratory hours per week). **[CIP43.0104]**

CJSA 2332
Criminalistics III
(3 credits)
A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court. (2 lecture and 4 laboratory hours per week). **[CIP43.0104]**

CJSA 2364, CJSA 2365
Practicum (or Field Experience) - Criminal Justice Studies, Law Enforcement
(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]**

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). **[CB2201015424]**

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). **[CB4504015242]**

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 crimes and penalties using Texas statutes as illustrations; criminal responsibility. (3 lecture hours per week).
[CB2201015324]

CRIJ 1313
Juvenile Justice System
(3 credits)
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 lecture hours per week).
[CB4301045224]

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). **[CB4301045324]**

CRIJ 2313
Correctional Systems and Practices
(3 credits)
Corrections in the criminal justice system, organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (3 lecture hours per week). **[CB4301045442]**

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).
[CB4301045542]

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). **[CB4301045642]**

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). **[CB4301045742]**

Culinary Arts

Leslie Bartosh, Department Chairperson

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). Prerequisite: READ 0310 **[CIP12.0503]**

CHEF 1301
Basic Food Preparation
(3 Credits)
A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (1 lecture and 4 lab hours per week). Prerequisite: READ 0310. Corequisite: CHEF 1305. **[CIP12.0503]**

CHEF 1302
Principles of Healthy Cuisine
(3 Credits)
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Students will modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP 12.0503]**

CHEF 1305
Sanitation and Safety
(3 Credits)
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (3 lecture hours per week). Corequisite: CHEF 1301 **[CIP12.0503]**

CHEF 1310
Garde Manger
(3 Credits)
A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Topics will include hot and cold hors d'oeuvres, canapés, salads, basic charcuterie skills, and the preparation of forcemeat items. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1341
American Regional Cuisine
(3 Credits)
A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. The importance of the immigration phenomena in shaping America's cuisine will be examined as students prepare regional specialties. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1345
International Cuisine
(3 Credits)
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1364
Practicum
(3 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (30 practicum hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1365
Practicum
(3 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (22.5 practicum hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1464
Practicum - Culinary Arts/Chef Training
(4 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (28 practicum 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. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (1 lecture and 4 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. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

HAMG 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). Prerequisite: READ 0310 **[CIP52.0901]**

HAMG 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). Prerequisite: READ 0310 **[CIP52.0901]**

IFWA 1217
Food Production and Planning
(2 Credits)
Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). Prerequisite: READ 0310 **[CIP12.0508]**

IFWA 1318
Nutrition for the Food Service Professional
(3 Credits)
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 lecture hours per week). Prerequisite: READ 0310 **[CIP12.0508]**

PSTR 1301
Fundamentals of Baking
(3 Credits)
The Fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (1 lecture and 4 lab hours per week). Corequisite: 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). Prerequisite: READ 0310 and BCIS 1405 or COSC 1401. **[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
(Any student who would like to explore the profession of Sonography may take this course)
(2 credits)
This course is an introduction to the profession of Sonography and the role of the technologists. Emphasis will be placed on medical terminology ethical/legal 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]**

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 provide an 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 instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (16 clinical hours per week) Corequisite: DSAE 1303, DSAE 1318. **[CIP51.0910]**

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]**

DSAE 2303
Cardiovascular Concepts
(this course may be taken in advance or to renew expired A&P prior to acceptance)
(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 1300
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 4 lab hours per week) Prerequisite: acceptance into program **[CIP51.0910]**

DSPE 2255
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 2261
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) **[CIP51.0910]**

DSPE 2349
Echocardiographic Evaluation of Congenital Heart Disease II
(3 Credits)
This course is a continuation of Echocardiographic Evaluation of Congenital Heart Disease I. Topics will include anomalies of the following: great vessels, ventricles (ie: hypoplasia), and extra cardiac structures. In addition, echo evaluation of post operative repairs and defects shall be included with continued emphasis on quantitative measurements and calculations used during 2D, M-Mode, and Doppler. (2 lecture and 3 lab hours per week) **[CIP51.0910]**

DSPE 2357
Echocardiographic Evaluation of Congenital Heart Disease I
(3 Credits)
The purpose of this course is to emphasize the methods for evaluating congenital heart disease. Topics may include physiology, hemodynamics, and anomalies of each of the following: the aorta, arch, aortic valve, tetralogy of Fallot, pulmoinc valve (atresia), tricuspid valve (Ebstein's), and pulmonary veins. The evaluation will include pathophysiology, quantitative measurements, and the application of echo techniques to identify and quantify these anomalies. (2 lecture and 3 lab hours per week) **[CIP51.0910]**

DSPE 2359
Advanced Pediatric Echocardiography
(3 Credits)
This course will cover topics in specialized techniques in pediatric echocardiography. Topics will include transesophageal echocardiography and fetal echocardiography. The course will also focus on acquired cardiac pathology and additional rare anomalies. (2 lecture and 4 lab hours per week) **[CIP51.0910]**

DSPE 2360
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) **[CIP51.0910]**

DSPE 2461
Clinical – DMST, Pediatric Echocardiography II
(4 Credits)
The purpose of this course is to provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision and evaluation of students in the field of pediatric echocardiography. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and quantification of congenital heart disease. (24 clinical hours per week) . **[CIP51.0910]**

DSPE 2462
Clinical – DMST, Pediatric Echocardiography III
(4 Credits)
This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of pediatric 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) **[CIP51.0910]**

DSVT 1300
Principles of Vascular Technology (Vasc I)
(3 credits)
The purpose of this course is to introduce non-invasive vascular technology modalities including two-dimensional imaging, duplex, doppler, plethysmography, and segmental pressures. Emphasis will be on performing basic exam protocols for carotid duplex, arterial duplex and non-imaging, and venous duplex along with basic measurements and features of the normal exam. (2 lecture and 4 lab hours per week) Corequisite: DSVT 1360, DSAE 1318. **[CIP51.0910]**

DSVT 1360
Clinical – DMST, Introduction to Vascular
(3 credits)
This is an introductory clinical for learning basic non-invasive vascular techniques. Students will observe, assist, and begin to gain hands-on experience in clinical. Emphasis will be on instrumentation, patient positioning, transducer handling, image orientation, and identification of anatomic structures and waveforms. (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 1360, Corequisite: DSVT 2430. **[CIP51.0910]**

DSVT 2418
Peripheral Vascular Evaluation of Pathology
(4 credits)
This course is an integration of basic concepts and application of prior knowledge and skills to the understanding and evaluation of peripheral vascular diseases utilizing non-invasive vascular techniques. Emphasis will be placed on venous and arterial diseases of the extremities. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300. Corequisite: DSVT 2461. **[CIP51.0910]**

DSVT 2430
Cerebral Vascular Evaluation of Pathology
(4 credits)
This course is a continuation of Vascular Evaluation with emphasis on recognition, evaluation and quantification of cerebrovascular diseases and interventions utilizing duplex ultrasonography, transcranial doppler, and non-imaging techniques used to evaluate the cerebrovascular circulation. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300, Corequisite: DSVT 2361. **[CIP51.0910]**

DSVT 2461
Clinical – DMST, Vascular Technology II
(4 credits)
This course will provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision, and evaluation of students in the field of peripheral non-invasive vascular technology. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (16 clinical hours per week) Prerequisite: DSVT 2361, Corequisite: DSVT 2418. **[CIP51.0910]**

DSVT 2462
Clinical – DMST, Vascular Technology III
(4 credits)
This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of 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]**

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. **[CB50.0502.5126]**

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. **[CB50.0502.5226]**

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 improvisional acting. (2 lecture and 4 laboratory hours per week). Prerequisites: READ 0309. **[CB50.0506.5126]**

DRAM 1352
Acting II
(3 credits)
This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 laboratory hours per week). **[CB50.0506.5126]**

DRAM 2120
Theatre Practicum III
(1 credit)
This course is an activities course in which the student participates in Theater productions either as actor or crew member. (6 laboratory hours per week). **[CB50.0506.5326]**

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). **[CB50.0506.5326]**

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. **[CB50.0502.5126]**

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. **[CB50.0506.5226]**

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. **[CB50.0505.5126]**

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. **[CB50.0505.5126]**

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 firms, historical growth, and sociological impact of film as an art will also be studied. (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]**

Electroneurodiagnostics (END)

Stacy Pedigo, Department Chair

ENDT 1345
Applied Electronics & Instrumentation
(3 credits)
Theory & application of electrical concepts, recording techniques, data analysis, and descriptions. Includes electronics & instrumentation associated with the conventional electroencephalograph such as the power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-Hz filters), the writer unit, electrical output, electrical safety, and standards for clinical electroencephalographs. Also covers ambulatory monitoring & digital electroencephalography.
(2 lecture hours & 2 lab hours per week)
[CIP 51.0903]

ENDT 1350
Electroencephalography
(3 credits)
The field of electroencephalography (EEG) and its use in medicine & surgery. Emphasizes patient hookup, taking histories, careful handling of the patient, and reviewing normal and abnormal brainwaves, identifying artifacts, EEG instrumentation, pattern recognition, and sleep recordings. Includes examination of EEG findings in neurological disease and introduces special EEG procedures.(2 lecture hours & 2 lab hours per week) **[CIP 51.0903]**

ENDT 1463
Electroneurodiagnostics Clinical I
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (20 clinical hours per week) Prerequisites: ENDT 1345, ENDT 1350, Corequisite: ENDT 2320. **[CIP 51.0903]**

ENDT 2210
Evoked Potentials
(2 credits)
Evoked potentials (EP) instrumentation, EP history, signal averaging, statistics, A/D converter, amplifiers, filters & simulators. Includes recording evoked potentials from volunteers & observing the effect of different variables. Emphasizes somatosensory, visual & brainstem auditory evoked responses & provides practical application & evaluation of EP data. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350. **[CIP 51.0903]**

ENDT 2215
Nerve Conduction Studies
(2 credits)
Electrodiagnostics, principles of nerve conduction studies and methods designed to assess neuromuscular transmission. Includes conventional & single-fiber electromyography & methods designed for reaching less accessible regions of the nervous system. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350, & ENDT 2210. **[CIP 51.0903]**

ENDT 2320
Electroneurodiagnostics Technology I
(3 credits)
This course is designed to teach normal and abnormal pattern recognition both awake and asleep for each age range and level of consciousness, seizure manifestations, classifications and EEG correlates. (ACNS) minimum technical standards for pediatric encephalography will also be covered. (2 lecture hours & 2 lab hours per week) Prerequisites: ENDT 1350 & ENDT 1345. **[CIP 51.0903]**

ENDT 2425
Electroneurodiagnostics Technology II
(4 credits)
This course si designed to further explore and introduce specific neurological disease processes and integrate electroencephalographic patterns for these processes. Identifies abnormal functional neuroanatomy & physiological conditions and electroencephalographic correlates. (3 lecture & 2 lab hours per week) Prerequisites: ENDT 1463 Corequisites: ENDT 2463. **[CIP 51.0903]**

ENDT 2463
Electroneurodiagnostics Clinical II
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (14 clinical hours per week) Prerequisites: ENDT 1463 Corequisite: ENDT 2425. **[CIP 51.0903]**

ENDT 2561
Electroneurodiagnostics Clinical III
(5 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (30 clinical hours per week) Prerequisites: ENDT 1463, ENDT 2463. **[CIP 51.0903]**

IONM 1270
Modalities for Spine Surgery
(2 credits)
A comprehensive course covering all aspects of spinal cord surgeries. Introduces a review of basic spine anatomy and clinical indications for spine surgery, such as, spinal deformities, stabilization, tumor removal and decompression. Detailed review of instrumentation and recording modalities, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators as it applies to the environment of operating room. (2 lecture hours per week) Prerequisites: ENDT 1345, PSGT 1310, IONM 1570. Corequisites: ENDT 1350, 2210, IONM 1572. **[CIP 51.0903]**

IONM 1570
Introduction to IONM Topics
(5 credits)
Introduction to IONM is a course that will explore the field of intraoperative neurophysiologic monitoring and give students an

opportunity to learn the basics of neuroprotection in the operating room, including evoked potential, nerve conduction and electromyography testing modalities. The course will also cover basic patient care skills, medical terminology, and anesthesia topics. (3 lecture hours & 6 clinical hours per week). Prerequisites: BIOL 2401, R.EEG T., R. EP T or Bachelor's Degree. Corequisites: PSGT 1310. **[CIP 51.0903]**

IONM 1572
IONM Clinical I
(5 credits)
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (15 clinical hours per week) Prerequisites: ENDT 1345, PSGT 1310, IONM 1570. Corequisites: ENDT 1350, 2210, IONM 1270. **[CIP 51.0903]**

IONM 2270
Modalities for Specialty Procedures
(2 credits)
Includes an in depth review of neurosurgical, cardiovascular and epilepsy surgeries and the types of neurophysiologic monitoring used to ensure neuroprotection during critical stages of the surgery. A review of instrumentation components and settings. Details of each type of surgery and properly identifying critical points with emphasis on expected response outcomes, anesthesia, and troubleshooting techniques during such critical points. (2 lecture hours per week) Prerequisites: ENDT 1350, 2210, IONM 1270, 1572. Corequisites: ENDT 2215, IONM 2570. **[CIP 51.0903]**

IONM 2570
IONM Clinical II
(5 credits)
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (24 clinical hours per week). Prerequisites: ENDT 1350, 2210, IONM 1270, 1572. Corequisites: ENDT 2215, IONM 2270. **[CIP 51.0903]**

Emergency Medical Technology

Douglas Stevenson, Department Chairperson
Patty Stemmer, Instructor
David Suffian, MD Medical Director

EMSP 1160
Emergency Medical Technician Basic - Clinical
(1 credit)
A course of instruction that provides detailed education, training, and work-based experience in the hospital and ambulance arena. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1501. **[CIP51.0904]**

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 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. (1 lecture hours & 6 lab hours per week) 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 1356, EMSP 1355, EMSP 1261, EMSP 1166. **[CIP51.0904]**

EMSP 1355
Trauma Management
(3 credits)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (2 hours of lecture and 3 hour of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1261, EMSP 1166. **[CIP51.0904]**

EMSP 1356
Patient Assessment and Airway Management
(3 credits)
A detailed study of the knowledge and skills required to reach competency in performing patient assessment and airway management. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. **[CIP51.0904]**

EMSP 1391
Special Topics in EMS
(3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 hours lecture, and 2 hours laboratory per week). **[CIP51.0904]**

