

**Alvin
Community
College**

**General
Information**

1986-1987

ALVIN COMMUNITY COLLEGE CATALOG
VOLUME 37, AUGUST 1986 NO. 1



Alvin Community College announcement of courses for 1986-1987

Approved and accredited by:
The Southern Association of Colleges and Schools
Coordinating Board, Texas College and University System
The Texas Education Agency
National Accreditation for Allied Health Programs

Member:
American Association of Community and Junior Colleges
Texas Public Community and Junior College Association
Texas Junior College Teachers Association
Texas Association of Music Schools
National Junior College Athletic Association
Texas Junior College Athletic Conference

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

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 1986 fall semester.

TABLE OF CONTENTS

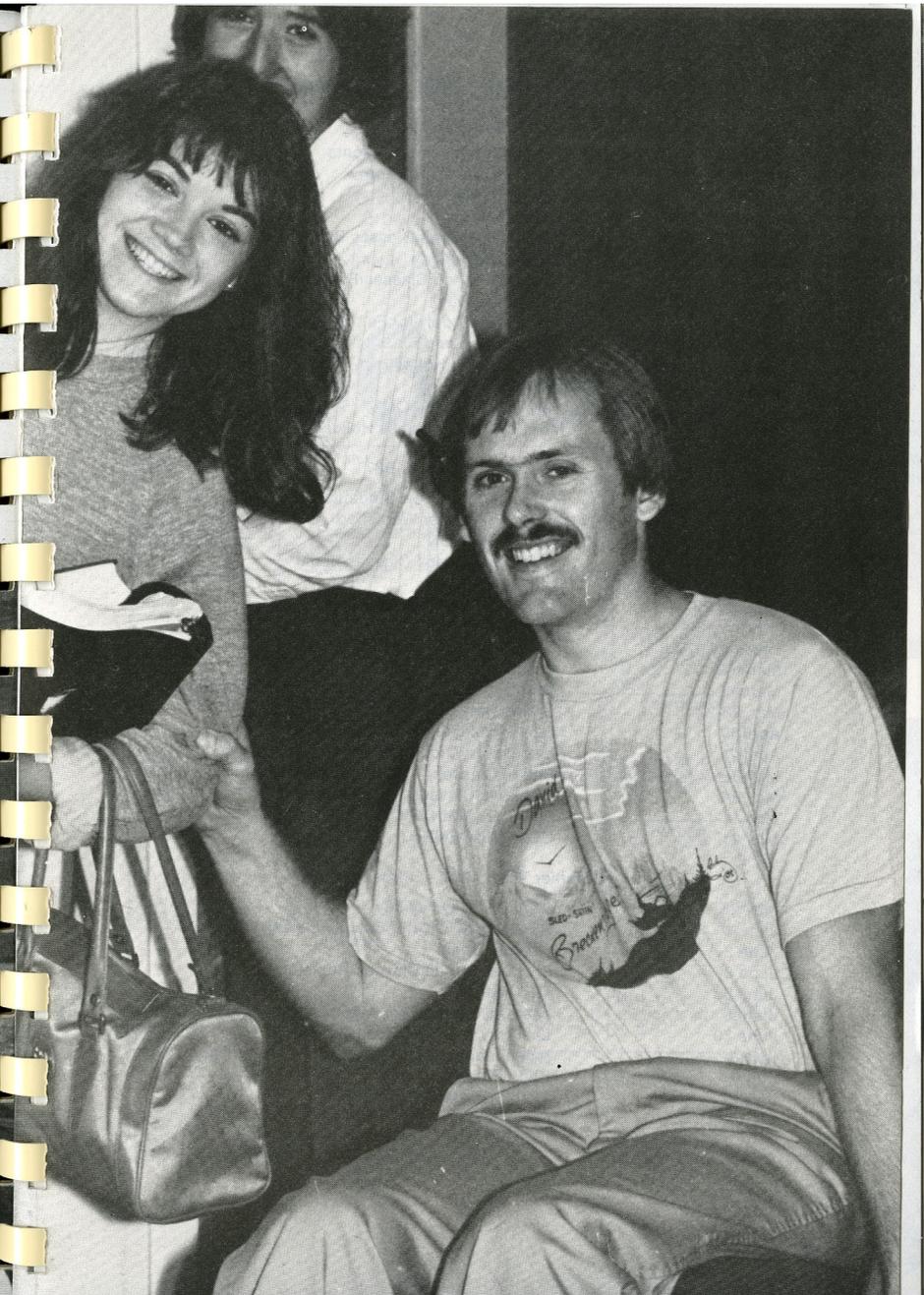
ACADEMIC CALENDAR	8
CORRESPONDENCE DIRECTORY	10
HOW TO ENROLL IN ALVIN COMMUNITY COLLEGE	11
GENERAL INFORMATION	13
Purpose	14
History	14
Facilities	15
Recognition	16
ACADEMIC POLICIES AND REGULATIONS	19
Administrative Interpretation and Change	20
Classification of Students	20
Attendance	20
Normal Academic Load	21
Audit	21
Drops and Withdrawals	21
Dean's List	21
Merit List	22
Academic Probation	22
Compliance Statements	22
Records on Hold	23
Credit by Examination	23
ACT Test Dates	23
Credit for Nontraditional Educational Experience	24
Transfer Credit	24
Course Waiver	24
Physical Education Requirement	24
Grading System	25
Student Records Policy and Procedures	25
Grievance Procedure	26
Disclaimer Statement	26
Graduation Honors	26
Graduation Under a Particular Catalog	27
Graduation Policy	27
Degrees, Diplomas, and Certificates	27
Graduation Requirements	27
Second Degree or Certificate	28
Definitions of Academic Terms	28
Core Curriculums	29
General Provisions	29
STUDENT SERVICES, POLICIES, AND REGULATIONS	33
Admission Requirements	34
Admission Procedures	34
Placement Test	35
Full and Provisional Acceptance	35
International Students	35
Admission to Specific Curriculums	36
Residence Status	37

Resident Classification-Student Responsibility	37
Financial Information	37
Tuition and Fees Schedule (Fall & Spring)	40
Tuition and Fees Schedule (Summer Semesters)	41
Special Fees	42
Refund Policy	43
Counseling	44
Library	44
Learning Laboratory	45
Developmental Studies	45
Child Care Laboratory	45
New Student Orientation	45
Veterans Administration Benefits	46
Texas Vocational Rehabilitation	47
Financial Aid	47
Financial Aid Programs Available	48
Scholarships	49
Placement Service	49
Athletics	50
Physical Fitness Center	50
Cafeteria	50
Parking	50
Co-Curricular Activities	50
Student Handbook	50
College Store	51
CURRICULUM OFFERINGS	53
Academic Programs	54
Associate in Arts Degree	54
General Liberal Arts	54
Art	56
Drama	57
Music (Instrumental Concentration)	58
Music (Voice Concentration)	60
Physical Education	61
Associate in Applied Arts Degree	63
Communications (Radio Broadcasting)	63
Communications (Sound Reinforcement & Recording)	64
Communications (Television)	65
Associate in Science Degree	67
Biological Science	67
Business Administration	68
Mathematics	70
Physical Science	71
Associate in Applied Science Degree	73
Accounting	73
Air Conditioning & Refrigeration	75
Automotive Technology	76
Chemical Technology	77
Child Care & Development	79
Computer Science Technology;	
Computer Programming	81
Computer Systems Technology	83
Court Reporting	85

Criminal Justice	88
Correctional Science	88
Law Enforcement & Police Administration	89
Drafting Technology	91
Electronic Technology	93
Medical Laboratory Technology	94
Mid-Management	97
Bank Specialization	99
Fashion Merchandising	100
Production Specialization	102
Real Estate Specialization	103
Retail Specialization	104
Nursing	105
Respiratory Therapy	108
Secretarial Science	112
Executive Secretary	113
Legal Secretary	114
Medical Secretary	115
Welding	116
Certificate Programs	118
Air Conditioning & Refrigeration	118
Automotive Technology	119
Child Care & Development	120
Communications	121
Broadcasting	121
Sound Reinforcement & Recording	122
Television	122
Computer Science Technology;	
General Computer Data Processing	123
Criminal Justice	124
Correctional Administration	124
Correctional Science	124
Law Enforcement & Police Administration	125
Drafting Technology	126
Electronic Technology	127
Legal Stenography	128
Mid-Management	129
Nursing Assistant Program	131
Respiratory Therapy Program	131
Secretarial Science	133
Stenographer	133
General Office Worker	133
Vocational Nursing Program	134
Welding	136
Award of Achievement	138
Developmental Studies	138
Continuing Education Program	139
ABE/GED/ESL Program	142
Cooperative Education Program	143
DESCRIPTION OF COURSES	147
Accounting	148
Agriculture	149
Air Conditioning & Refrigeration	149

Arts	151
Automotive Technology	152
Biology	154
Business Administration	154
Chemistry	155
Child Care and Development	156
Communications	157
Computer Science	159
Cooperative Education	161
Court Reporting	162
Criminal Justice	164
Czech	166
Drafting	167
Drama	168
Economics	170
Electronics	170
English	172
Fashion Merchandising	173
French	175
Geography	175
Geology	175
German	176
Government	176
Health Medical Laboratory Technology	176
Health Respiratory Therapy Technology	179
History	180
Horticulture (Ornamental)	181
Humanities	182
Journalism	183
Mathematics	183
General Mathematics	183
For Liberal Arts Majors	185
For Elementary Education Majors	185
For Business Majors	185
For Technical Programs	186
Mid-Management	186
Bank Mid-Management	187
Production Mid-Management	188
Real Estate Mid-Management	189
Retail Mid-Management	190
Music	191
General Music	191
Ensembles	193
Applied Music	194
Nursing	195
Associate Degree Nursing	195
Vocational Nursing	196
Orientation	198
Physical Education	198
Activity Courses	198
Varsity Sports	205
Theory Courses	206
Physics	207
Psychology	208
Reading	209

Secretarial Science	209
Sociology	211
Spanish	212
Speech	212
Welding	213
Texas Department of Corrections	215
Air Conditioning and Refrigeration	215
Automobile Mechanics	215
Computer Science	216
Drafting	216
Horticulture (Ornamental)	217
Radio & Television Repair	217
Welding	218
Board of Trustees	221
Emeriti Administrators and Instructors	221
Mortuus	221
Administration	221
Faculty	222
Campus Map	233
Area Map	234



ALVIN COMMUNITY COLLEGE CORRESPONDENCE DIRECTORY

Mailing Address:

3110 Mustang Rd., Alvin, TX 77511

Telephone for Information:

(713) 331-6111

ACC Theatre:
Box Office, ext. 412; 331-0370

Admissions/Records:
Registrar, ext. 247

Associate Degree Nursing:
ADN Director, ext. 260

Business Affairs:
Director of Fiscal Affairs, ext. 225

Cafeteria:
Director of Food Services,
ext. 242

Computer Systems:
Director of Computer
Services, ext. 271

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

Employment by College:
Personnel Director, ext. 349

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

Graduation:
Graduation Advisor, ext. 419

Guidance & Counseling:
Director of Student Services,
ext. 342

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

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

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

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

Public Relations:
Administrative Assistant, ext. 241

Security:
Campus Police, ext. 300

Student Activities:
Coordinator of Student Activities,
ext. 390

Student Employment:
Financial Aid Officer, ext. 206

Student Financial Aid:
Financial Aid Officer, ext. 206

Student Records:
Registrar, ext. 247

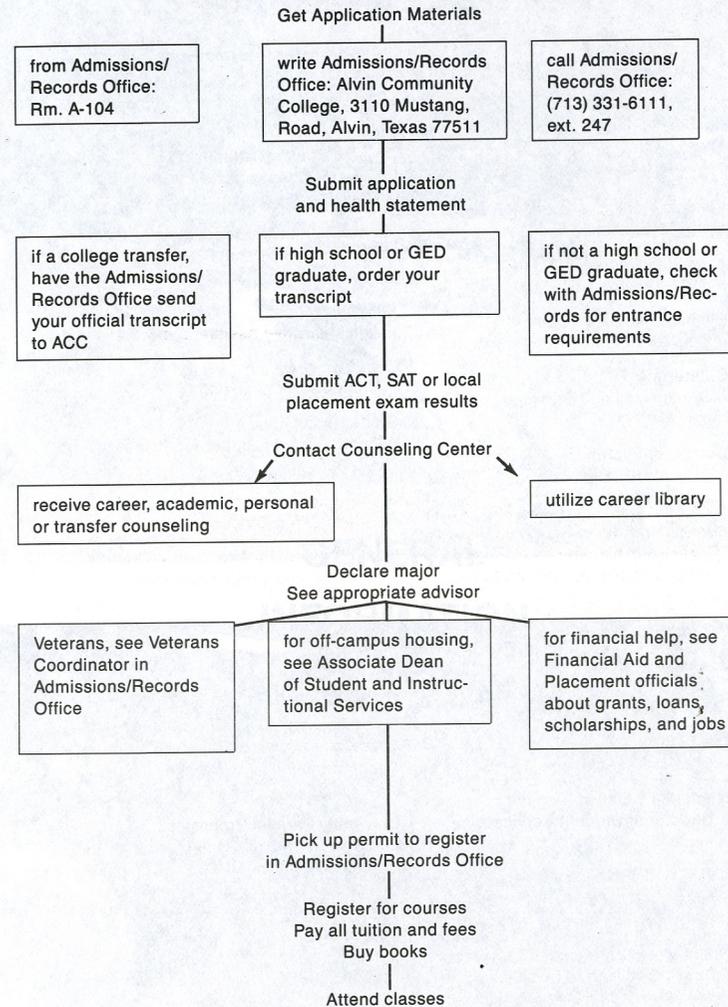
Testing:
Counseling Center, ext. 235

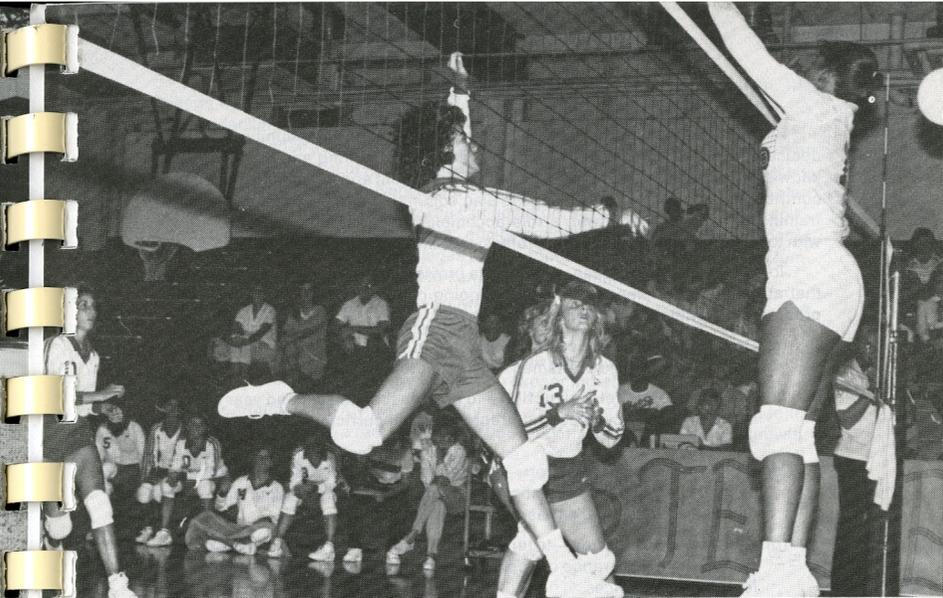
Texas Department of Corrections:
Associate Dean of Student
and Instructional Services,
ext. 238

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

Veterans Benefits:
Registrar, ext. 247

HOW TO ENROLL IN ALVIN COMMUNITY COLLEGE





GENERAL INFORMATION



PURPOSE

For all interested individuals in its service area, Alvin Community College is dedicated to providing continuing opportunities for acquiring and increasing the knowledge and skills needed for personal advancement and for making meaningful contributions to society. The College is also committed to a significant role in the training of regional manpower, a role accomplished through cooperative efforts with local industries, businesses, professions, and governmental units.

To fulfill its stated purpose, the College provides numerous specific programs that are modified as needed to meet changing circumstances. At present these programs fall within the following major areas:

- (a) **Occupational/Technical Instruction**—to meet increasing demands for technicians, skilled craftsmen, and semiprofessional workers.
- (b) **University Parallel Instruction**—to provide first and second year courses in the arts and sciences and preprofessional curriculums that transfer to senior institutions.
- (c) **Developmental Instruction**—to offer foundation courses that enhance success in occupational/technical and university parallel programs or that improve an individual's grasp of fundamental knowledge.
- (d) **Continuing Education**—to furnish individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.
- (e) **Student Services**—to provide professional assistance in helping students achieve educational, occupational, and personal goals.
- (f) **Student Activities**—to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.
- (g) **Special Programs and Services**—to meet the particular training requirements of new or expanding occupations and to provide constructive responses, through any appropriate means, for the ever-changing needs of the community.
- (h) **Staff Development**—to provide activities and training for the continuous professional growth and competency of all College employees.
- (i) **Instructional Services**—to provide support to instructional and student services personnel.