EMSP 1501
Emegency Medical Technician - Basic
(5 credits)
Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. (5 lecture and 6 laboratory hours per week). Co-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 1356/ 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. (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/ EMSP2338/ 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 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338 /EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/ EMSP 2166. **[CIP51.0904]**

EMSP 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 Emergency 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 2160. **[CIP51.0904]**

EMSP 2261
Paramedic Clinical III
(2 credits)
A course of instruction that provides detailed education, training, and work-based experience in the hospital areas specializing in the care of patients with medical emergencies.. Clinical experiences are unpaid external learning experiences. (1 lecture hour & 8 clinical hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2434. **[CIP51.0904]**

EMSP 2300
Methods of Teaching - Emergency Medical Services
(3 credits)
Instruction in teaching methodology for instructors of emergency medical services. (3 hours of lecture per week). Sponsorship by a Texas State Department of Health Services EMS Coordinator required. **[CIP51.0904]**

EMSP 2330
Special Populations
(3 credits)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP 2338/EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: EMSP 2243/ EMSP 2166. **[CIP51.0904]**

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

EMSP 2359
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. (3 lecture and 1 lab hour per week). **[CIP51.0904]**

EMSP 2434
Medical Emergencies
(4 credits)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. (3 hours of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ 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 competence in the assessment and management of patients with cardiac emergencies. (3 hours of lecture and 3 hours of laboratory and per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Requisite: EMSP 2248, EMSP 2338, EMSP 2160. **[CIP51.0904]**

EMSP 2458
Critical Care Paramedic
(4 credits)
Prepares healthcare personnel to function as members of a critical care transport team. (lecture and 6 lab hours per week).. Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261/ EMSP 2330/ EMSP 2243/ EMSP 2166 Or current Texas State Department of Health Services Paramedic certification or Paramedic Licensure. **[CIP51.0904]**

HITT 1305
Medical Terminology 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). **[CIP51.0707]**

English

Thomas Parker, Department Chairperson
Bea Hugetz, James Creel, Laurie Eckhart, Ann Guess, Linda Matteson, Ashley Salter

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 course 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. (3 lecture hours and 1 laboratory hour per week). **[CB32.0108.5312]**

ENGL 1301
Composition I
(3 credits)
A course which provides practical instruction in the principles and methods of clear, effective writing and emphasizes writing as a process, critical thinking, analysis, argumentation, and the use of sources. Model reading assignments from the non-fiction essay genre. (3 lecture hours per week). Prerequisite: ENGL 0310 & READ 0310 or passing score on THEA or equivalent test. **[CB23.1301.5112]**

ENGL 1302
Composition II
(3 credits)
A continuation of ENGL 1301. Intensive practice in analytical writing that focuses on synthesizing ideas and documenting sources. Emphasis on effective, ethical research methods and critical reading of texts. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB23.1301.5112]**
NOTE: To fulfill the sophomore English requirements of ACC programs of study, the English Department recommends either ENGL 2332-2333 or 2322-2323, taken in sequence. However, a combination of one course from Group A and one from Group B, taken in any order, is acceptable. Group A: 2332 or 2322. Group B: 2333 or 2323 or 2327 or 2328 Under appropriate circumstances, ENGL 2311 may be allowed as one of the two required sophomore courses.

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. **[CB23.1302.5112]**

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 1301 **[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. **[CB23.1404.5112]**

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. **[CB23.1404.5112]**

ENGL 2327
Survey of American Literature I
(3 credits)
Selected significant works of American Literature from the pre-colonial era through 1865. (3 lecture hours per week) Prerequisite: ENGL 1302
[CB 23.1402.5112]

ENGL 2328
Survey of American Literature II
(3 credits)
Selected significant works of American Literature from 1865 to the present. (3 lecture hours per week) Prerequisite: ENGL 1302 **[CB 23.1402.5112]**

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

ESOL 0300
Reading and Vocabulary for Non-Native Speakers
(3 credits)
Develop reading fluency and vocabulary in speakers of languages other than English and prepare them to function in an English speaking society. (3 lecture hours per week). **[CB32.0108.5612]**

ESOL 0306
Oral Communication
(3 credits)
Develop listening and speaking skills, preparing students to function in an English speaking society. (3 lecture hours per week). **[CB32.0108.5512]**

French

Amalia D. Parra, Department Chairperson

NOTE: All foreign language classes aim to integrate acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities. Students with two or more years of high school French are urged to take the departmental online placement test to determine at which level to begin French.

FREN 1411
Elementary French I
(4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week) (3 lecture and 2 laboratory hours per week). **[CB16.0901.5113]**

FREN 1412
Elementary French II
(4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week) Prerequisite: FREN 1411 with grade of C or above or the departmental online placement test. **[CB 16.0901.5113]**

FREN 2306
Intermediate French Conversation
(3 credits)
Basic practice in comprehension and production of the spoken language. (3 lecture hours per week) **[CB16.0901.5413]**

FREN 2311
Intermediate French I
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture and 1 lab hour per week) Prerequisite: FREN 1412 or the departmental online placement test. [**CB16.0901.5213]**

FREN 2312
Intermediate French II
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture and 1 lab hour per week) 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. **[CB45.0701.5125]**

GEOG 1302
Cultural Geography
(3 credits)
Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The semester emphasizes cultural geography. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. **[CIP 45.0701.5125]**

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 **[CB45.0701.5325]**

GEOG 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in geography. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week) **[45.0101.5125]**

Geology

Dora Devery, Department Chairperson

GEOL 1301
Investigating the Earth, Sea and Sky
(3 credits)
This is a survey course to introduce non-majors to the solid Earth, the oceans, the atmosphere, and the Earth's neighbors in space. (3 lecture hours per week). Prerequisite: READ 0310. **[CB40.0601.5103]**

GEOL 1303
Essentials of Physical Geology
(3 credits)
An introductory class designed for non-majors to study the composition, internal structure, and physical processes of the earth. (3 lecture hours per week). Prerequisite: READ 0310. **[CB40.0601.5403]**

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 tornadoes and hurricanes, as well as discussions about the solar system. This course is particularly well suited for students planning a career teaching in the elementary grades. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. **[CB40.0601.5103]**

GEOL 1403
Physical Geology
(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). Prerequisite: 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. Prerequisite: READ 0310. **[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). Prerequisite: READ 0310. **[CB03.0103.5301]**

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: Students with two or more years of high school German are urged to take a placement examination to determine at which level to begin German.

GERM 1411
Elementary German I
(4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week) **[CB16.0501.5113]**

GERM 1412
Elementary German II
(4 credits)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: GERM 1411 or an appropriate placement test. (3 lecture and 2 lab hours per week) **[CB16.0501.5113]**

GERM 2311
Intermediate German I
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture and 1 lab hour per week) Prerequisites: GERM 1412 or an appropriate placement test. **[CB 16.0501.5213]**

GERM 2312
Intermediate German II
(3 credits)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. (3 lecture and 1 lab hour per week) Prerequisites: GERM 2311 or an appropriate placement test. **[CB16.0501.5213]**

Government

Kevin Jefferies, 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. **[CIP 45.1002.5125]**

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. **[CIP 45.1002.5125]**

GOVT 2305
American Government
(3 credits)
This course is an introduction to American government. The course includes a discussion of the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. **[CIP 45.1002.5125]**

GOVT 2306
Texas State & Local Government
(3 credits)
This course is an introduction to Texas state and local government. The course includes discussion of the origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. **[CIP 45.1002.5125]**

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. **[CB54.0102.5125]**

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. **[CB54.0102.5125]**

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. **[CB54.0102.5225]**
**Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.*

HIST 2311
Western Civilization I
(3 credits)
This course surveys the primary political, social, intellectual, and religious developments of near eastern and western human societies with emphasis on the Mesopotamian, Egyptian, Greek, and Roman civilizations; the development of Judaism, Christianity, and Islam; the Byzantine empire; feudalism in eastern and western Europe; the Renaissance and the Reformation; national monarchies and state building in the early modern period; and the Scientific Revolution. Prerequisites: READ 0310 and ENGL 0310. (3 lecture hours per week) **[CB 54.0101.5425]**

HIST 2312
Western Civilization II
(3 credits)
This course surveys the primary political, social, intellectual, and religious developments in western human societies from the 17th century to the 20th century. Particular emphasis will be placed on the trans-Atlantic world, absolutism and state building, the Enlightenment, the period of revolutions, ideology, the rise of nation-states, and the wars of the 20th century. READ 0310 and ENGL 0310. (3 lecture hours per week) **[CB54.0101.5425]**

HIST 2313
History of England I
(3 credits)
Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to 1603. (3 lecture hours per week) **[CB54.0101.5425]**

HIST 2314
History of England II
(3 credits)
Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to 1603 to the present. (3 lecture hours per week) **[CB 54.0101.5425]**

HIST 2321
World Civilizations I
(3 credits)
A survey of the political, social, cultural, intellectual, diplomatic, technological, and economic development of civilizations in Africa, Asia, Europe and the New World to 1500. Particular attention is given to intersections between cultures along with a comparative analysis of their unique historical trajectories. (3 lecture hours per week). Prerequisites: READ 0310, ENGL 0310 **[CB54.0101.5325]**

HIST 2322
World Civilizations II
(3 credits)
A survey of the political, social, cultural, intellectual, diplomatic, technological, and economic development of civilizations in Africa, Asia, Europe and the New World from the 16th to the 20th centuries. Particular emphasis is placed on the rise of the nation-state and the West as a hegemonic power and its impact on the balance of civilization. (3 lecture hours per week). Prerequisites: READ 0310, ENGL 0310. **[CB54.0101.5325]**

HIST 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in history. (3 lecture hours per week) **[CB54.0101.5425]**

Horticulture

Dwight Rhodes, Department Chairperson

HORT 1401
Principles of Horticulture
(4 credits)
This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 laboratory hours per week). **[CB01.0601.5101]**

Humanities

Amalia D. Parra, Department Chairperson

HUMA 1301
Introduction to Humanities I
(3 credits)
An interdisciplinary multi-perspective study of the cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. This course examines Ancient and Medieval thought and culture through works from Mesopotamia, Egypt, the early Greeks, the Roman Empire, Judaism, Christianity, Islam, the Byzantine Empire, and the Middle Ages. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. **[CB24.0103.5112]**

HUMA1302
Introduction to Humanities II
(3 credits)
An interdisciplinary multi-perspective study of the cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. This semester focuses on works from the Renaissance, the Reformation and counter-Reformation, the Baroque world, the age of Reason and Neoclassicism, the Romantic era, and the twentieth century. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. **[CB24.0103.5112]**

HUMA 1305
Introduction to Mexican-American Studies
(3 credits)
Introduction to the field of Mexican American/ Chicano studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano experience. (3 lecture hours per week) **[CB 05.0203.5125]**

Human Services - Substance Abuse Counseling

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 and 3 laboratory hours per week) **[CIP51.1503]**

DAAC 1304 (see also SOCI 2340)
Pharmacology of Addiction
(3 credits)
Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1305
Co-occurring Disorders
(3 credits)
Provides students with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. The course includes an integrated approach to address the issues accompanying the illness.(3 lecture hours per week) **[CIP: 51.1502]**

DAAC 1309
Assessment Skill of Alcohol and Other Drug Addictions
(3 credits)
Examines procedures by which a counselor/ program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1311
Counseling Theories
(3 credits)
An introduction to major theories of various treatment modalities including Reality Therapy, Psycho-dynamic, Grief Therapy, Client Centered Therapy, Rational Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1317
Basic Counseling Skills
(3 credits)
This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramification of attitudes and feelings; consideration of alternative solutions; and decision making. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1319
Introduction to Alcohol and Other Drug Addictions
(3 credits)
Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1364
Practicum Substance Abuse/Addiction Counseling
(3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the state, college, employer and student. The student will apply concepts and skills associated with substance abuse counseling in a licensed treatment facility. (1 lecture hour and 20 lab hours per week) **[CIP: 51.1502]**

DAAC 1380
Cooperative Education I - Alcohol/Drug Abuse Counseling
(3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) Prerequisite: DAAC 1364. **[CIP51.1501]**

DAAC 1381
Cooperative Education II - Alcohol/Drug Abuse Counseling
(3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) Prerequisite: DAAC 1380 **[CIP51.1501]**

DAAC 1391
Special Topics in Alcohol/Drug Abuse Counseling
(3 credits)
This course is a review of the requirements for licensure in addiction counseling examination. The course is also used to work on topics in the area of mental health or addiction studies - example: research/projects/field work. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2306
Substance Abuse Prevention
(3 credits)
This course focuses on aspects of substance abuse prevention from a public health model. We will identify risk and evidence based prevention strategies within a cultural context, include resources for prevention planning and programs.
(3 lecture hours per week) **[CIP: 51.1502]**

DAAC 2307
Addicted Family Intervention
(3 credits)
An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2341
Counseling Alcohol and Other Drug Addictions
(3 credits)
Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes confidentiality and ethical issues. The course will use the format of the oral licensure process to prepare students for licensure. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2343
Current Issues
(3 credits)
A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be associated. **(**3 lecture hours per week) **[CIP51.1501]**

DAAC 2354
Dynamics of Group Counseling
(3 credits)
Exploration of group counseling skills, techniques, and stages of group development.
(3 lecture hours per week) **[CIP 51.1501]**

DAAC 2380
Cooperative Education III - Alcohol/Drug Abuse Counseling
(3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) **[CIP51.1501]**

GERS 1301
Introduction to Gerontology
(3 credits)
Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. (3 lecture hours per week) **[CIP30.1101]**

PMHS 1380
Cooperative Education I - Psychiatric/Mental Health Services Technician
(3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) **[CIP51.1502]**

PMHS 1381
Cooperative Education II - Psychiatric/Mental Health Services Technician
(3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) Prerequisite: DAAC 1380. **[CIP51.1502]**

PMHS 1391
Special Topics in Psychiatric/Mental Health Services Technician
(3 credits)
This course will examine the management of psychological technicians and review the duties of training required. A variety of mental health settings, such as mental retardation, mental illness and dual diagnosis units will be discussed. Residential and non-residential settings will be reviewed in terms of training requirements and employment opportunities. (3 lecture hours per week) **[CIP51.1502]**

PMHS 2380
Cooperative Education III - Psychiatric/Mental Health Services Technician
(3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) Prerequisite: DAAC 1381 **[CIP51.1502]**

RECT 1301
Introduction to Therapeutic Recreation
(3 credits)
Introduction to the value, history, philosophy, terminology, process, and outcomes of therapeutic recreation. Emphasis on identification of client groups, leisure activities, application of therapeutic recreation in various human services settings, and professional development and career opportunities. (3 lecture hours per week) **[CIP51.2309**

SCWK 1313
Introduction to Social Work
(3 credits)
An overview of the social work profession and introduction to the terms, concepts, people, and critical events that have shaped the profession. We will examine why individuals enter the helping professions, apply the code of ethics to case work skills, evaluate the impact of social service delivery, discus case management related to the needs of a culturally diverse society, identify community resources to meet various client needs and learn the role of advocacy for individuals who cannot advocate for themselves. (3 lecture hours per week)**[CIP: 44.0701]**

SCWK 1321
Orientation to Social Services
(3 credits)
Introduction to the basic concepts of social welfare, insurance, and service programs and practices. Topics include historical development, social and legal as well as clinical issues in the helping professions. Methods of treatment and services will be discussed for addicted persons and persons with mental illness or mental retardation. (Equates to PMHS 1301) (3 lecture hours per week) **[CIP44.0701]**

Industrial Design Technology

James Langley, Department Chairperson
Lupe Gonzales

ARCE 1452
Structural Drafting
(4 Credits)
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems; Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Identify components of structural systems; use reference materials; produce drawings for concrete, wood, and steel framing systems; draw design details and connections for framing components; and draw column and beam details for manufacture and assembly utilizing various fastening methods. (2 Lecture and 6 Laboratory hours per week) Prerequisites: DFTG 2419 **[CIP04.0901]**

CNBT 1402
Mechanical, Plumbing, Electrical Systems in Construction I
(4 credits)
A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings. Identify equipment and components of electrical, plumbing, heating, air conditioning, and ventilation systems; and describe the relationships between the mechanical, plumbing, and electrical systems; and discuss implications of sustainable building systems on design. (2 Lecture and 6 Laboratory hours per week) Prerequisites: DFTG 2428. **[CIP 15.1001]**

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, and auxiliary views. Create technical sketches, geometric constructions, orthographic projections, pictorial/sectional views, and dimensioned drawings. (2 Lecture and 6 Laboratory hours per week) Prerequisites: DFTG 1409. **[CIP15.1301]**

DFTG 1409
Basic Computer Aided Drafting
(4 credits)
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, display, and plot/print working drawings. (2 Lecture and 6 Laboratory hours per week) Prerequisite: BCIS 1405 or COSC 1401 or as corequisite with dept. approval. **[CIP15.1302]**

DFTG 1433
Mechanical Drafting
(4 credits)
Study of mechanical drawings using dimensioning and tolerances, sectioning
techniques, orthographic projection, and pictorial drawings. Develop a set of working drawings including assembly, detail, and pictorial. (2 Lecture and 6 Laboratory hours per week) Prerequisite: DFTG 2419 **[CIP15.1306]**

DFTG 1445
Parametric Modeling and Design
(4 credits)
Parametric-based design software for 3D design and drafting. Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. (2 Lecture and 6 Laboratory hours per week). **[CIP15.1306]**

DFTG 2406
Machine Design
(4 Credits)
Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Utilize the steps used in the design process, terminology, and mechanical processes to produce drawings. (2 Lecture and 6 Laboratory hours per week). Prerequisite: DFTG 1433 and DFTG 2440. **[CIP15.1306]**

DFTG 2417
Descriptive Geometry
(3 Credits)
Graphical solutions to problems involving points, lines, and planes in space. Describe spatial relationships; use sequential thinking; and create views necessary to show object's true size and shape/development using points, lines, and planes in space. (2 lecture & 6 laboratory hours per week) Prerequisite: DFTG 1409. **[CIP15.1301]**

DFTG 2419
Intermediate Computer-Aided Drafting
(4 credits)
AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting

including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings (2 Lecture and 6 Laboratory hours per week) Prerequisites: DFTG 1409. **[CIP15.1302]**

DFTG 2423
Pipe Drafting
(4 credits)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings. (2 Lecture and 6 Laboratory hours per week) Prerequisites: DFTG 2419 **[CIP15.1302]**

DFTG 2428
Architectural Drafting – Commercial
(4 credits)
Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Apply commercial construction materials and processes; produce a set of commercial construction drawings including a site plan, floor plans, reflected ceiling plan, sections, elevations, schedules, and details. (2 Lecture and 6 Laboratory hours per week) Prerequisite: DFTG 2419. **[CIP15.1303]**

DFTG 2430
Civil Drafting
(4 credits)
In-depth study of drafting methods and principles used in civil engineering. Interpret field notes; develop documents for a civil project; analyze and layout drainage and utilities infrastructure; and perform related calculations. (2 Lecture and 6 Laboratory hours per week). Prerequisites: DFTG 1409 Co requites: DFTG 2419. **[CIP15.1304]**

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 dimensionalmodels in design work. Create three-dimensional solid model objects; and generate pictorial and orthographic drawings. (2 Lecture and 6 Laboratory hours per week). Prerequisite: DFTG 1409 **[CIP15.1302]**

DFTG 2445
Advanced Pipe Drafting
(4 Credits)
A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. Compile a comprehensive set of construction documents from engineering notes and process flow diagrams; solve design implementation problems; apply appropriate codes and standards; document the implementation of a comprehensive industrial plan; create details for cost effective implementation; and integrate appropriate instrumentation and industrial devices. (2 Lecture and 6 Laboratory hours per week). Prerequisite: DFTG 2423 **[CIP15.1302]**

DFTG 2450
Geometric Dimensioning and Tolerancing
(4 credits)
Course Description: Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Apply tolerance, feature control frame, feature of size, datums, form, orientation, location, runout, and profile controls between various parts. Prerequisite: DFTG 1433 (2 Lecture and 6 Laboratory hours per week) **[CIP15.1306]**

DFTG 2481
Cooperative Education
(4 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (2 Lecture and 6 Laboratory hours per week) **[CIP15.1301]**

ENTC 1423
Strength of Materials
(4 credits)
Introduces the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles of force and load; and calculate and measure the stresses and loads on structures. Prerequisite: TECM 1317 (2 lecture and 6 laboratory hours per week)**. [CIP15.0000]**

TECM 1317
Technical Trigonometry
(3 Credits)
Triangular measurements and calculations used in technical/industrial applications. Calculate
right triangles and oblique triangles; convert
between polar and rectangular vectors; add and
subtract vectors; and analyze sine and cosine
waveforms used in technical/industrial
applications. Prerequisite: Math 1314. (2 lecture and 2 laboratory hours per week) **[CIP27.0301]**

Journalism

Thomas Parker, Department Chairperson

JOUR 1120
Journalism Activities
(1 credit)
This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week). **[CB0904015426]**

Management
(formerly Management Development)

Susan Cooper, Department Chairperson

BMGT 1327
Principles of Management
(3 credits)
The concepts, terminology, principles, theory, and issues that are the substance of the practice of management are examined. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week). **[CIP52.0201]**

BMGT 1345
Communication Skills for Managers
(3 credits)
Comprehensive study of communication skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, consise written and verbal/non-berbal communication. Also covers skills for time management. End of Course Outcomes: Create and edit business letters, memos, reports, electronic mail, and presentations; apply time management and active listening skills; and demonstrate clear, concise written and verbal/non-verbal communication. (3 lecture hours & 1 lab hour per week). Prerequisite: ENGL 0309. **[CIP 52.0201]**

BMGT 1382
Cooperative Education-Business Administration and Management, General I
(3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 laboratory hours per week).
[CIP52.0201]

BMGT 2303
Problem Solving and Decision Making
(3 credits)
Decision making and problem solving processes in organizations, utilizing logical and creative

problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgments. (3 lecture hours per week). **[CIP52.0201]**

BMGT 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. Contact Dept. Chair prior to registering. (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. Contact Dept. Chair prior to registering. (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]**

HRPO 1391
Special Topics in Human Resources Management
(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 and industry needs. (3 lecture hours per week). **[CIP52.1001]**

HRPO 2301
Human Resources Management
(3 credits)
Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/ development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives. (3 lecture hours per week). **[CIP52.1001]**

HRPO 2307
Organizational Behavior
(3 credits)
The analysis and application of organizational theory, group dynamics, motivations theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Experiences in managing and resolving organizational problems as well as team dynamics, team building strategies, and cultural diversity will be examined. (3 lecture hours per week.) **[CIP52.1003]**

MRKG 1301
Services Marketing/Management
(3 Credits)
This course examines the characteristics of the service domain which today is the dominate industry in the United States. The planning, organization, production and marketing of quality services will be the focus of the course. It is designed to help develop an understanding of the unique marketing needs and management challenges faced by service organizations through examining customer interactions and perceptions to service experiences. (3 lecture hours per week). Prerequisite: MRKG 1311 **[CIP 52.1401]**

MRKG 1311
Principles of Marketing
(3 credits)
This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week).
[CIP52.1401]

MRKG 2333
Principles of Selling
(3 credits)
This course serves as an introduction to the selling process and its application to all forms of sales. Identification of all the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which affect salespeople. The student will define the selling process and its application to all forms of sales, identify the elements of the communications process between buyers and sellers in business; and examine ethical issues and legal restrictions of American business which affect salespeople. (3 lecture hours per week). **[CIP08.0706]**

Mathematics

Jennifer Hopkins, Department Chairperson
Bette Nelson, James Boler, Tammi Lansford, Deanna Dick, Charles Kilgore, Ralph Best, Robin Harbour, Sosina Peterson

NOTE: The basics of arithmetic and algebra are taught in MATH 0309, MATH 0310, and MATH 0312. These courses benefit students needing additional preparation for college level work and those desiring only to improve their mathematical skills. One or all of these courses may be required by state law, or by the ACC Developmental Education Plan, for students whose scores on placement tests fall below established cutoff levels.

MATH 0309
Developmental Mathematics - Pre-Algebra
(3 credits)
This course offers instruction and practice in the basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry and a study of signed numbers. The purpose of MATH 0309 is to prepare the students for MATH 0310. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours and 1 lab hour per week). **[CB32.0104.5119]**

MATH 0310
Developmental Mathematics - Algebra
(3 credits)
This course includes linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test or have passed MATH 0309 with a grade of A, B, or C. (3 lecture hours and 1 lab hour per week). **[CB32.0104.5119]**

MATH 0311
PreStatistics
(3 credits)
Development of mathematical reasoning and problem-solving abilities with an emphasis on preparation for a course in Statistics. Includes concepts from algebra, a number systems, probability, and use of formulas. The purpose of MATH 0311 is to prepare students for MATH 1342. Students enrolling in this course must meet the developmental algebra standard on the placement

test or have passed MATH 0309 with a grade of A, B, or C. (3 lecture hours and 1 lab hour per week). **[CB32.0104.5119]**

MATH 0312
Developmental Mathematics - Intermediate Algebra
(3 credits)
Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare students for MATH 1314 or MATH 1332. Students enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. (3 lecture hours per week).
[CB32.0104.5219]

MATH 1314
College Algebra
(3 credits)
This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions, exponential and logarithmic functions, systems of equations, matrices and the binomial theorem. Graphing calculators (TI-83, TI-84 or comparable models) are required. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: READ 0310 with a C or better or the TSI standard in Reading. **[CB27.0101.5419]**

MATH 1324
Mathematics for Business & Social Science I
(3 credits)
This course is designed for business, economics, management, and finance students. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability. Applications in business and economics will be emphasized (3 lecture hours per week). Prerequisite: MATH 1314. **[CB27.0301.5219]**

MATH 1325
Mathematics for Business & Social Science II
(3 credits)
This course is designed for business, economics, management, and finance students. The course includes a study of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized.
(3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. **[CB27.0301.5319]**

MATH 1332
Contemporary Mathematics I
(3 credits)
This course is designed for liberal arts, humanities and human/social sciences. It is not intended for mathematics, science, engineering, elementary education or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics may include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. Prerequisite: MATH 0312 with a grade of A,B, or C or meeting the college algebra standard on a placement test and READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). **[CB27.0101.5119]**

MATH 1333
Contemporary Mathematics for Tech
(3 credits)
This course provides a broad background in principles and applications of mathematics found in the technical and vocational degree programs. Topics will include: a survey of equations, a survey of relations and functions, probability and statistics, and applications. This course will satisfy the math requirements of the Associate of Applied Science, but does not satisfy the math requirements of the Associate of Arts, The Associate of Science, or the Associate of Arts in Teaching degree. Prerequisite: MATH 0310 with a C or higher or the equivalent on the college placement exam and READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). **[CB27.0101.5119]**

MATH 1342
Elementary Statistical Methods
(3 credits)
This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. (3 lecture hours per week). Prerequisites: MATH 0312 or MATH 0311. **[CB27.0501.5119]**

MATH 1350
Fundamentals of Mathematics I
(3 credits)
This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or equivalent or higher level math.
[CB2701015619]

MATH 1351
Fundamentals of Mathematics II
(3 credits)
This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or MATH 1350 or equivalent. **[CB27.0101.6019]**

MATH 2318
Linear Algebra
(3 credits)
This course includes such topics as vector spaces, linear independence, bases, linear transformations, matrices, determinants, eigenvalues, eigenvectors, and applications. (3 lecture hours per week). Prerequisite: MATH 2413 or departmental approval. **[CB27.0101.6119]**

MATH 2320
Differential Equations
(3 credits)
This course covers Ordinary Differential Equations and Applications. Included are First Order Equations, Linear Homogeneous Equations with Constant Coefficients, Undetermined Coefficients and Variation of Parameters, and Power Series Methods. The Laplace Transform is used to solve Initial Value Problems. Eigenvalues and Eigenvectors are introduced in order to solve Systems of Linear Differential Equations. Fourier Series are introduced. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. **[CB27.0301.5119]**

MATH 2412
Pre-Calculus Math
(4 credits)
This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Graphing calculators (TI-83, TI-84 or comparable models) are required. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. **[CB2701015819]**

MATH 2413
Calculus I
(4 credits)
This course is designed to meet the needs of mathematics, engineering, and science students. Topics included in this course are vectors and vector operations, limits, continuity, differentation and integration of algebraic and transcendental functions, with applications such as optimization, curve sketching, and finding area under a curve. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry, or passed MATH 1314 and MATH 2412. (4 lecture hours per week). Prerequisites: MATH 2412 or departmental approval. **[CB27.0101.5919]**