The nine areas of endeavor listed above indicate the present organization of institutional commitments to the overall purpose of the College. However, because of the dynamic nature of both the educational process itself and the region served by the College, any list of specific applications is subject to revisions and expansions commensurate with sound educational practice.

HISTORY

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

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

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

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

The enrollment of Alvin Community College has grown from 134 students (1949) to 1709 (1965) to a record high of 4,058 (1985). During this period of growth, the leadership of Alvin Community College has been under five presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), Dr. T. V. Jenkins (1971-1976), and Dr. A. R. Allbright (1976 to present).

FACILITIES

The main campus of Alvin Community College, situated on 162 acres in Alvin, Texas, consists of eleven buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, Occupational Technical Building, KACC Radio Station, and a Maintenance Storage Complex.

The first floor of the Learning Resources Center contains the Computer Center, Counseling and Testing Center, Financial Aid and Placement Office, Admissions/Records, Veterans, and Graduation Office, Business Office, Registrar's Office, Communications Center, and Media Center. The second floor houses the Learning Laboratory and the 30,000-volume Library.

The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, an art gallery, and a 400-seat theater/auditorium.

The Health and Paramedical Technologies Center contains classrooms and laboratories for all health-related departments. A Child Care and Development Laboratory School is also located in the building.

In addition to the many classrooms located in the Business and Industrial Technologies Building, laboratories are provided for the different programs in the area. Students have access to a courtroom. An open-concept secretarial laboratory contains learning carrels. Criminal justice students study in a crime lab. A window display case provides fashion merchandising students with actual advertising experiences. Laboratories for instruction in industrial programs include an electronics lab with individual work stations and a microcomputer, an automobile mechanics lab, and a welding lab and fabricating shop.

The Student Center consists of "The Hideout" student lounge, a gameroom, Student Activities offices, a cafeteria, and the College Store.

The Physical Fitness Center includes a gymnasium, men's and women's weight rooms, four racquetball courts, a steam bath, sauna, dressing rooms, lock-

ers, eight tennis courts, a baseball field, two-mile jogging track and par course, a soccer/football field, and auxiliary equipment.

The Liberal Arts Center contains classrooms as well as language and biofeedback laboratories.

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

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

In 1978, the College began operation of an FM educational radio station, KACC. The station operates on 91.3 MHz with a daily schedule of local news, public affairs, and educational and light entertainment programs.

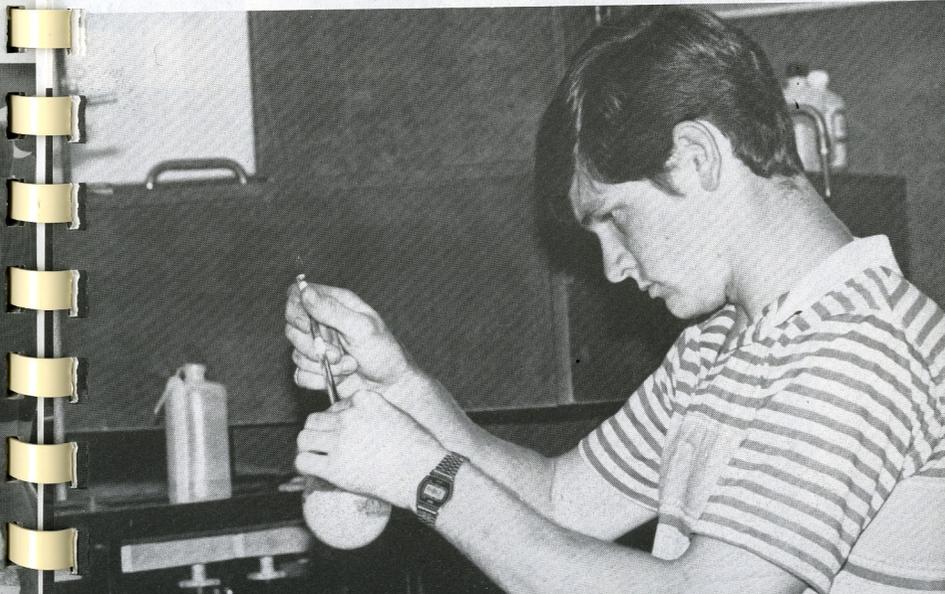
There is parking space on campus for approximately 1,600 vehicles.

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

RECOGNITION

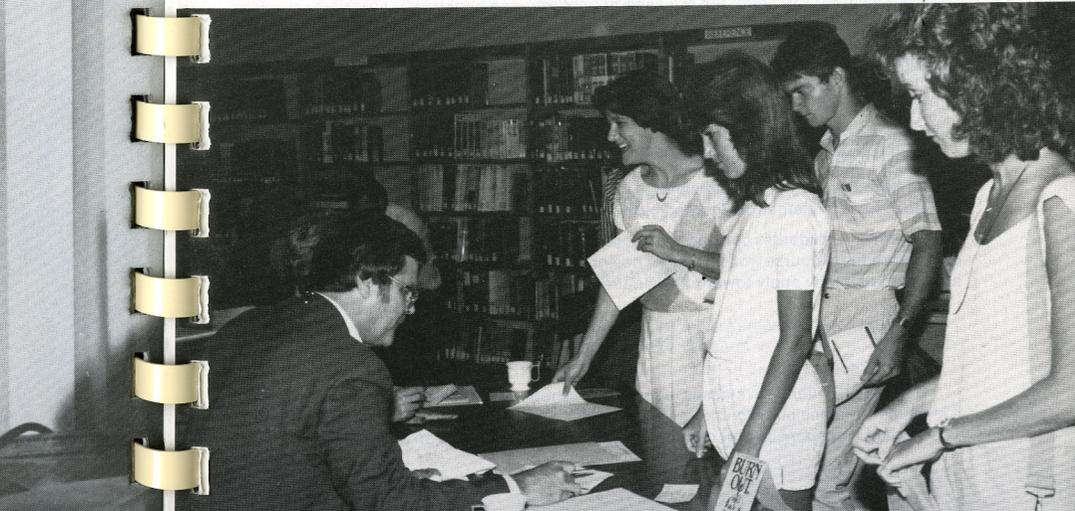
Alvin Community College holds full membership in the Southern Association of Colleges and Schools and in the Association of Texas Colleges and Universities. It is approved by the Texas Education Agency and by the Coordinating Board of the Texas College and University System.

Alvin Community College is a member of the American Association of Community Junior Colleges, the Southern Association of Junior Colleges, the Texas Junior College Association, the Texas Public Junior College Association, the Association of Texas Colleges and Universities, the National Commission on Accrediting, the National Junior College Athletic Association, and the Texas Junior College Athletic Conference.





**ACADEMIC POLICIES
AND
REGULATIONS**



ADMINISTRATIVE INTERPRETATION AND CHANGE

The administration of Alvin Community College acts as final interpreter of this *Catalog*. The College may change requirements and regulations as necessitated by College or legislative action.

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

Curriculum Student: A student is designated as a curriculum student when his/her file in the Admissions/Records Office contains all of the information required for general admission to the College as a regular student and when he/she has been admitted to one of the curriculums of the College. A curriculum student is one of the following:

1. A full-time or part-time student working toward completion of an associate degree, diploma, certificate, or developmental program;
2. A full-time or part-time student taking credit courses for transfer to another college or university.

Special Student: A special student is one who is permitted to register under special conditions including the following:

1. A part-time student taking a course(s) as an audit for no credit;
2. A high school senior who, with the permission of his/her high school principal and the Admissions/Records Office, is concurrently enrolled in a college course(s);
3. A part-time student who is not enrolled in an associate degree, diploma, or certificate program, who may be taking a course(s) for credit, and who is designated a general studies student by the College (Such students may later apply to the College for admission to a program);
4. A person who has not yet fulfilled all of the requirements as a regular student but who is admitted under special consideration.

Full-time Student: A student is considered full-time if he/she is carrying 12 or more credits of course work during the Fall or Spring semesters and six or more credits during a summer session.

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

Freshman: A student is classified as a freshman until he/she has completed 32 credits of work in his/her designated curriculum.

Sophomore: A student is considered a sophomore after he/she has completed 32 or more credits of course work in his/her designated curriculum. Transferred credits are included if they apply toward the requirements of the student's curriculum.

ATTENDANCE

Regular attendance in classes is expected. When a student must miss a class, it is his/her responsibility to inform the instructor prior to the absence if possible. The student is responsible for completing all work missed during an absence; any

work missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence.

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

NORMAL ACADEMIC LOAD

The normal academic load for students is 15-17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits must ordinarily have a 3.0 grade-point average or higher and must have the approval of the Dean of Instruction, Student and Community Services or his designee.

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

AUDIT

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

DROPS AND WITHDRAWALS

After a student has registered and paid for courses, he/she is considered enrolled until an official drop has been processed in the Admissions/Records Office, Room A-104. Continued non-attendance does not automatically terminate enrollment in the course; therefore, a student who ceases to attend class without first officially dropping the course will receive a failing grade in that course.

To drop a course or withdraw from the College (drop all courses), the student must obtain the appropriate drop form in the Admissions/Records Office, secure the appropriate signatures, and return the form to the Admissions/Records Office.

Courses should be dropped in the Admissions/Records Office by the student; however, written requests to the Registrar are accepted when the student is unable to appear. Drops become effective on the date the letter is received and the drop slip processed.

DEAN'S LIST

The names of students who complete 12 or more semester hours during a semester with a grade-point average of 3.5, with no grade lower than a "C" for the term, will be placed on the Dean's List in recognition of scholastic achievement.

MERIT LIST

Students who complete 7-11 semester hours during a semester and earn a grade point average of 3.5, without any "F" or "U" grades, will be placed on the Merit List.

ACADEMIC PROBATION

Any student who fails to maintain at least a 2.0 cumulative grade point average on a minimum of 6 hours attempted will be placed on academic probation until his/her cumulative average is raised to 2.0 or higher.

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

A student transferring to Alvin Community College on academic probation or suspension from another college must gain approval from the Dean of Instruction, Student and Community Services, or his designee, for admission to the College. Such approval will be conditional.

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

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

COMPLIANCE STATEMENTS

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and Title IX of the Education Amendments of 1972 (P.L. 92-318), Alvin Community College does not discriminate against, or exclude from participation in any of its programs or activities either in the student body or the staff, any person on the grounds of sex, race, color, religion, handicap, or national origin.

Any complaints of an alleged violation should be directed to the Director of Personnel.

Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and does not discriminate, on the basis of handicap, in the operation of its educational programs or in its admission and employment practices.

Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Information concerning any such conditions, or inquiries concerning any practices as they relate to Section 504, should be directed to the Associate Dean of Student and Instructional Services.

RECORDS ON HOLD

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

CREDIT BY EXAMINATION

Alvin Community College awards credit in some subjects to academically qualified students based on scores made on recognized national or locally-administered examinations.

Recognized tests include:

- College Level Examination Program General;
- College Level Examination Program Subject;
- American College Testing Proficiency Examination Program;
- College Entrance Examination Board Advanced Placement Program;
- National League for Nursing Achievement;
- Certified Public Secretary;
- Locally constructed departmental tests.

Credit and a letter grade of A, B, or C will be awarded to students who successfully complete locally constructed examinations. Credit and notation of credit earned will be awarded for a score of 50 percentile or higher on the nationally administered tests listed above.

A fee of \$8 per semester hour will be charged for locally administered tests. Fees for national tests are determined by the testing agency.

NOTE: Credit by examination will not normally be awarded for a course in which a student has been enrolled or for which a previous examination has been attempted. A student must be accepted for admission by Alvin Community College before credit will be approved. Appropriate department chairpersons and associate deans must approve all credit-by-examinations. Credit will be awarded and placed on the student's academic record only after an equal number of semester hours are successfully completed on the Alvin Community College campus in each curriculum involved.

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

1986-87

ACT Test Dates

The ACT Test is not required by Alvin Community College, but is recommended for placement purposes.

Registration deadlines and test dates are as follows:

Test Date	Registration Deadline
Oct. 25, 1986	Sept. 26, 1986
Dec. 13, 1986	Nov. 14, 1986
Feb. 7, 1987	Jan. 9, 1987
Apr. 11, 1987	Mar. 13, 1987
June 13, 1987	May 15, 1987

CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCE

College credit may be awarded for schooling received from non-accredited but recognized agencies such as the armed forces schools. Guidelines established by the American Council on Education will be used to determine the validity of the schooling, and the credit will be awarded accordingly. The Admissions/Records Office has additional information.

TRANSFER CREDIT

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

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

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

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

For additional information regarding transfer of credits, see CORE CURRICULUM, General Provisions, page 29 in this *Catalog*, or see the Graduation Advisor for evaluation of transfer credits.

COURSE WAIVER

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

PHYSICAL EDUCATION REQUIREMENT

Alvin Community College supports the significance and importance of physical activity/education as a collegiate concept. Physiological and psychological health is intertwined with one's physical faculties; therefore, the College requires one year of physical activity as a partial satisfaction for curriculums.

Students with justifiable extenuating circumstances may petition the Physical Education Department Chairperson and be approved by the appropriate associate dean for a course waiver.

GRADING SYSTEM*

- A = Excellent — Four grade points per credit
- B = Good — Three grade points per credit
- C = Average — Two grade points per credit
- D = Poor — One grade point per credit
- F = Failure — No grade point credit
- S = Satisfactory — No grade point credit
- R = Re-enroll — The grade of "R" for re-enroll means that no credit will be awarded until course objectives are completed. Its use will be limited to developmental courses only to permit re-enrollment for the completion of course objectives. It will be further limited to use only one time for any given student unless there is a recommendation made by the instructor and reviewed by the appropriate department chairperson, and, if necessary, the appropriate associate dean.
- U = Unsatisfactory — No grade point credit
- W = Withdrawal by the end of the fourth week in a long semester, by the end of the third week in a twelve weeks semester, or by the end of one and one-half weeks in a six weeks semester. A "W" grade is not counted in hours attempted.
- WP = Withdrawal Passing — Does not count as a course attempted
- WF = Withdrawal Failing — Does count as a course attempted and is figured as a "F" when compiling grade point averages.
- I = Incomplete — No grade point credit. An incomplete grade ("I") is given when a course is nearly completed and when, in the instructor's opinion, it may be completed with minimal additional work on the part of the student and the instructor. It is the student's responsibility to make arrangements for completion of the course work. If the course work is not completed by the end of the following semester, the earned grade (A, B, C, D, or F) will be reported by the instructor. Any "I" not changed by the instructor at the end of the following semester (December, May, August) will automatically be changed to an "F."
- X = Audit — No grade point credit. Permission of the Dean of Instruction, Student and Community Services is required to audit a class. Registration for an audit class is on the last day of late registration on a space-available basis.

*As a general guide, a grade of "A" will be assigned for grades (or equivalents) of 90-100; "B" for 80-89; "C" for 70-79; and "D" for 60-69. Exceptions to this grading system exist; one example is Associate Degree Nursing and Vocational Nursing.

STUDENT RECORDS POLICY AND PROCEDURES

As a general rule, the College will not release any information concerning student records without the written consent of the student or his parent (if the student is a minor).

Release of General Information

The College will release the following items of "directory information" without the written consent of the student: name, address, telephone number, date and place of birth, major, awards and degrees, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. *The student is responsible for notifying the Admissions/Records Office by the 12th Class Day of the semester if any of the information listed above is not to be released.* No information is released by telephone.

Review of Record

Any student who desires to review his/her record may do so upon request to the Admissions/Records Office. A student may have copies of his/her record at a charge not to exceed \$1.00 per page.

Challenge to Accuracy of Record Keeping

Any student who desires to challenge the accuracy of his/her records should present his/her request to the Associate Dean of Student and Instructional Services. Should additional clarification be necessary, a request for formal review may then be made to the Dean of Instruction, Student and Community Services.

Normally, all grades published are considered final. *Any question of error must be brought to the attention of the instructor before the end of the following semester.*

GRIEVANCE PROCEDURE

Any student wishing to present a grievance for possible action should first discuss the matter with his/her instructor. Thereafter, as deemed necessary, the grievance should be presented to the program director, department chairperson, appropriate associate dean, Dean of Instruction, Student and Community Services, and the President. If the student should feel that the matter is still unresolved, he/she may then request a hearing before the Board of Trustees.