MATH 2414
Calculus II
(4 credits)
This course is a continuation of MATH 2413. Topics include differentiation and integration of hyperbolic and inverse trigonometric functions, techniques of intergration, 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]**

Music

Kevin Moody, Department Chairperson
David Griffith

General Music

MUSI 1158
Opera Workshop
(1 credit)
This course provides practical experience for the singing actor in the integration of music, acting, and staging of portions of operas. (1 lecture and 2 laboratory hours per week). **[CB50.0908.5226]**

MUSI 1159/2159
Musical Theater I and II
(1 credit)
This course can be repeated for credit. This course stresses the study and performance of works selected from the music Theater repertoire. (1 lecture and 4 laboratory hours per week). **[CB50.0903.6126]**

MUSI 1166
Woodwind Class
(1 credit)
This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours per week). **[CB50.0903.5126]**

MUSI 1168
Brass Class
(1 credit)
This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week). **[CB50.0903.5126]**

MUSI 1181
Class Piano I
(1 credit)
This course is designed for students with little or no previous keyboard experience and provides a study of basic technique, scales, chords, and repertoire. (1 lecture and 1 laboratory hours per week). **[CB50.0907.5126]**

MUSI 1182
Class Piano II
(1 credit)
This Class piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week). **[CB50.0907.5126]**

MUSI 1183
Voice Class
(1 credit)
This laboratory class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 laboratory hours per week). **[CB50.0908.5126]**

MUSI 1188
Percussion Class
(1 credit)
This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week). **[CB50.0903.5126]**

MUSI 1192
Guitar Class
(1 credit)
This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week). **[CB50.0911.5126]**

MUSI 1211
Music Theory I
(2 credits)
This course provides a review of musical rudiments, harmony and voice-leading through submediant and mediant chords, figured bass, cadences and phrase structure, basic analysis, and elementary composition. (3 lecture hours per week). Prerequisite: READ 0310. Corequisite: MUSI 1216 **[CB50.0904.5126]**

MUSI 1212
Music Theory II
(2 credits)
This course studies harmony and voice-leading through modal mixture, secondary dominants and modulation, periodic structures, and further analysis and composition. (3 lecture hours per week). Prerequisite: 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. **[CB50.0904.5526]**

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 . **[CB50.0902.5126]**

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. **[CB50.0902.5226]**

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 **[CB50.0902.5226]**

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 **[CB50.0902.5326]**

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). **[CB50.0904.5326]**

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). **[CB50.0907.5126]**

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) **[CB50.0907.5126]**

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). Prerequisite: MUSI 1212, Corequisite: MUSI 2216. **[CB50.0904.5226]**

MUSI 2212
Music Theory IV
(2 credits)
This course studies compositional practices of the twentieth century and later, through analysis and composition exercises. (3 lecture hours per week). Prerequisite: MUSI 2211. Corequisite: MUSI 2217 **[CB50.0904.5226]**

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. **[CB50.0904.5726]**

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. **[CB50.0904.5726]**

Ensembles

MUEN 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).
[CB50.0903.5526]

MUEN 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). **[CB50.0903.5526]**

MUEN 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). **[CB50.0903.5626]**

MUEN 1141, 1142, 2141, 2142
Concert Choir
(1 credit each)
This course can be repeated for credit. This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week). **[CB50.0903.5726]**

MUEN 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). **[CB50.0903.5726]**

MUEN 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). **[CB50.0903.5826]**

Applied Music

All applied music courses are under [CB50.0903.5426]

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. (1 lecture and 4 laboratory practice hours per week).

MUAP 2217, 2218
Applied Music Woodwind
(2 credits each)
These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (1 lecture and 4 laboratory practice hours per week).

MUAP 2237, 2238
Applied Music Brass
(2 credits each)
These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (1 lecture and 4 laboratory practice hours per week).

MUAP 2257, 2258
Applied Music Percussion
(2 credits each)
These courses provide one hour of individual instruction per week in percussion instruments.
(1 lecture and 4 laboratory practice hours per week).

MUAP 2261, 2262
Applied Music Guitar
(2 credits each)
These courses provide on hour of individual instruction per week in guitar. (1 lecture and 4 laboratory practice hours per week).

MUAP 2269, 2270
Applied Music Piano
(2 credits each)
These courses provide one hour of individual instruction per week in piano. (1 lecture and 4 laboratory practice hours per week).

MUAP 2281, 2282
Applied Music Voice
(2 credits each)
These courses provide one hour of individual instruction per week in voice. (1 lecture and 4 laboratory practice hours per week).

MUAP 2291, 2292
Applied Music Composition
(2 credits each)
These courses provide one hour of instruction per week in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (1 lecture & 4 laboratory practice hours per week).

Recording

MUSC 1327
Audio Engineering I
(3 credits)
An overview of the modern recording studio and related personnel. Tomics include basic studio electronics and acoustic principles, waveform analysis, microphone concepts and miking 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). **[CB 10.0203]**

MUSC 2427
Audio Engineering II
(4 credits)
A continuation of Audio Engineering I with emphasis on implementation of the techniques and theories of the recording process. Topics include applications on microphones, the audio console, the multitrack tape recorder and signal processing devices in recording sessions environments. (2 lecture and 4 lab hours per week). Prerequisites: MUSC 1327. **[CB 10.0203]**

MUSC 2447
Audio Engineering III
(4 credits)
Presentation of advanced procedures and techniques utilized in recording and manipulating audio information. Topics include advanced computer based console automation, hard disk based digital audio editing, nonlinear digital multitrack recording and advanced engineering project completions. (2 lecture and 4 lab hours per week). [**CB 10.0203]**

Nursing (Associate Degree)

Sally Durand, Director
Robin Abrams, Mary Alice Estes, Debra Fontenot, Judy Hafner, Sharon Hightower, Christy Scales, Wendy Stewart, Briana Sowell.

RNSG 1108
Dosage Calculations for Nursing
(1 credit)
Read, interpret, and solve dosage calculation problems. This course emphasizes critical thinking skills and techniques needed to accurately and safely calculate medication dosages. (1 lecture hour per week) Prerequisite: MATH 0310 **[CIP 51.3801]**

RNSG 1162
Clinical Nursing: Mental Health Nursing
(1 credit)
A health-related work-based learning experience in a mental health setting that enables the student to apply professional nursing theory, skills, and concepts within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (3 lab hours per week). Prerequisite: RNSG 1513, 1215, 1108. Corequisite: RNSG 2213 **[CIP 51.3801]**

RNSG 1215
Health Assessment
(2 credits)
Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ ethical framework. (1 lecture and 2 lab hours per week). Prerequisite: BIOL 2401 **[CIP 51.3801]**

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 within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Content includes confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. (2 lecture hours per week). Prerequisite: RNSG 1441, RNSG 1561. **[CIP 51.3801]**

RNSG 1260
Clinical Nursing: Foundations for Nursing Practice
(2 credits)
A health related work-based learning experience that introduces the student in the application of nursing theory, skills and concepts within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adults and family in acute care settings. Clinical education is an unpaid learning experience. Concurrent theory enrollment in RNSG 1513 is required. (6 lab hours per week) Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, ENGL 1301. Corequisites: , PSYC 2314, RNSG 1513, RNSG 1215, RNSG 1108. **[CIP 51.3801]**

RNSG 1262
Clinical Nursing: Concepts of Nursing Practice I for Articulating Students
(2 credits)
A health related work-based learning experience that introduces the vocational nurse in the application of nursing theory, skills and concepts within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. 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. Corequisite: RNSG 1417. **[CIP 51. 3801]**

RNSG 1417
Concepts of Nursing Practice I for Articulating Students
(4 credits)
Provides the articulating vocational nurse 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. Roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession are introduced. 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,. Corequisite: RNSG 1262. **[CIP 51.3801]**

RNSG 1441
Common Concepts of Adult Health
(4 credits)
Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. 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. **[CIP 51.3801]**

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 a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis is on complex knowledge, judgments, skills, and professional values within a legal/ ethical framework. Concurrent clinical enrollment is required in RNSG 2563. (3 lecture and 2 lab hours per week) Prerequisites: BIOL 2420; and either RNSG 2213, 1441 or RNSG 1417. Corequisite: RNSG 2563. **[CIP 51.3801]**

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 perinatal 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. Pharmacological and nutritional concepts related to the nursing care of the childbearing and childrearing family are incorporated throughout the course. Concurrent clinical enrollment is required in RNSG 2463. (4 lecture and 2 lab hours per week.) Prerequisites: RNSG 1417 and BIOL 2420, or RNSG 1441. Corequisite: RNSG 2463. **[CIP51.3801]**

RNSG 1513
Foundations for Nursing Practice
(5 credits)
Introduction to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues.. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. 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. **[CIP 51.3801]**

RNSG 1561
Clinical Nursing: Common Concepts of Adult Health
(5 credits)
A health related work-based learning experience in medical/surgical settings that enables the student to apply professional nursing theory, skills and concepts within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. 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. **[CIP 51.3801]**

RNSG 2121
Management of Client Care
(1 credit)
Exploration of leadership and management principles applicable to the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Includes application of knowledge, judgment, skills and professional values within a legal/ethical framework. (1 lecture hour per week). Prerequisites: RNSG 1441, RNSG 1561. **[CIP 51.3801]**

RNSG 2213
Mental Health Nursing
(2 credits)
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Concurrent clinical enrollment in RNSG 1162 is required. (2 lecture hours per week) Prerequisites: RNSG 1513, 1215, 1108, PSYC 2301. Corequisite: RNSG 1162.
[CIP 51.3801

RNSG 2463
Clinical Nursing: Nursing of the Childbearing and Childrearing Family
(4 credits)
A health related work-based learning experience in speciality maternity and pediatric settings that enables the student to apply nursing theory, skills, and concepts within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1512. (12 lab hours per week) Corequisite: RNSG 1512. **[CIP 51.3801]**

RNSG 2563
Clinical Nursing: Complex Concepts of Adult Health
(5 credits)
A health-related work-based learning experience in medical/surgical settings that enables the student to apply advanced nursing theory, skills, and concepts within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by clinical professional(s). Concurrent theory enrollment is required in RNSG 1443. (15 lab hours per week). Prerequisite: RNSG 2213 or RNSG 1417. Corequisite: RNSG 1443. **[CIP 51.3801]**

Nursing (Vocational)

Karen Briza, Department Chairperson
Nedette Devries-Klasing, Melinda Wallace

VNSG 1122
Vocational Nursing Concepts
(1 credit)
Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licenced vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week). **[CIP 51.3901]**

VNSG 1160
Clinical - Practical Nurse I
(1 credit)
A health related work-based experience, that enables the student to apply specialized occupational theory, skills, and concepts. 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. 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. **[CIP 51.3901]**

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). **[CIP 51.3901]**

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. Learning Outcomes: the student will describe the aspects of aging; discuss disease processes associated with aging; and identify perceptions related to care of the older adult. (2 lecture hours per week). **[CIP 51.3901]**

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). **[CIP 51.3901]**

VNSG 1230
Maternal - Neonatal Nursing
(2 credits)
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process inthe assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Learning Outcomes: The studetn will discuss human reporduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal, periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process. (2 lecture hours per week). Corequisite: VNSG 1660. **[CIP 51.3901]**

VNSG 1234
Pediatrics
(2 credits)
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process. Learning Outcomes: The student will identify safety principles related to childcare; discuss primary nursing care of the pediatric patient and family during the health and disease; and apply concepts of growth and development to the care of pediatric patients utilizing the nursing process. (2 lecture hours per week). Corequisite: VNSG 1660. **[CIP 51.3901]**

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. Learning Outcomes: 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). **{CIP 51.3901}**

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. **[CIP 51.3901]**

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. (4 lecture hours per week). **[CIP 51.3901]**

VNSG 1332
Medical - Surgical Nursing II
(3 credits)
Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult and geriatric patients experiencing cardiovascular, neurosensory, endocrine, and oncological medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent cardiovascular, neurosensory, endocrine, and oncological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661. **[CIP 51.3901]**

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). **[CIP 51.3901]**

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. **[CIP 51.3901]**

VNSG 1660
Clinical - Practical Nurse II
(6 credits)
A health related work-based experience that enables the student to apply specialized occupation theory skills, and conepts. 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. 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. **[CIP 51.3901]**.

VNSG 1661
Clinical - Practical Nurse III
(6 credits)
A health related work-based experience that enables the studetn to apply specialized occupation theory skills and conepts. 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. 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. **[CIP 51.3901]**

Nutrition

Sally Durand, Department Chariperson

HECO 1322
Nutrition & Diet Therapy
*** The classroom course is only offered in the fall Semester. The internet course is offered both fall and spring semesters.**
(3 credits)
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. (3 lecture hours per week). Prerequisite: BIOL 2401. **[CIP 19.0502]**

Office Administration

Susan Cooper, Department Chairperson
Crystal Price, Dianna Smith

It is the responsibility of all students taking Office Administration internet course(s) to contact their instructor(s) by the third class day through MyBlackboard.

Students are required to use the same text books and software version used by the Office Administration Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D211 when space is available.