DISCLAIMER STATEMENT

At the time of class schedule publication, it is the intention of the College to teach courses in accordance with time, room, and instructor listed. However, the College reserves the right to make schedule adjustments and to delete or discontinue any class when enrollment or other circumstances justify such action.

GRADUATION HONORS

Honors recognition will be given to those degree candidates whose grade point average for all work (excluding developmental courses) at Alvin Community College is 3.2 or higher. In computing grade point average for graduation honors, all hours completed (with grades awarded) will be used. Courses which have been repeated will be counted for each time taken. The grade point average for graduation (2.0) will include only the hours needed for graduation and the best grade for repeated courses.

Appropriate honors based on scholastic achievements are recorded on the student's degree as follows:

- 3.2 grade point average — Cum Laude (with honors)
- 3.5 grade point average — Magna Cum Laude (with high honors)
- 3.8 grade point average — Summa Cum Laude (with highest honors)

GRADUATION UNDER A PARTICULAR CATALOG

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

GRADUATION POLICY

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

DEGREES, DIPLOMAS, AND CERTIFICATES

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

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

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

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

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

Developmental courses may not be used to fulfill the requirements for a degree or certificate.

GRADUATION REQUIREMENTS

The student must:

1. Meet entrance requirements;
2. Fulfill all course requirements of a particular curriculum as specified in the *College Catalog* and/or student's degree plan;

3. For a two-year program, complete 24 semester hours in residence at Alvin Community College; for a one-year program, complete 12 semester hours in residence (In each program, at least half of the hours in residence must be in the student's major field of study);

4. Earn a grade point average of at least 2.0 (C average) in courses required by the student's particular curriculum;

5. For a two-year program, complete two semester hours of activity physical education; for a one-year program, complete the number of hours of activity physical education specified in the student's particular curriculum (Students with justifiable extenuating circumstances may petition for a waiver). The petition must originate with the Physical Education Department Chairperson and be approved by the appropriate associate dean;

6. File an application for graduation with the Graduation Advisor (Late applications will result in the student's graduation being postponed until the following scheduled graduation, at the earliest);

7. Resolve all financial obligations to the College and return all borrowed materials, including library books (Failure to resolve such obligations will result in the student's records being placed on "hold," prohibiting graduation);

8. If a spring graduate, attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

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

SECOND DEGREE OR CERTIFICATE

In awarding students an additional degree, diploma, or certificate, Alvin Community College grants credit for all previously completed courses which are requirements of the additional degree, diploma, or certificate. The student must pay the regular fee for the second degree, diploma, or certificate.

DEFINITIONS OF ACADEMIC TERMS

Following are the definitions of terms with which the reader may not be familiar:

Academic Probation: The status of a student whose grade point average is below the minimum standard;

Admission: Acceptance of a student for enrollment;

Audit: A comment recorded on a transcript in place of a grade for a course which a student has elected to take without credit;

Corequisite: A course which must be taken simultaneously or prior to another course;

Curriculum: A specific course of study leading to a degree or certificate;

Elective: A subject or course which a student may choose to take, as distinguished from a "required course";

Expulsion: Dismissal from the College, normally without recourse for re-enrollment;

Faculty: The instructional staff of the College;

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

Matriculation: Enrollment in the College;

Prerequisite: An academic requirement which must be met before a certain course may be taken;

Registration: Process of enrolling for classes, constituting the selection of courses by days and hours and the payment of fees;

Suspension: A requirement that a student cease matriculation in the College for at least one semester;

Term: A subdivision of the academic year, i.e., Fall, Spring, and Summer Terms;

Transcript: A certified copy of the student's academic record;

CORE CURRICULUMS

The Coordinating Board, Texas College and University System, has adopted a "Core Curriculum" for three major fields of study and is conducting studies in additional fields. The objective of this work is to provide "a basic core of general academic courses which, when offered at a junior college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been done at the receiving institution."

The following statement of policy was adopted by the Coordinating Board, Texas College and University System, on October 16, 1967. It became effective on September 1, 1968, and applied to all public colleges and universities in Texas. Private colleges and universities usually implement this policy voluntarily.

GENERAL PROVISIONS

1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at an accredited* Texas public junior college; such credits will apply toward a degree in an academic field covered by the core curriculums at a Texas public senior college or university.

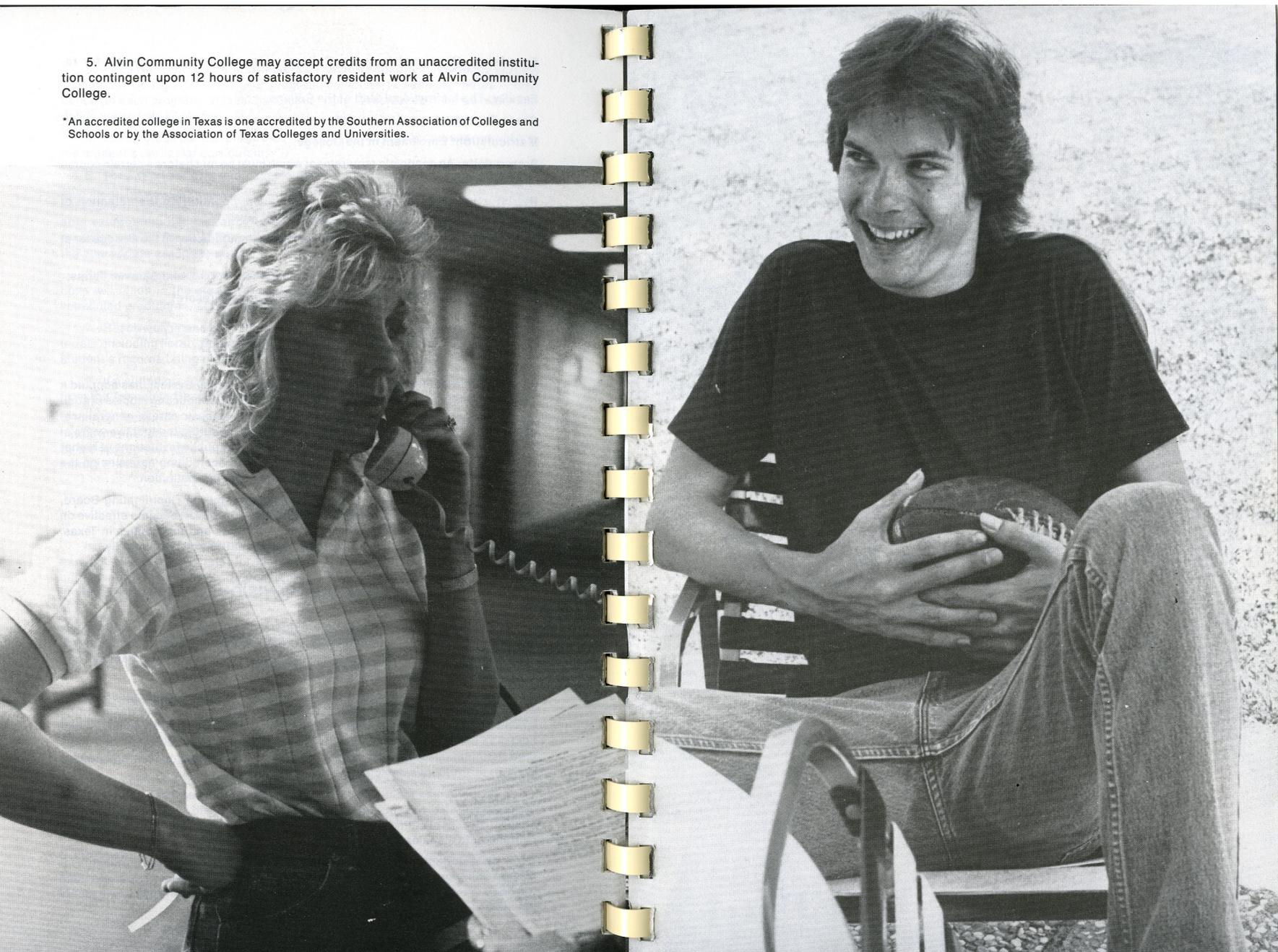
2. Each Texas public senior college or university shall accept credits earned by any student transferring from an accredited Texas public junior college, provided such credits are within the core curriculum of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as stated in the catalog of the senior institutions and as they apply to the student's declared major.

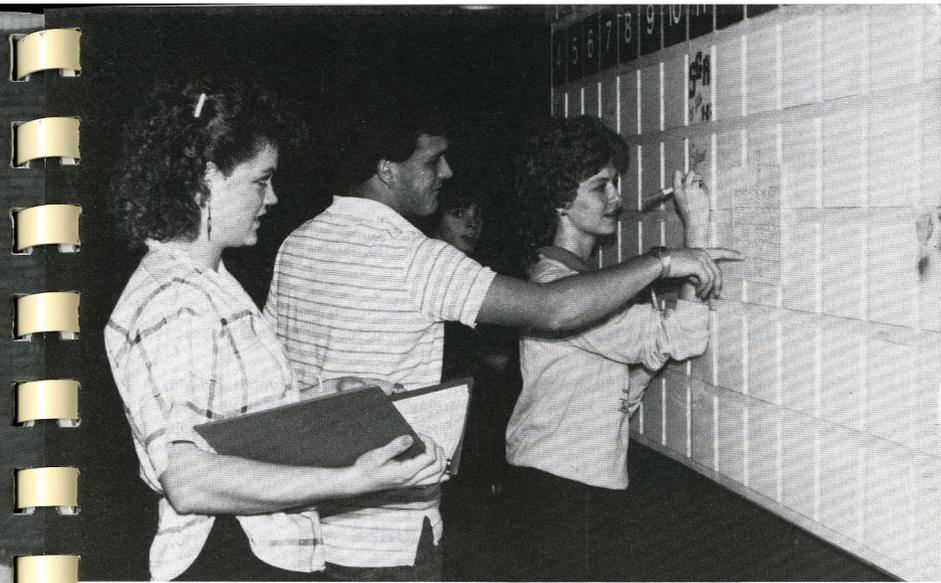
3. Inasmuch as the core curriculums necessarily depend upon the student's major, he/she shall be required to declare his/her major field no later than the end of his/her first year of attendance at the junior college and upon request for admission by transfer to a senior institution.

4. The student shall not be required to complete the entire core curriculum for it to be valid and freely transferable, but any course shall also be transferable, provided that the course was completed prior to original registration in the senior institution.

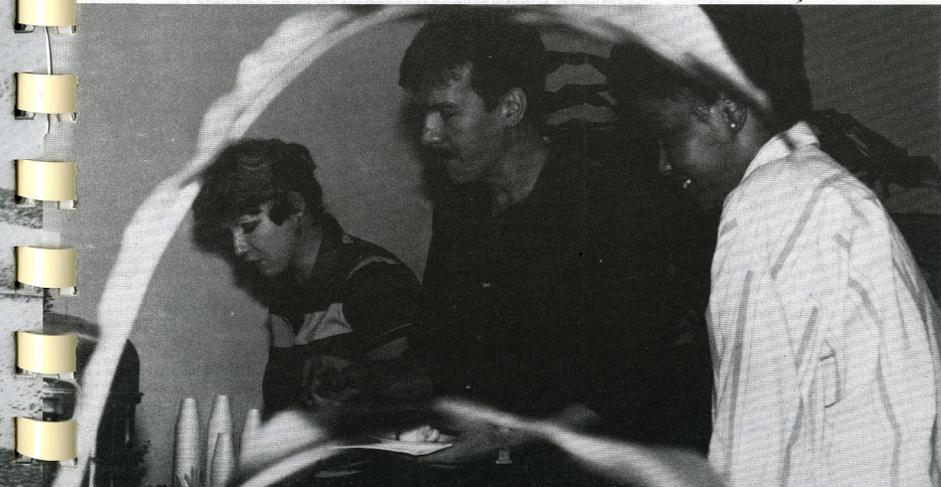
5. Alvin Community College may accept credits from an unaccredited institution contingent upon 12 hours of satisfactory resident work at Alvin Community College.

*An accredited college in Texas is one accredited by the Southern Association of Colleges and Schools or by the Association of Texas Colleges and Universities.





**STUDENT SERVICES,
POLICIES and
REGULATIONS**



ADMISSION REQUIREMENTS

A student may be admitted to Alvin Community College on any of the following conditions:

1. Transfer in good standing from another college or university;
2. Graduation from an accredited high school;
3. Successful completion of the General Educational Development (GED) test;
4. Individual approval —
 - a. A person who is age 17 or above may apply to the Admissions/Records Office for approval;
 - b. A student who has completed his/her junior year of high school and who is age 17 or above may, upon recommendation of the high school principal and with approval from the Admissions/Records Office, be permitted to enroll in a maximum of two (2) courses at ACC while concurrently enrolled in a senior high school.

ADMISSION PROCEDURES

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

1. Additional requirements for the student *working for a certificate or a degree*:
 - a. Former student — There are no additional requirements if the student has attended ACC since 1971;
 - b. Transfer student —
 - (1) The student must submit official transcripts from all previous colleges;
 - (2) The student must submit ACT or SAT scores or local placement exam scores, if English and math are not transferred;
 - (3) If the student is on academic probation or suspension from another school, he/she must gain approval from the Dean of Instruction, Student and Community Services (or his designated representative) for admission to the College. Such approval will be conditional;
 - c. High school or GED graduate — The student must submit ACT, SAT, or local placement exam scores; a high school graduate must order his/her transcript;
 - d. Student without high school equivalency —
 - (1) The student must gain individual approval from the Admissions/Records Office after providing sufficient evidence that he/she can benefit from college work;
 - (2) The student must submit ACT or SAT scores or local placement exam scores.

2. Additional requirements for the student *not working for a certificate or a degree* (The student must notify the Admissions/Records Office that he/she is not working for a certificate or degree):
 - a. Former or transfer student, high school or GED graduate — There are no additional requirements;
 - b. Student without high school equivalency —
 - (1) The student must gain individual approval from the Admissions/Records Office after providing sufficient evidence that he/she can benefit from college work;
 - (2) Current high school students who have completed his/her junior year must have an approval letter about concurrent enrollment from his/her high school principal.
 - c. College transient student — The student must sign a statement that he/she is in good standing at the last college attended;
 - d. Concurrent student — The student with concurrent enrollment must submit an approval letter from the other college he/she is attending.

PLACEMENT TEST

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

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

The Scholastic Aptitude Test (SAT) is acceptable.

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

FULL AND PROVISIONAL ACCEPTANCE

A new student will be fully accepted by the Admissions/Records Office after all required documents are on file. A student will be provisionally accepted until all required documents are received. All documents should be submitted as soon as possible.

INTERNATIONAL STUDENTS

Students from other countries attending Alvin Community College are called international students. An international student is a citizen of a country other than the United States who has a (F-1 or M-1) visa for educational purposes and who intends to return to his/her home upon completion of his/her educational program.

International students must carry a minimum of twelve (12) semester hours to meet Department of U.S. Naturalization and Immigration Service's requirements. Because no scholarships or grants are available to international students, it is essential that students from outside the United States have sufficient funds to cover their expenses while in this country. The international student tuition is \$40.00 per

semester hour with a minimum tuition and fees of \$562.00 for the regular term and \$285.00 for the summer session (subject to change without notice).

International students interested in applying for admission to ACC should send an international money order of \$25.00 (non-refundable) to the ACC Director of International Programs. The student will then be sent an application packet which includes an ACC *Catalog*, an international student brochure, a fee schedule, a class schedule, an ACC application, and TOEFL information.

Before any action can be taken on their applications, international students who wish to become degree-seeking students at Alvin Community College must complete and file the following with the Director of International Programs fifteen days prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed application form;
2. A health form (physician's examination);
3. Official transcripts for at least the last four years of secondary school study and any university-level or other post-secondary school work that has been completed or attempted. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English transcriptions;
4. An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum score of 500 or above;
5. An Affidavit of Support;
6. An educational background letter from the foreign student advisor of the previous school attended (this applies to students already enrolled in a school in the United States);
7. A deposit of \$500 in the Alvin Community College Business Office.

Once an international student has been accepted for enrollment, he/she must agree to attend foreign student orientation each semester or summer session that he/she attends Alvin Community College.

ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered for admission to a curriculum are the student's educational and occupational experiences. The student may have to meet reasonable standards to insure that he/she possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the Curriculum Offerings section of the *College Catalog*. Students who do not meet the requirements for a specific curriculum or course may be eligible to enter that curriculum or course after they have completed preparatory course work.

It is policy not to admit a student to a curriculum unless he/she meets all of the listed requirements for the curriculum. The Admissions Officer will officially admit the student upon the approval of the director responsible for the curriculum. If the student has not completed all of the admission requirements for the curriculum, he/she will be required to complete these requirements.