ACNT 1303
Introduction to Accounting I
(3 credits)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 lecture and 1 laboratory hours per week).
[CIP 52.0302]

ACNT 1311
Introduction to Computerized Accounting
(3 credits)
Introduction to utililizing the computer and maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 lecture and 3 laboratory hours per week). Prerequisite: ACNT 1303. **[CIP 52.0302]**

HITT 1305
Medical Terminology I
(3 credits)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.(2 lecture and 3 lab hours per week).
[CIP 51.0707]

POFI 1301
Computer Applications I
(3 credits)
For Non-OFAD Majors
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (3 lecture and 1 lab hour per week)
[CIP 52.0407]

POFI 1401
Computer Applications I
For OFAD & MGMT Majors
(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) **[CIP 52.0407]**

POFI 1449
Spreadsheets
(4 credits)
Spreadsheet software for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (3 lecture and 3 lab hours per week) **[CIP 52.0407]**

POFI 2331
Desktop Publishing
(3 credits)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. (2 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).
[CIP 52.0407]

POFL1305
Legal Terminology
(3 credits)
This course presents an overview of the areas of law and legal professions, including spelling, pronunciation, and definition of legal terms. (2 lecture and 3 lab hours per week).). **[CIP 22.0301]**

POFM 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 required. (2 lecture and 3 lab hours per week).
[CIP 51.0716]

POFT 1301
Business English
(3 credits)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 lecture and 3 lab hours per week). **[CIP 52.0501]**

POFT 1309
Administrative Office Procedures I
(3 credits)
Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) **[CIP 52.0401]**

POFT 1329
Beginning Keyboarding I
(3 credits)
For Non-OFAD Majors
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatiing basic documents. (3 lecture and 1 lab hours per week)
[CIP 52.0408]

POFT 1382, 2382, 2383
Cooperative Education - Office Occupations and Clerical Services
(3 credits)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) **[CIP 52.0408]**

POFT 1419
Records & Information Management I
(4 credits)
Introduction to basic records information management filing systems including manual and electronic filing. (3 lecture and 3 lab hours per week). **[CIP 52.0401]**

POFT 1425
Business Math & Machine Applications
(4 credits)
Business Math problem-solving skills using office technology. (3 lecture and 3 lab hours per week).
[CIP 52.0408]

POFT 1429
Beginning Keyboarding II
(4 credits)
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 3 lab hours per week).
[CIP 52.0408]

POFT 2401
Intermediate Keyboarding
(4 credits)
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week).
[CIP 52.0408]

Paralegal

Karen Barnett, Department Chairperson

LGLA 1301
Legal Research & Writing
(3 credits)
This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. **[CIP 22.0302]**

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. **[CIP 22.0302]**

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. **[CIP 22.0302]**

LGLA 1343
Bankruptcy
(3 credits)
This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization.
(3 lecture hours per week) **[CIP 22.0302]**

LGLA 1344
Texas Civil Litigation
(3 credits)
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Texas Civil Litigation covers litigation from the pre-trial stage to the post-trial phase. State law will be emphasized in this course. Prerequisite: READ 0309 and ENGL 0309. **[CIP 22.0302]**

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. **[CIP 22.0302]**

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. **[CIP 22.0302]**

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. **[CIP 22.0302]**

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. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware that a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: READ 0310, ENGL 0310.**[CIP 22.0302]**

LGLA 2303
Torts and Personal Injury law
(3 credits)
This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. **[CIP 22.0302]**

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) **[CIP 22.0302]**

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. **[CIP 22.0302]**

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. **[CIP 22.0302]**

LGLA 2323
Intellectual Property
(3 credits)
This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing documents related to patents, copyrights, trademarks, and processes of intellectual property litigation with emphasis on the paralegal's role. (3 lecture hours per week) **[CIP 22.0302]**

Pharmacy Technician

Rhonda Boone, DC, CPhT; Coordinator

PHRA 1205
Drug Classification
(2 credits)
This course provides an introduction to the study of disease processes, pharmaceutical drugs abbreviations, classifications, dosages, actions in the body, and routes of administration. (2 lecture hours per week). **[CIP 51.0805]**

PHRA 1291
Special Topics for Pharmacy Technicians
(2 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. This course was designed to be repeated multiple times to improve student proficiency. (2 lecture hours per week). **[CIP 51.0805]**

PHRA 1301
Introduction to Pharmacy
(3 credits)
This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1309
Pharmaceutical Mathematics I
(3 credits)
This course includes reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. It will cover conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalents, units, intravenous flow rates, and solving dosage problems. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1313
Community Pharmacy Practice
(3 credits)
This course introduces the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. It also includes customer service, count and

pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters. (2 lecture and 3 lab hours per week). **[CIP 51.0805]**

PHRA 1315
Pharmacy Terminology
(3 credits)
This course provides a study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. It focuses on translation and recognition of commonly used pharmacy abbreviations. (3 lecture hours per week).
[CIP 51.0805]

PHRA 1317
Anatomy & Physiology for Pharmacy Technicians
(3 credits)
Emphasis on the relationships of pharmaceutical products and normal human anatomy, including an overview of physiology of cells, tissues, organs, systems, and general pathophysiology. (3 lecture hours per week). **[CIP 51.0805]**

PHRA 1349
Institutional Pharmacy Practice
(3 credits)
This course is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control. (2 lecture and 3 lab hours per week).
[CIP 51.0805]

PHRA 1441
Pharmacy Drug Therapy and Treatment
(4 credits)
This course is the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. (3 lecture and 2 lab hours per week). **[CIP 51.0805]**

PHRA 1445
Compounding, Sterile Preparations, & Aseptic Techniques
(4 credits)
This course is a study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. (2 lecture and 4 lab hours per week). **[CIP 51.0805]**

PHRA 2362
Clinical - Pharmacy Technician
(2 credits)
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (16 externship hours per week). Prerequisites: PHRA 1313. **[CIP 51.0805]**

Philosophy

Christopher Chance, Department Chairperson
Marjorie Nash

PHIL1301
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. (Three lecture hours per week) Prerequisite: ENGL 0310, READ 0310. **[CB38.0101.5112]**

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 **[CB38.0201.5212]**

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) **[CB38.0101.5212]**

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. **[CB38.0101.5312]**

Physics

Dora Devery, Department Chairperson
Joseph Mills

ENGR 1201
Introduction to Engineering
(2 credits)
An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. (1 lecture hour & 3 lab hours per week) Prerequisite: MATH 1314 or equivalent academic preparation. **[CIP 14.0101.5110]**

PHYS 1301
Essentials of College Physics
(3 credits)
This is a survey course for non-majors to study mechanics, heat, electricity, magnetism, light, and nuclear physics. **Note**: Some mechanical engineering programs will accept the course ENGR 1201 for transfer credit and as applicable to the engineering major, while others will accept the course for transfer credit only. The student is advised to check with the school to which he or she wants to transfer for specific applicability of this course to the engineering major. (3 lecture hours per week) Prerequisite: MATH 0312 and READ 0310. **[CB 40.0801.5303]**

PHYS 1401
College Physics I
(4 credits)
This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). Prerequisite: MATH 2412, READ 0310. **[CB40.0801.5303]**

PHYS 1402
College Physics II
(4 credits)
This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). Prerequisite: PHYS 1401.
[CB40.0801.5303]

PHYS 1403
Planetary Astronomy
(4 credits)
Introductory planetary astronomy course which includes basic material on the history of astronomy, physics of planetary motion, the nature of light, operation of telescopes, formation of solar system, terrestrial planets, Jovian planets, Kuiper Belt objects, comets, and asteroids. Lab includes observing the stars, nebulae, galaxies, planets, and a variety of exercises in observational astronomy. (3 lecture and 3 lab hours per week) **[CB 40.0201.5103]**

PHYS 1404
Stellar & Galactic Astronomy
(4 credits)
An introductory course that will concentrate on the origin, life and fate of the stars, star clusters, galaxies, and cosmology. An appropriate laboratory program will include lab experiments, telescope observations, field trips, and Internet research. This is a course for non-science majors who need natural science credit or anyone interested in the study of the universe. (3 lecture and 3 lab hours per week) **[CB40.0201.5203]**

PHYS 2425
University Physics I
(4 credits)
This course is designed primarily to meet the needs of the pre-engineering student or physics major. Problem solving techniques with the use of calculus re developed in the topics of vectors, kinematics, forces, work and energy, momentum,

torque, angular momentum, simple harmonic motion, gravity, properties of solids and fluids, heat and thermodynamics. Prerequisites: READ 0310 and MATH 2413 (3 lecture and 3 lab hours per week) **[CB 40.0801.5403]**

PHYS 2426
University Physics II
(4 credits)
A continuation of PHYS 2425. The topics covered are vibration and mechanical waves, sound electrostatics, electricity, dc and ac circuits, magnetism and electromagnetism, light, optics, lenses and mirrors, relativity and some quantum physics. Prerequisites: READ 0310 and PHYS 2425 (3 lecture and 3 lab hours per week) **[CB 40.0801.5403]**

Polysomnography/Sleep Medicine

Georgette Goodwill, Department Chairperson
Daniel Glaze, MD, Medical Director

HITT 1305
Medical Terminology I
(3 credits)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week)
[CIP 51.0707]

HPRS 1304
Basic Health Profession Skills
(3 credits)
A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. (2 lecture and 2 lab hours per week). **[CIP 51.0000]**

PSGT 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) **[CIP 51.0903]**

PSGT 1260
Polysomnography Clinical I
2 credits
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Prerequisite: PSGT-1400. **[CIP 51.0903]**

PSGT 1291
Special Topics in Polysomnography
(2 credit)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the field of polysomnography and relevant to the professional development of the student. (2 lecture hours per week). Prerequisite: PSGT 2411. **[CIP 51.0903]**

PSGT 1310
Neuroanatomy and Physiology
(3 credits)
This course is a study of the anatomy of the human central nervous system. The student will also be introduced to cardiopulmonary structures and function as well as ECG interpretation. (3 lecture hours per week) **[CIP 51.0903]**

PSGT 1400
Polysomnography I
(4 credits)
This course is designed to provide both didactic and laboratory training for entry-level personnel in the basics of polysomnographic technology. Students will become familiar with terminology, instrumentation setup and calibration, patient safety and infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnography technology. (2 lecture and 5 lab hours per week).
[CIP 51.0903]

PSGT 1440
Sleep Disorders
(4 credits)
A discussion of disorders that affect sleep including insomnias, circadian rhythm disorders, narcolepsy, sleep disordered breathing, movement and neuromuscular disorders, and medical and psychiatric disorders. (3 lecture and 2 lab hours per week) **[CIP 51.0903]**

PSGT 2205
Sleep Scoring & Staging
(2 credits)
This course provides the student with the skill to score and stage sleep studies: prepare comprehensive sleep records; identify effects of medication, age, gender, sleep/wake schedules and sleep habits and other relevant factors. Evaluate pertinent parameters in sleep disorder studies. Prerequisite: PSGT 1400. (4 lab hours per week) **[CIP 51.0903]**

PSGT 2250
Infant and Pediatric Polysomnography
(2 credit)
This course is an introduction to the sleep patterns of the infant and pediatric population. the student will be provided with opportunities to perform a pediatric study. (2 lecture hours per week). Prerequisite: PSGT 2411. **[CIP 51.0903]**

PSGT 2411
Polysomnography II
(4 credits)
Development of skills for sleep scoring and staging. Consideration of medication effects, age, gender, sleep/wake schedules, changes in sleep habits, and other pertinent factors. Students will evaluate parameters such as total record time, total sleep time, sleep efficiency, total wake time, wake after sleep onset, wake after sleep offset, sleep latency, REM latency, stage 1-3, REM sleep, awakenings, arousals, EEG, sleep disordered breathing, leg movements, and cardiac patterns. (2 lecture and 5 lab hours). Prerequisites: PSGT 1400, Corequisite: PSGT-2660. **[CIP 51.0903]**

PSGT 2660
Polysomnography Clinical II
(6 credits)
This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 1260, Corequisite: PSGT 2411. **[CIP 51.0903]**

PSGT 2661
Polysomnography Clinical III
(6 credits)
This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 2660. **[CIP 51.0903]**

Process Technology

Curtis Crabtree, Department Chairperson

CTEC 1401
Applied Petrochemical Technology (Physics)
(4 credits)
This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). **[CIP 410301]**

CTEC 2480
Cooperative Education - Process Technology
(4 credits)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education is a paid company intership learning experience. Availability of this course depends on available positions in the industry. (1 lecture hour, 21 co-op hours per week). (See syllabus for prerequisites.)
[CIP 410301]

PTAC 1302
Introduction to Process Technology
(3 credits)
An introduction to process operations in refineries and chemical plants. The course includes: industry terminology, process technician duties, responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements of the process technician, family, and career considerations is included. (3 lecture hours, 1 lab hour per week). **[CIP 410301]**

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) **[CIP 410301]**

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. (3 lecture hours, 1 lab hour per week) **[CIP 410301]**

PTAC 1410
Process Technology I (Equipment)
(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. Prerequisite: PTAC 1302. (3 lecture hours, 2 lab hours per week) **[CIP 410301]**

PTAC 1454
Industrial Processes
(4 credits)
This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420. **[CIP 410301]**

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. Team activities are a fundamental part of this course. This course is only offered on-line via MyBlackboard. Access to high-speed Internet is recommended. (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 1410. **[CIP410301]**

PTAC 2436
Process Instrumentation II
(4 credits)
This course prepares students to recognize and understand instrumentation and controls as applied to process operations. Process control systems for basic unit operations such as furnace/boiler firing, distillation, and reactors are described and explained with actual instrument-operations including manual, auto, proportional, integral, derivative modes. Feedback and feed forward control systems, cascade, split range, ratio control systems are covered. Process analyzers, computer, and programmable logic controllers are described. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332. **[CIP410301]**

PTAC 2438
Process Technology III (Operations)
(4 credits)
This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college cogen/refrigeration facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332 & 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]**

SCIT 1414
Applied General Chemistry
(4 credits)
Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry--the many families that are found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours, 3 lab hours per week) **[CIP400501]**

TECM 1303
Technical Calculations
(3 credits)
Specific mathematical calculations required by business and industry; Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). Solve business/industry problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement (standard and/or metric). (3 lecture and 2 laboratory hours per week) **[CIP27.0301]**

Psychology

Traci Elliott, Department Chairperson
Nancey Lobb, Jean Raniseski

PSYC 1300
Learning Strategies
(3 credits)
This course provides an introduction to basic learning theories and strategies. Emphasis will be placed on identifying individual learning styles and developing the necessary skills for college success. (3 lecture hours per week). **[CB42.2701.5125]**

PSYC 2301
General Psychology
(3 credits)
This course gives students a broad overview of the field and introduces them to fundamental theories of behavior. Emphasis will be placed on experimental research; cognitive, social and emotional development; neuroscience; sensation and perception; motivation; and identity. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB42.0101.5125]**

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, government, and other areas of life. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB42.0101.5225]**

PSYC 2306
Human Sexuality
(3 credits)
This course involves the study of psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB 42.0101.5325]**

PSYC 2307
Adolescent Psychology
(3 credits)
This course explores physical, cognitive, social, and emotional factors that impact adolescent development. Emphasis will be placed on the transition between adolescence and early adulthood. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB42.2703.5125]**

PSYC 2308
Child Growth and Development
(3 credits)
This course explores physical, cognitive, social, and emotional development from conception through middle childhood. Emphasis will be placed on factors which influence children's growth and development. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB42.2703.5125]**

PSYC 2311
Adult Development
(3 credits)
This course focuses on physical, cognitive, social, and emotional factors that impact adult development. Emphasis will be placed on the transition between early adulthood and late adulthood, followed by the inevitable transition to death. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB42.2703.5125]**

PSYC 2314
Life-Span Growth & Development
(3 credits)
This course provides an overview of physical, cognitive, social, and emotional development from conception through death. Emphasis will be placed on factors that impact each stage of life. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. **[CB42.2703.5125]**

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

PSYC 2316
Psychology of Personality
(3 credits)
This course investigates complex determinants of personality. Emphasis will be placed on the main theories and assessments of personality. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB42.0101.5725]**

PSYC 2317
Statistical Methods in Psychology
(3 credits)
This course introduces students to measurements and formulas psychologists use to explain human behavior. Emphasis will be placed on measures of central tendency and variability, statistical inference, correlation, and regression. (3 lecture hours per week) Prerequisites: PSYC 2301 and MATH 0311 or MATH 0312.
[CB42.0101.5225]

PSYC 2319
Social Psychology
(3 credits)
This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB42.2707.5125]**

PSYC 2389
Academic Cooperative
(3 credits)
This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in psychology. It may involve seminars, and individual projects with specific goals and objectives in the study of human behavior and/or social institutions. Prerequisites: READ 0310 and ENGL 0310. **[CB45.0101.5125]**

Reading

Lynda Vern, Department Chairperson

NOTE: Basic reading skills are taught in 0309, 0310 and 0312. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading ability. READ0309 and/or0310 may be required by state law for students whose scores on the THEA or an approved alternate test fall below the established cutoff levels.

READ 0309
Developmental Reading I
(3 credits)
READ 0309 is an introductory course designed to prepare students to more successfully deal with assignments in college classes. This course emphasizes reading comprehension, vocabulary development, and study skills. Beginning instruction in the THEA (formerly TASP) reading skills is included. (3 lecture and 1 laboratory hour per week). **[CB32.0108.5212]**

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 of A,B,C or D or who have passed the THEA or a state approved alternate test. It is designed to reinforce the reading skills college students need to succeed in their courses. This course includes a review and reinforcement of the THEA (formerly TASP) skills.
NOTE: If a D is made in READ 0310, college ready status in reading may be earned by taking READ 0312 and earning a C or better in the course. (3 lecture hours per week). Prerequisite: READ 0310 or the TSI standard in Reading. **[CB32.0108.5212]**

Respiratory Care

Diane Flatland, Department Chairperson
Marby McKinney
Luigi Terminella, MD, Medical Director

RSPT 1166
Practicum - Respiratory Care Therapist
(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. (8 laboratory per week) **[CIP 51.0908]**

RSPT 1191
Special Topics in Respiratory Care (Management)
1 credit
This course introduces the students 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 Co ARC 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. Setups, 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. (16 laboratory hours per week). Requires departmental approval. **[CIP51.0908]**

RSPT 1310
Respiratory Care Procedures I
(3 credits)
An in-depth study of basic respiratory concepts, theories and techniques needed in the education of the polysomnography student. Application of these procedures are instructed and performed in the laboratory and in the clinical area under supervision. (2 lecture and 2 lab hours per week) **[51.0908]**

RSPT 1325
Respiratory Care Sciences
(3 credits)
Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, chemistry, basic math, physics, and computer applications. (3 lecture hours per week) Prerequisite: READ 0309. **[CIP51.0908]**

RSPT 1331
Respiratory Care Fundamentals II
(3 credits)
Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices and suctioning. (2 lecture and 3 laboratory hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 1429
Respiratory Care Fundamentals I
(4 credits)
Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, medical gas therapy, oxygen analyzers, and humidify/aerosol therapy. Application of these procedures are performed in the laboratory under supervision. (3 lecture and 3 laboratory hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2131
Clinical Simulations for Respiratory Care
(1 credit)
The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking computerized simulations, and basic concepts of computer usage. (2 laboratory hours per week) Prerequisites: All previous respiratory care courses or permission of the Chairperson. **[CIP51.0908]**

RSPT 2135
Pediatric Advanced Life Support
(1 credit)
A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the infant and child. Strategies for preventing cardiopulmonary arrest and identification of high-risk infants and children will be presented. (3 laboratory hours per week) Requires departmental approval. **[CIP51.0908]**

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.
[CIP51.0908]

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. **[CIP51.0908]**

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. **[CIP51.0908]**

RSPT 2266
Respiratory Care Practicum III
(2 credits)
In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 laboratory hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 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. (16 laboratory hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2305
Pulmonary Diagnostics
(3 credits)
The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. (2 lecture and 3 laboratory hours per week) Requires departmental approval. **[CIP51.0908]**

RSPT 2310
Cardiopulmonary Disease II
(3 credits)
This course is a continuation of cardiopulmonary diseases. (2 lecture and 2 laboratory hours per week) Requires departmental approval. **[CIP51.0908]**

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. **[CIP51.0908]**

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.
[CIP51.0908]

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. **[CIP51.0908]**

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 catherization, CVP and arterial lines,

intracranial pressure monitoring, chest drainage, and counterpulsation. (3 lecture hours per week) Requires departmental approval. **[CIP51.0908]**

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. **[CIP51.0908]**

ROTC Air Force
(Reserve Officer Training Corps)

Admissions & Academic Advising Office

AFSC 1201, 1202
Foundations of the USAF I, II
(2 Credits) (1-1)
Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history. (1 lecture and 2 lab hours per week) **[CIP 28.0101.0099]**

AFSC 2201, 2202
Evolution of Air Power I, II
(2 credits) (1-1)
Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics. (1 lecture and 2 lab hours per week) **[CIP 28.0101.0099]**

Sociology

Traci Elliott, Department Chairperson
Gerald Crane, Jean Raniseski

SOCI 1301
Introductory Sociology
(3 credits)
This course presents a scientific examination of human social life, the unique social order of groups, and the products of living in society. Emphasis will be placed on social interaction patterns, group processes, and established institutions. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.1101.51 25]**

SOCI 1306
Social Problems
(3 credits)
This course includes 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 in society. Emphasis will be placed on population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, disorganization of family, education, and religion. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.1101.5225]**

SOCI 2301
Marriage and the Family
(3 credits)
This course is a sociological examination of marriage and family life. Emphasis will be placed on issues associated with courtship, mate selection, marriage adjustment, and parenting in modern American society. (3 lecture hours per week) Prerequistites: READ 0310 and ENGL 0310. **[CB45.1101.5425]**

SOCI 2306
Human Sexuality
(3 credits)
This course involves the study of psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. **[CB42.0101.5325]**

SOCI 2319
Minority Studies
(3 credits)
This course provides an introduction to multi-cultural and multi-ethnic diversity within the United States. Emphasis will be placed on the patterns of discrimination, prejudice, educational and healthcare disparities, and crime. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.1101.53 25]**

SOCI 2326
Social Psychology
(3 credits)
This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB42.2707.5125]**

SOCI 2336
Criminology
(3 credits)
This course includes current theories and empirical research pertaining to crime and criminal behavior. Emphasis will be placed on its causes, methods of prevention, systems of punishment, and rehabilitation. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.0401.5125]**

SOCI 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. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB45.0401.5125]**

SOCI 2340
Drug Use & Abuse
(3 credits)
This course involves the study of the use and abuse of drugs in today's society. It will include physiological, sociological, and psychological factors. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. **[CB51.1504.52 16]**

SOCI 2389 Academic Cooperative (3 credits)

This course is part of an instructional program designed to integrate on-campus study with practical, hands-on experience in sociology. It may involve seminars and independent projects with specific goals and objectives for the study of human behavior and institutions. Prerequisites: READ 0310 and ENGL 0310. **[CB45.0101.5125]**

Spanish

Amalia D. Parra, Department Chairperson
Saul Olivares

Students from a Spanish speaking background and those with two or more years of high school Spanish should take the departmental online placement test on the departmental website to determine at which level to begin Spanish.

SPAN 1411
Elementary Spanish I*
(4 credits)
Fundamental skills in listening, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture. (3 lecture and 2 laboratory hours per week). **[CB16.0905.5113]**

SPAN 1412
Elementary Spanish II*
(4 credits)
Fundamental skills in listening, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture.. (3 lecture and 2 laboratory hours per week). Prerequisite: SPAN 1411 with grade C or above or the Departmental Online Placement Test. **[CB16.0905.5113]**

SPAN 2289, 2389
Academic Cooperative
(2, 3 credits)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. (2, 3 lecture hours and 12, 20 practicum hours per week) **[CB 24.0103.5212]**

SPAN 2306
Intermediate Spanish Conversation
(3 credits)
Basic practice in comprehension and production of the spoken language. (3 lecture hours per week) **[CB 16.0905.5413]**

SPAN 2311
Intermediate Spanish I*
(3 credits)
Review and application of skills in listening, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading,

composition and culture. (3 lecture and 1 hour per week). Prerequisite: SPAN 1412 with grade C or above or the Departmental Online Placement Test. **[CB16.0905.5213]**

SPAN 2312
Intermediate Spanish II*
(3 credits)
Review and application of skills in listening, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture. (3 lecture and 1 laboratory hours per week). Prerequisite: SPAN 2311 or the Departmental Online Placement Test. **[CB16.0905.5213]**

SPAN 2315
Spanish for Native/Heritage Speakers II
(3 credits)
Review and application of skills in reading and writing. Emphasizes vocabulary acquisition, reading, composition, and culture. Designed for the individuals with oral proficiency in Spanish and considered equivalent to SPAN 2312. (3 lecture hours per week) Prerequisite: Departmental Online Placement Test. **[CB16.0905.5213]**

SPAN 2321
Introduction to Spanish Literature I (Iberian)
(3 credits)
Representative readings. (3 lecture hours per week). Prerequisite: SPAN 2312 with C or better or the Departmental Online Placement Test. **[CB16.0905.5313]**

SPAN 2322
Introduction to Spanish Literature II (Iberian)
(3 credits)
Representative readings. (3 lecture hours per week) **[CB 16.0905.5313]**

SPAN 2323
Introduction to Latin American Literature
(3 credits)
Representative readings. (3 lecture hours per week) **[CB 16.0905.5313]**

SPAN 2324
Spanish Culture
(3 credits)
Representative readings. (3 lecture hours per week) **[CB 16.0905.5313]**

Speech

Bill Waggoner, Department Chairperson
Earnest Burnett, Sara Mangat

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. **[CB23.1304.5112]**

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. **[CB23.1304.5312]**

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. **[CB23.1304.5412]**

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. **[CB23.1304.5212]**

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 **[CB23.1304.5912]**

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. **[CB23.1304.5712]**

Sports and Human Performance

Bonny Johnson, Department Chairperson
Bryan Alexander, Don Childs, Gary Coffman, Jason Schreiber, Loryn Johnson

Activity Courses
The same activity course may be applied twice toward degree requirements if taken during different semesters. Students are strongly advised to research the transferability of repeated course before enrollment. Any course in the ranges 1100-1150 and 2100-2150 are under [CB36.0108.5123]

PHED 1100, PHED 1110
Individual and Dual Sports - Tennis
(1 credit)
This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation.(3 laboratory hours per week).

PHED 1102, PHED 1112
Individual and Dual Sports - Karate
(1 credit)
This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week).

PHED 1103, PHED 1113
Individual and Dual Sports-Racquetball
(1 credit)
This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week).

PHED 1106, PHED 1116
Individual and Dual Sports - Jogging
(1 credit)
This course provides instruction and participation in jogging in order develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week).

PHED 1108, PHED 1118
Individual and Dual Sports - Adaptive Physical Activity
(1 credit)
This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. This course may be repeated once for credit. (3 laboratory hours per week).

PHED 1109, PHED 1119
Individual and Dual Sports - Defensive Measures for Women
(1 credit)
This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 laboratory hours per week).

PHED 1120, PHED 1121
Volleyball
(1 credit)
This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week).

PHED 1122, PHED1123
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 1132, PHED 1133
Bowling
(1 credit)
This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 laboratory hours per week).

PHED 1134, PHED 1136
Aerobic Exercise
(1 credit)
This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours per week).

PHED 1135, PHED 1137
Hi-Lo/Step/Cardio Dance
(1 credit)
This course consists of a planned program that utilizes Hi-Lo Aerobics, Step Aerobics and Cardio-Dance in an effort to provide improvement in overall aerobic fitness through increased cardio respiratory activity and large muscle exercise. (3 laboratory hours per week).

PHED 1138, PHED 1148
Fitness Walking
(1 credit)
This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours per week)

PHED 1139, PHED 1149
Golf
(1 credit)
This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours per week)

PHED 1140, PHED 2140
Pilates
(1 credit)
This course consists of a planned program that uses the Pilates method in an effort to improve the individual's core strength. This unique method of body conditioning will strengthen and tone muscles, improve posture and provide better flexibility and balance.(3 laboratory hours per week).

PHED 1141, PHED 1142
Team Sports - Wallyball
(1 credit)
The course includes class instruction and participation in the game of wallyball, a form of volleyball on the racquetball court. (3 laboratory hours per week).

PHED 1143, PHED 1144
Team Sports - Volleyball and Softball.
(1 credit)
This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week).

PHED 1145
Horsemanship
(1 credit)
This course is for students who are interested in learning more about the art of riding, handling, training and caring for horses. (3 lab hours per week)

PHED 1146
Cardio Kickboxing - Individual and Dual Sports
(1 credit)
This course provides instruction and participation in kickboxing in order to develop the student's fitness skills, knowledge and appreciation (3 laboratory hours per week).

PHED 1147-1157
Basketball
(1 credit)
This course consists of instruction and participation in both beginning and advanced basketball. (3 laboratory hours per week).

PHED 1150, PHED 2150
Individual and Dual Sports - Fitness & Wellness
(1 credit)
This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 laboratory hours per week).

PHED 1151
Individual and Dual Sports - Scuba Diving
(1 credit)
This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). **{CB36.0108.5423}**

PHED 1152
Individual and Dual Sports
- Advanced Scuba Diving
(1 credit)
This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). **[CB36.0108.5423]**

PHED 2110, PHED 2111
Boot Camp
(1 credit)
Boot camp fitness workouts include, but are not limited to, cardiovascular conditioning, speed, endurance, partner resistance, and different types of strength training. This course also includes fitness group challenges, kickboxing, medicine ball drills, obstacle course, and other core strength training. All activities are structured so that you can choose the appropriate intensity for your fitness level. (3 laboratory hours per week).