RESIDENCE STATUS

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

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

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

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

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

RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

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

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

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

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

FINANCIAL INFORMATION

Students must pay all tuition and fees in full at the time of registration (or as posted in the case of advance registration). A student may not attend class until all

payments have been made. A student who has received a scholarship is required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration. Students needing financial assistance should make application to the Student Financial Aid Office early in order to satisfy deadlines described in the Financial Aid section of this *Catalog*.

The College reserves the right to change, without notice, tuition and fees and related requirements and regulations as necessitated by College or legislative action.



**ALVIN COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE
Fall and Spring Semesters**

This schedule represents fees for the Fall and Spring Semesters based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

NOTE: Registration does not become official until tuition and fees are paid.

CRED HRS	TUITION			OUT-OF- DIST FEE*	SPECIAL FEES		TOTAL CHARGES**		
	RI	RO	NR		STUDENT SERVICE	REGISTR FEE	RI	RO	NR
1	\$ 50.00	\$ 50.00	\$200.00	\$ 5.00	\$12.00	\$10.00	\$ 72.00	\$ 77.00	\$227.00
2	50.00	50.00	200.00	10.00	12.00	10.00	72.00	82.00	232.00
3	50.00	50.00	200.00	15.00	12.00	10.00	72.00	87.00	237.00
4	50.00	50.00	200.00	20.00	12.00	10.00	72.00	92.00	242.00
5	50.00	50.00	200.00	25.00	12.00	10.00	72.00	97.00	247.00
6	50.00	50.00	240.00	30.00	12.00	10.00	72.00	102.00	292.00
7	56.00	56.00	280.00	35.00	12.00	10.00	78.00	113.00	337.00
8	64.00	64.00	320.00	40.00	12.00	10.00	86.00	126.00	382.00
9	72.00	72.00	360.00	45.00	12.00	10.00	94.00	139.00	427.00
10	80.00	80.00	400.00	50.00	12.00	10.00	102.00	152.00	472.00
11	88.00	88.00	440.00	55.00	12.00	10.00	110.00	165.00	517.00
12	96.00	96.00	480.00	60.00	12.00	10.00	118.00	178.00	562.00
13	104.00	104.00	520.00	60.00	12.00	10.00	126.00	186.00	602.00
14	112.00	112.00	560.00	60.00	12.00	10.00	134.00	194.00	642.00
15	120.00	120.00	600.00	60.00	12.00	10.00	142.00	202.00	682.00
16	128.00	128.00	640.00	60.00	12.00	10.00	150.00	210.00	722.00
17	136.00	136.00	680.00	60.00	12.00	10.00	158.00	218.00	762.00
18	144.00	144.00	720.00	60.00	12.00	10.00	166.00	226.00	802.00
19	152.00	152.00	760.00	60.00	12.00	10.00	174.00	234.00	842.00
20	160.00	160.00	800.00	60.00	12.00	10.00	182.00	242.00	882.00

*Out-of-District Fee—\$5.00 per credit hour, not to exceed \$60.00. Applies to RO & NR

**Does not include lab, P.E., or parking fees; insurance; or books

RI — Resident, In-District
RO — Resident, Out-of-District
NR — Non-Resident (Out-of-State and International Students)

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

This schedule represents fees for the Summer Semesters based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

NOTE: Registration does not become official until tuition and fees are paid.

41

CRED HRS	RI	TUITION		OUT-OF- DIST FEE*	SPECIAL FEES STUDENT SERVICE	REGISTR FEE	TOTAL CHARGES**		
		RO	NR				RI	RO	NR
1	\$ 50.00	\$ 50.00	\$200.00	\$ 5.00	\$5.00	\$10.00	\$ 65.00	\$ 70.00	\$220.00
2	50.00	50.00	200.00	10.00	5.00	10.00	65.00	75.00	225.00
3	50.00	50.00	200.00	15.00	5.00	10.00	65.00	80.00	230.00
4	50.00	50.00	200.00	20.00	5.00	10.00	65.00	85.00	235.00
5	50.00	50.00	200.00	25.00	5.00	10.00	65.00	90.00	240.00
6	50.00	50.00	240.00	30.00	5.00	10.00	65.00	95.00	285.00
7	56.00	56.00	280.00	35.00	5.00	10.00	71.00	106.00	330.00
8	64.00	64.00	320.00	40.00	5.00	10.00	79.00	119.00	375.00
9	72.00	72.00	360.00	45.00	5.00	10.00	87.00	132.00	420.00
10	80.00	80.00	400.00	50.00	5.00	10.00	95.00	145.00	465.00
11	88.00	88.00	440.00	55.00	5.00	10.00	103.00	158.00	510.00
12	96.00	96.00	480.00	60.00	5.00	10.00	111.00	171.00	555.00
13	104.00	104.00	520.00	60.00	5.00	10.00	119.00	179.00	595.00
14	112.00	112.00	560.00	60.00	5.00	10.00	127.00	187.00	635.00
15	120.00	120.00	600.00	60.00	5.00	10.00	135.00	195.00	675.00
16	128.00	128.00	640.00	60.00	5.00	10.00	143.00	203.00	715.00
17	136.00	136.00	680.00	60.00	5.00	10.00	151.00	211.00	755.00
18	144.00	144.00	720.00	60.00	5.00	10.00	159.00	219.00	795.00
19	152.00	152.00	760.00	60.00	5.00	10.00	167.00	227.00	835.00
20	160.00	160.00	800.00	60.00	5.00	10.00	175.00	235.00	875.00

*Out-of-District Fee—\$5.00 per credit hour, not to exceed \$60.00. Applies to RO & NR

** Does not include lab, P.E., or parking fees; insurance; or books

RI — Resident, In-District
RO — Resident, Out-of-District
NR — Non-Resident (Out-of-State and International Students)

SPECIAL FEES

Student Service Fee	
Fall or Spring semester	\$12.00
Summer term	\$ 5.00
Registration Fee	
All Semesters, non-refundable	\$10.00
Applied Music Fees	
Private Lessons — per semester hour	\$60.00
Class Change Fee	
(For approved class changes made for the convenience of the student)	
Per each add or drop	\$ 3.00
Maximum:	\$ 9.00
Credit by Examination	
Per semester hour	\$ 8.00
Graduation Fees	
May graduates	\$25.00
August/December graduates	\$10.00
Insurance Fee (Drama)	\$ 2.00
Lab Fees	
Air Conditioning and Refrigeration, Automotive Mechanics, Art, Biology, Chemistry, Child Care, Computer Science, Court Reporting, Drafting, Electronics, Foreign Language, Geology, Medical Laboratory Technology, Nursing, Physics, Respiratory Therapy, Secretarial Science, Welding	\$ 8.00
Materials Fee (includes insurance fee)	
Air Conditioning & Refrigeration, Automotive Mechanics, Welding, and Law Enforcement 295	\$ 9.00
Parking Fee	
First vehicle (annually)	\$10.00
Each additional vehicle (annually)	\$ 5.00
Physical Education Fees (per semester)	
Towel & Locker Use Fee	\$ 6.00
Bowling Fee	\$20.00
Golf Fee	\$15.00
Scuba Diving Fee	\$75.00
Water Safety Instruction Fee	\$15.00
Returned Check Fee	\$10.00
Short-Term Loan Processing Fee	
Minimum	\$ 1.00
Maximum	\$ 5.00
NCLEX-RN (Licensure) State Board Exam Fee (ADN)	\$50.00
Malpractice Insurance Fee (Annual)	\$12.50
Transcript Fee	\$ 1.00

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

REFUND POLICY

Student tuition and fees provide only a portion of the payment to cover educational expenses. When a student enrolls in a class, a place is reserved in that class which cannot be made available to another student until the student officially drops the class. The enrollment of a student, whether it is continued or not, represents a sizable cost to the College. Therefore, refunds are made under the following conditions:

Fall & Spring Semesters

Total Withdrawal

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

Schedule Changes

1. Schedule changes are normally assessed \$3.00 per line on the Add/Drop form with a \$9.00 limit. This fee will be waived if the change is due to administrative or instructor request.
2. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the **First Twelve Class Days** will receive a 100% refund less \$3.00 per line charge.
3. After the Twelfth Class Day, **No Refund** will be given.
4. If the net result of the schedule change is the addition of tuition and/or fees, the student pays the net difference at the Business Office.
5. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

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

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

Summer Sessions

Total Withdrawal

1. A student must OFFICIALLY WITHDRAW from classes in the Admissions/Records Office in order to receive a refund.
2. If a student withdraws prior to the first day of classes, a 100% refund, less a \$10.00 service charge, will be given.
3. If a student completely withdraws during the first, second, or third class day, the refund is 80%.
4. If a student completely withdraws during the fourth, fifth, or sixth class day, the refund is 50%.
5. After the 6th class day, no refunds will be given.
6. If a student's tuition and fees are met through financial aid, the student is not eligible for a refund.