PHED 2112
Flag Football
(1 credit)
This course provides instruction and participation in flag football in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week)

PHED 2113, PHED 2115
Dance
(1 credit)
Ballroom - This course includes the basic steps for popular European, Latin, and American ballroom dances. The history of ballroom dance and the relationships between dance styles and other cultures are also studied. (3 laboratory hours per week).

Hip Hop - This course provides instruction and participation in hip hop, and also includes a brief study of the history and philosophy of dance. (3 laboratory hours per week).

Jazz - This course provides instruction and participation in jazz and also includes a brief study of the history and philosophy of dance. (3 laboratory hours per week).

Latin Club Dance - This course provides instruction and participation in learning Salsa patterns, Bachata Merengue, Cha Cha, Rumba, and Mambo as well as exploring the music and rhythm of each dance. (3 laboratory hours per week).

PHED 2114, 2116
Fitness Ball
(1 credit)
Fitness Ball is a planned program of exercise that will help to build and maintain core-strength. Fitness Ball will provide a condition of fitness and overall body tone through slow and controlled movements. (3 laboratory hours per week).

ADVANCED SPORTS
[Each course may be repeated once each, for a maximum total of 4 credits for each sport.]

PHED 2100, 2101
Advanced Baseball
(1 credit each)
These courses are for advanced baseball players. (3 laboratory hours per week).

PHED 2102, 2103
Advanced Fast-Pitch Softball
(1 credit each)
These courses are for advanced fast-pitch softball players. (3 laboratory hours per week).

PHED 2104
Advanced Soccer
(1 credit each)
This course is for advanced soccer players.
(3 laboratory hours per week).

PHED 2105
Co-Ed Indoor Soccer
(1 credit)
This course is designed to introduce students to the basics of indoor soccer. Passing and shooting drills are emphasized along with team play. Modifications to soccer rules are used to accommodate indoor soccer rules. (3 laboratory hours per week).

PHED 2108, PHED 2109
Stretch, Tone and Sculpt
(1 credit)
This course consists of a planned program of toning and conditioning exercises that incorporate resistance in an effort to improve muscular strength, endurance and flexibility. (3 laboratory hours per week).

THEORY COURSES

PHED 1301
Introduction to Physical Fitness & Sport
(3 credits)
Designed for professional orientation in sports and human performances, health, and recreation, and includes a brief history and study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week). **[CB31.0501.5223]**

PHED 1304
Health and Wellness
(3 credits)
Course presents the essential present-day knowledge of health and wellness. Stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. Also includes discussion of pollution, and prevention, and control of diseases. Topics such as nutrition, mental health, stress management, drugs and aspects of health and fitness are also included. (3 lecture hours per week). **[CB51.1504.5116]**

PHED 1306
First Aid
(3 credits)
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). Prerequisite: 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. & practical officiating experience opportunities. (3 lecture hours per week). Prerequisite: READ 0309. **[CB31.0101.5123]**

PHED 1322
Coaching Athletics - Baseball/Softball
(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). **[CB31.0505.5123]**

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 1338
Concepts of Physical Fitness
(3 credits)
Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. (3 lecture & 3 lab hours per week) Prerequisite: READ 0309 **[CB 31.0101.5123]**

PHED 1346
Drug Use and Abuse
(3 credits)
A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. (3 lecture hours per week). **[CB51.1504.5216]**

Texas Department of Criminal Justice (TDCJ)

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 and Associate of Applied Science degrees, technical Certificate of Completion Programs are offered.

Associate of Applied Science Degree Programs

Computer Technology
Culinary Arts
Industrial Design

Certificate Programs* *(Courses offered only at the Texas Department of Criminal Justice)*

Automotive Technology
Computer Technology
Culinary Arts
Industrial Design

These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

Automotive Technology

David Garza

All AUMT courses are under [CIP 47.0604]

AUMT 1310
Automotive Brake Systems
(3 credits)
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. (1 lecture and 4 laboratory hours per week)

AUMT 1405
Introduction to Automotive Technology
(4 credits)
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance (2 lecture and 5 laboratory hours per week)

AUMT 1407
Automotive Electrical Systems
(4 credits)
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service manuals. (2 lecture and 5 laboratory hours per week)

AUMT 1419
Automotive Engine Repair
(4 credits)
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. (2 lecture and 5 laboratory hours per week)

AUMT 1445
Automotive Climate Control Systems
(4 credits)
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. (2 lecture and 7 laboratory hours per week)

AUMT 2328
Automotive Service
(3 credits)
Mastery of automotive service including competencies covered in related courses.
(1 lecture and 7 laboratory hours per week)

AUMT 2417
Automotive Engine Performance Analysis I
(4 credits)
Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. (2 lecture and 6 laboratory hours per week)

Computer Technology

Michael Smith

COSC 1401
Introduction to Computing
(4 credits)
This course contains an overview of computer concepts, computer vocabulary and microcomputer applications. The course requires the use of a microcomputer. Prerequisite: READ 0310. (3 lecture and 3 laboratory hours per week) **[CIP 11.0101.5107]**

IMED 2415
Web Design II
(4 credits)
A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. (3 lecture and 3 laboratory hours per week) **[CIP 11.0801]**

ITMT 1302
Windows Seven Configuration
(3 credits)
A study of Windows Seven operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions;security features; network connectivity; setup ofexternal devices; optimization and customization;and deployment of application, with hand-onexperience. (2 lecture and 2 laboratory hours per week) **[CIP 11.0901]**

ITNW 1325
Fundamentals of Networking
(3 credits)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 laboratory hours per week). **[CIP 11.1002]**

ITNW 1358
Network+
(3 credits)
Assists individuals in preparing for the Computing Technology Industry Association (Comp TIA) Network + certification exam and career as a network professional. (2 lecture plus2 lab hours per week) **[CIP 11.0901]**

ITSC 1305
Introduction to PC Operating Systems
(3 credits)
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (2 lecture and 2 laboratory hours per week) **[CIP 11.0101]**

ITSC 1325
Personal Computer Hardware
(3 credits)
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. (2 lecture and 2 laboratory hours per week) **[CIP 47.0104]**

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: BCIS 1405 or COSI 1401 **[CIP 11.0201]**

ITSE 2409
Database Programming
(4 credits)
Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 laboratory hours per week) Prerequisite: BCIS 1405 or COSC 1401. **[CIP 11.0201]**

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). **[CIP 11.0201]**

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). **[CIP 11.0201]**

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). **[CIP11.0201]**

Culinary Arts

Rosemary Bowen

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. (2 lecture hours per week). **[CIP 12.0503]**

CHEF 1305
Sanitation and Safety
(3 Credits)
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. (3 lecture hours per week). **[CIP 12.0503]**

CHEF 1365
Practicum
(3 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (21 practicum hours per week) **[CIP 12.0503]**

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) **[CIP12.0503]**

CHEF 1401
Basic Food Preparation
(4 Credits)
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. (2 lecture and 4 lab hours per week) **[CIP12.0503]**

CHEF 1402
Principles of Health Cuisine
(4 Credits)
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. (2 lecture and 4 lab hours per week) **[CIP12.0503]**

CHEF 1440
Meat Preparation and Cooking
(4 Credits)
Study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist heat and dry heat preparation methods as related to both classical and modern methods of preparation of dishes. (3 lecture and 3 lab hours per week) **[CIP12.0503]**

CHEF 1464
Practicum
(4 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (28 practicum hours per week) **[CIP 12.0503]**

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). **[CIP 12.0503]**

CHEF 2331
Advanced Food Preparation
(3 Credits)
Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items. (2 lecture and 4 lab hours per week). **[CIP 12.0503]**

IFWA 1210
Nutrition and Menu Planning
(2 Credits)
Application of principles of nutrition in planning menus for the food service industry. (2 lecture hours per week) **[CIP 12.0508]**

IFWA 1527
Food Preparation II
(5 Credits)
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) **[CIP 12.0508]**

IFWA 2446
Quantity Procedures
(4 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. (4 lecture hours per week) **[CIP 12.0508]**

PSTR 1401
Fundamentals of Baking
(4 Credits)
Fundamentals of baking, including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. (2 lecture and 4 lab hours per week) **[CIP 12.0501]**

Industrial Design

Raymond Salinas

ARCE 1452
Structural Drafting
(4 credits)
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems; Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Prerequisites DFTG 2419 (2 lecture and 6 laboratory hours per week) **[CIP 04.0901]**

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, and auxiliary views. (2 lecture and 6 lab hours per week) **[CIP 15.1301]**

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 predfined shapes; placing, rotating, and scaling objects, adding text and dimension, using layers, coordinate systems, and plot/print to scale. (2 lecture and 6 lab hours per week) **[CIP 15.1302]**

DFTG 1433
Mechanical Drafting
(4 credits)
Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Prerequisite: DFTG 2419. (2 lecture and 6 laboratory hours per week) **[CIP 15.1306]**

DFTG 2417
Descriptive Geometry
(4 credits)
Describe spatial relationships; use sequential thinking; and create views necessary to show object's true size and shape/development using points, lines and planes in space. (2 lecture and 6 laboratory hours per week) **[CIP 15.1301]**

DFTG 2419
Intermediate Computer-Aided Drafting
(4 credits)
A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. (2 lecture and 6 lab hours per week). **[CIP 15.1302]**

DFTG 2423
Pipe Drafting
(4 credits)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 lecture and 6 lab hours per week) **[CIP 15.1302]**

DFTG 2428
Architectural Drafting-Commercial
(4 credits)
Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. (2 lecture and 6 lab hours per week) **[CIP 15.1303]**

DFTG 2440
Solid Modeling/Design
(4 credits)
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 6 lab hours per week) **[CIP 15.1302]**

ENTC 1423
Strength of Materials
(3 credits)
Introduces the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. (2 lecture and 6 laboratory hours per week) **[CIP 15.0000]**

TECM 1317
Technical Trigonometry
(3 credits)
Triangular measurements and calculations used in technical/industrial applications. (2 lecture and 2 laboratory hours per week) **[CIP 27.0301]**

Continuing Education Workforce Development Program

Purpose

The Continuing Education Workforce Development Department, located in Building H on the main campus of Alvin Community College, provides life-long training and educational opportunities in several categories: GED/ESL; Corporate/ Customized Training; Workforce Training; Youth Enrichment; Senior Adults; & Special Interest.

General Information

The Alvin Community College Board of Regents establishes tuition and fees for noncredit classes. For more information concerning the Continuing Education Workforce Development Department and our course offerings please call 281-756-3787 or visit us online at www.alvincollege.edu/cewd. Day and evening classes are offered on both the Alvin and Pearland campuses. Check the current schedule for specific times and locations. Those who have program and course ideas should contact the office of the Dean of Continuing Education/Workforce Development at 281-756-3789.

Workforce Training Program

Health & Medical

Providing top-quality training for individuals wanting to enter the medical field or those needing continuing education units for maintaining their professional licenses. Specific areas regularly offered are listed below. Call 281-756-3787 for information.

Aesthetic Laser Technician
Certified Nursing Assistant
Clinical Medical Assistant
CPR
Dental Assistant
Massage Therapy
Medical Administrative Assistant
Medication Administration
Medical Coding & Billing
Non-Certified Radiological Technician
Medical Transcription Editor
Occupational Therapy Aide
Orthopedic Technician Assistant
Phlebotomy
Physical Therapy Aide
Re-Entry Nurse Update, (Nurse Refresher Course)

Information Technology

Growing changes in the computer and information technology field makes computer skills a must in today's job market. Courses can be customized to meet specific software needs. The IT program offers the following courses. Call 281-756-3904 for information.

Introduction to Computers
Computer Job Skills Program
MS Access
MS Excel
MS Outlook
MS PowerPoint
MS Project
MS Word
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.
TSTC Programs
Welding

Foreign Language

Foreign language classes are available for conversational or specific occupational needs. Call 281-756-3787 for additional information.

Online Courses

Online courses provide a vast selection of high-quality programs. Some of the most innovative and well received e-learning solutions are available. There are online solutions for continuing education, workforce development, career skills training, certificate programs and personal enrichment courses.

Real Estate

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

Real Estate Appraiser
Real Estate Salesperson
Professional Inspector

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 281-756-3787 for more information.

Banking

Continuing Education and Workforce Development now offers a variety of trainings that can help you get started or move up in the banking industry.

Bank Teller Training
Financial Operations
Financial Lending

Call 281-756-3994 for more information.

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 281-756-3907 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 through the 6th grade. Call 281-756-3729 for more information.
Year round activities include Karate ages 5+.
Beginner Spanish classes for ages 7-11

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
Dance Classes
Motorcycle Safety
Physical Fitness

GED (General Educational Development)

Prepare for GED testing by enrolling in an adult education class at ACC. At the Alvin campus or the Pearland Center, choose a day or night class to prepare for five sections of the test – writing, social studies, science, reading, and math. Classes are usually available year round.

The GED class prepares students to pass the GED exam in order to earn the high school equivalency diploma. Although students may take the GED exam without GED preparation classes, most students score significantly higher by participating in the individualized instructional program.

Students under 18 must have proof of withdrawal from public school and written permission from a parent or guardian. Before class begins, both student and parent must sign a written enrollment contract to ensure compliance with class rules and campus regulations.

Sixteen-year-olds are accepted only when they are court-ordered to attend a GED class.
For information on GED classes, call 281-756-3554.
For information on GED testing, call the Enrollment Service Center (ESC) at 281-756-3531 or the ACC Testing Center at 281-756-3526.

NEW PROGRAMS AND COURSES ARE ADDED BASED ON DEMAND

Board of Regents
Administration & Staff

Lupe Gonzales
Faculty

James Langley
Faculty

Clara Gonzalez
Industrial Design Student

Board of Regents

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James B. DeWitt, Vice-Chairman
Karlis Ercums III, Secretary
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Brenda Brown
Cheryl Knape
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'Bel Sanchez
Doyle Swindell

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President

Ms. Wendy Del Bello
Assistant to the President/ Executive Director of Development

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Dean of Instruction / Provost

Dr. Darryl Stevens
Dean of Financial & Administrative Services

Dr. Patricia Hertenberger
Dean of Continuing Education Workforce Development and Pearland Center

Ms. JoAn Anderson
Dean of Students

Dr. Andrew Nelson
Dean of Academic Programs

Ms. Lang Windsor
Director of Human Resources

Mr. Karl Stager
Director of Fiscal Affairs / Comptroller

Mr. Patrick Sanger
Director of Institutional Effectiveness & Research

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William Bitner
Chemistry Department Chair, Emeritus
Frankie Blansit
Sports & Human Performance Instructor & Coach, Emeritus
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Instructor of History Instructor, Emeritus
Doris Burbank
Music Instructor, Emeritus
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Cleo Congrady
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Charles Ferguson
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Biology Instructor, Emeritus
Patsy Klopp
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Marvin Longshore
Government Instructor, Emeritus
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Director of Child Lab School, Emeritus
Marcello Joe Rossano
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Gerald Skidmore
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In Memoriam

The Alvin Community College memorial fountain is dedicated to all who have influenced the lives of others through service to the college.

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M.A., University of Houston-Clear Lake

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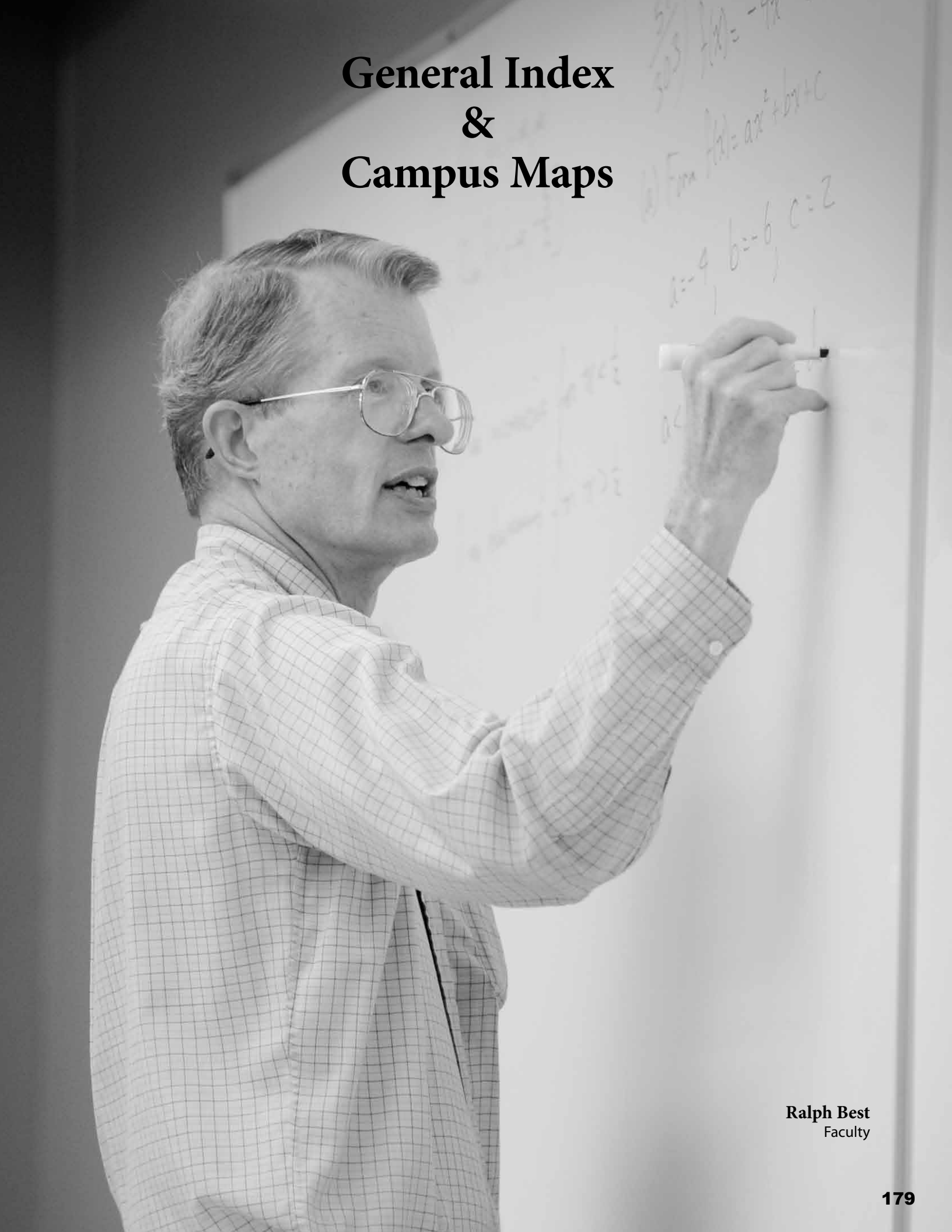

Ralph Best
Faculty

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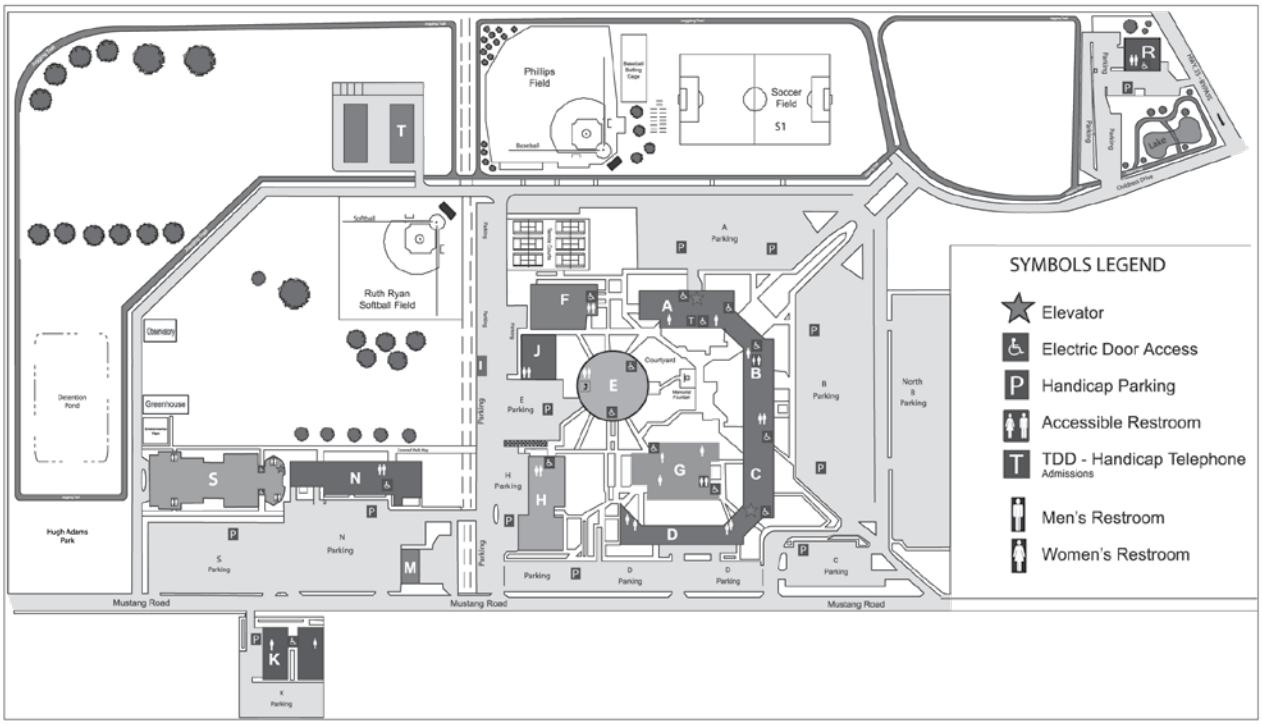
ACC
ALVIN COMMUNITY COLLEGE

CAMPUS MAP



- **A** Enrollment Services Center
  Library / Dean of Students / Cyber Lab
- **B** Administration / Fine Arts
  Art Gallery
- **C** Childcare / Paralegal / Human Resources
  Human Services & Addiction Counseling
- **D** Business Programs
  Industrial Technology
- **E** Student Center / College Store
- **F** Fitness Center
- **G** Liberal Arts
  Dean of Academic Programs
- **H** Continuing Education Workforce Development
  Allied Health Center, Campus Police
- **I** Art - Metals/Jewelry
- **J** Art - Ceramics/Sculpture
- **K** Broadcast Communications
  Court Reporting
- **M** Shipping & Receiving
- **N** Technical Programs
  Criminal Justice / Police Academy
- **R** Nolan Ryan Center
- **S** Science / Health Science
  Dean of Technical Programs
- **T** Transportation / Maintenance

Main Campus 281.756.3500
www.alvincollege.edu

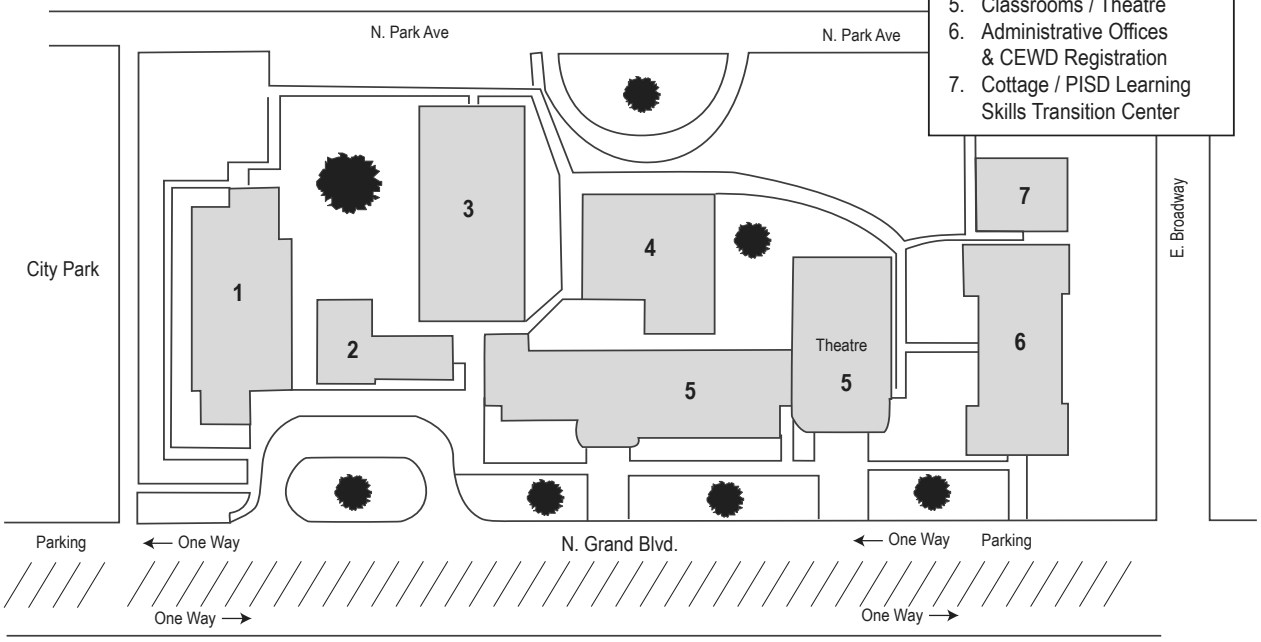
For Emergency Contact
Campus Police 281.756.3700 or Dial 911

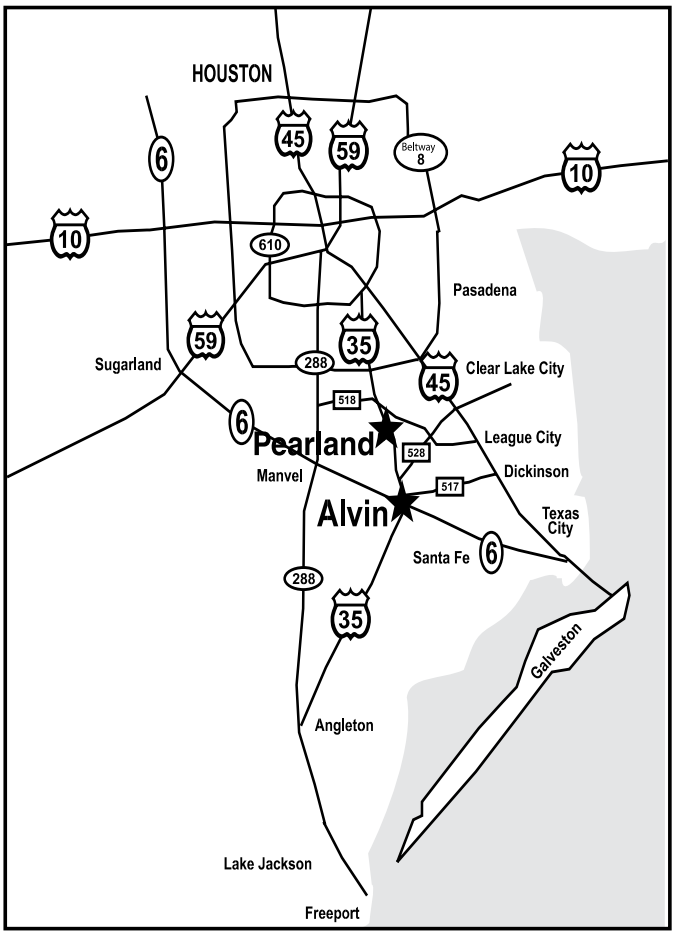
Rev. 3/2011

Alvin Community College

Pearland Center Campus Map

LEGEND:
1. Classrooms
2. Meeting Room / Mail Room
3. Classrooms
4. Advanced Manufacuring Lab
5. Classrooms / Theatre
6. Administrative Offices & CEWD Registration
7. Cottage / PISD Learning Skills Transition Center





How to Reach Alvin Community College Main Campus

Alvin Community College is located 25 miles south of Houston and 30 miles north of Galveston on Hwy. 35 ByPass in Alvin, Texas.

From Houston: Hwy. 35 south; or take I-45 south to Webster, then west on FM 528 to Hwy. 35 ByPass; or Hwy 288 south to Manvel, then east on Hwy. 6 to Hwy. 35 ByPass.

From Galveston: Hwy. 6 to reach Hwy. 35 ByPass, from Angleton and points south, use Hwy. 35.

How to Reach Alvin Community College Pearland Center

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

From Friendswood: FM 518 West to one block past Galveston Rd., which is N. Grand Blvd. Turn right.

From Hwy 288: FM 518 East to two blocks past the intersection of FM 518 (Broadway) and Hwy. 35. Turn left on N. Grand Blvd.

From Alvin: Hwy 35 North to FM 518 (Broadway) intersection. Turn right. Two blocks to N. Grand Blvd. Turn left.