Schedule Changes

1. Schedule changes are normally assessed a \$3.00 charge per line on the Add/Drop form with a \$9.00 limit. This fee will be waived if the change is due to administrative or instructor request.
2. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the first four class days will receive a 100% refund, minus the \$3.00 per line charge, with a \$9.00 maximum each transaction.
3. If the net result of the schedule change is the addition of tuition and/or fees, the student pays the net difference at the Business Office.
4. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

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

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

COUNSELING

As a service to students and to the community, Alvin Community College maintains a staff of professional counselors in addition to a system of faculty advisors in each instructional program.

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

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

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

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

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

LIBRARY

The Library is located adjacent to the Learning Laboratory on the second floor of Building A (Learning Resources Center). It houses 30,000 books and bound periodicals, 250 current periodical subscriptions, and 24,000 microforms. All materials are available for use by students, staff, faculty, administrators, and residents of the community. Seven librarians and several student assistants are available to provide service for 65.5 hours each week.

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

LEARNING LABORATORY

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

- developmental classes in the basic subjects to better prepare students for their chosen programs;
- individual tutoring assistance;
- microcomputers, tape players/recorders/copiers, films, and audio tapes for self tutoring in problem areas.

The Learning Lab is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. All services of the Lab are free.

DEVELOPMENTAL STUDIES

Those students who are more interested in strengthening basic academic skills and in coming to terms with the more practical aspects of living have the opportunity to do coursework in the Developmental Studies. Classes in basic math, reading, and English are available. It is possible for students who need full-time status to enroll in 12-15 hours or to take only those classes that fulfill a special interest or need. For more information see the Counseling Center in Building A, first floor.

The following are Developmental Studies courses:

English 109	Math 109	Reading 109
English 110	Math 110	Reading 110
English 101	Math 101	Reading 101
English 102	Math 102	Reading 102
Psychology 110		

CHILD CARE LABORATORY

A campus day care center is available to the children of students, staff, and faculty. The Center, a laboratory school operated by the Child Care and Development Department, is open from 7:30 a.m. until 5:30 p.m., Monday through Friday. The Center is licensed for children from 18 months to 6 years of age. Registration information and fee schedules may be obtained by contacting the Laboratory School Office.

NEW STUDENT ORIENTATION

In order to ease the transition into college, to acquaint new students with the programs and purposes of the college, and to promote success in college, an orientation program is scheduled by the Student Services Department prior to registra-

tion each fall and spring semester. ACC student services staff members, faculty, administrators, and current students are available to provide information on programs, courses, transfer, registration, services, physical layout of campus, and student activities and organizations. Placement testing is conducted to assist advisors in recommending beginning courses. Students meet with a counselor or advisor to determine a course plan related to a major field. Students who are undecided about career or college goals have the opportunity to discuss educational interests and plan appropriate course(s). New students who attend the orientation have the advantage of obtaining a permit for the first morning session of registration. The permits provide a specific time and date to register and are distributed on a first-come first-serve basis. New students are able to obtain an *admit slip* for participation in the orientation program after the following materials are on file in the Admissions/Records Office: an ACC application, high school transcripts, transfer transcripts (if any), and ACT and/or SAT test scores if these tests have been taken.

Orientation Courses - ORIE 101

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

VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or *eligible* veterans' dependents should contact either the VA Regional Office or the campus Veterans Affairs Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of satisfactory progress. Copies of Policies Governing Satisfactory Progress are available in the Registrar's Office. *Veterans who accumulate two consecutive weeks of absence will be dropped from class.*

Certification to the VA is not an automatic process. The veteran needs to request it each semester that he wishes to be paid.

TEXAS VOCATIONAL REHABILITATION

Vocational rehabilitational services are available for handicapped students who have a disability which constitutes a substantial barrier to employment. The *Texas Rehabilitation Commission (TRC)* provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. The *Texas Commission for the Blind (TCB)* provides this assistance for the visually-impaired and the blind. A representative of one of these Commissions must approve the student's vocational objective. Prospective students should apply for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to the registration period of the semester of desired enrollment. Alvin Community College works in cooperation with the TRC and TCB to provide services to handicapped students. Contact the Counseling Center for more information, or contact the office of the TRC or TCB nearest your place of residence for eligibility requirements and information.

FINANCIAL AID

The primary purpose of the student financial aid program at Alvin Community College is to provide financial assistance to students who, without such aid, would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs. All applications should be made through the Office of Student Financial Aid and Placement. Further information concerning financial aid programs is available through this office.

Most aid is assigned according to financial need, academic grades, and academic load. The amount of support which may be expected from the income, assets, and all other resources of the family and the student is considered in determining the student's financial need. All students who apply for aid in which financial need is a qualification are required to: (1) complete the necessary requirements for admission to the College; (2) complete the College's application for financial aid; and (3) file an approved need analysis and submit a copy to the Office of Student Financial Aid. *It is important for a student to apply in person.* A student must submit a new application each year so that his/her financial need may be reevaluated. Since the amount of financial assistance usually reflects the financial standing of the student's family, all information this office receives is handled confidentially.

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

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

FINANCIAL AID PROGRAMS AVAILABLE

Pell Grants (BEOG)

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

College Work-Study Program

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

Short-Term Loans

Alvin Community College has limited funds to provide immediate assistance for tuition and fees. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Community College and in the welfare of its students. The funds are used for emergency loans which must be repaid during the term of enrollment so that the money may be continually circulated. Loan recipients will be charged a processing fee with a minimum of \$1.00 and a maximum of \$5.00.

Guaranteed Student Loan Program

This loan program permits students in certain income levels to obtain low-interest loans from local lending agencies who participate in the program. The Student Financial Aid Officer can recommend such loans after consulting with the student. Applicants should find out whether their local lending agencies (banks, credit unions, or savings and loan associations) participate in the program.

Hinson-Hazlewood College Student Loan Program

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

State Student Incentive Grant

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

Supplemental Educational Opportunity Grants

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

Texas Public Education Grants

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

Hazlewood Act

Veterans who were honorably discharged from the service, who were legal residents of Texas at the time of induction into the service, who have no further entitlement to VA educational benefits or other available federal grants, and who have resided in Texas for at least twelve months prior to the date of college registration

are qualified for tuition and fee exemption. To be exempted, the veteran must submit a copy of the DD 214 to the Registrar prior to registration and must satisfy the Office of Student Financial Aid regarding federal grants.

Job Training Partnership Act (JTPA)

Eligible students can receive tuition, fees, books, career counseling, and part-time employment. To be eligible for the JTPA program, students must (1) be enrolled in a certificate program in a vocational subject and (2) meet certain standards of financial need. For information, contact the Counseling Center.

SCHOLARSHIPS

Athletic Grants-in-Aid

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

Music Grants-in-Aid

For information on the music grants-in-aid, contact the Music Department Chairperson.

Institutional Departmental Scholarships

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

Other Scholarships

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

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

PLACEMENT SERVICE

The College maintains a placement service in the Financial Aid and Placement Office for students who wish to secure part-time or full-time employment during school, during vacations, and after graduation. The Placement Center provides occupational information on job requirements and opportunities. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.

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

ATHLETICS

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

PHYSICAL FITNESS CENTER

The ACC Fitness Center is open to students, faculty, staff, and the residents of the College district who purchase a membership.

Operating hours are:

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

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

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

For membership information call: 331-8846

CAFETERIA

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

PARKING

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

CO-CURRICULAR ACTIVITIES

Activities outside the classroom provide some of the most valuable educational experiences a student will have while attending college. For this reason, Alvin Community College encourages its students to participate in these activities. Student activities, which are open to all students, include movies, speakers, dances, intramurals, workshops, concerts, programs, and various club activities. The Student Activities Coordinator maintains the activities calendar. Campus events are listed in the weekly newsletter, *This Week at ACC*.

STUDENT HANDBOOK

A student handbook is available to provide additional information of interest to students. The handbook, which describes student activities, organizations, stu-

dent services, and college regulations pertinent to students, is available in the Student Activities Office.

COLLEGE STORE

The College Store is operated for the convenience of students and faculty. It is located in the Student Center.

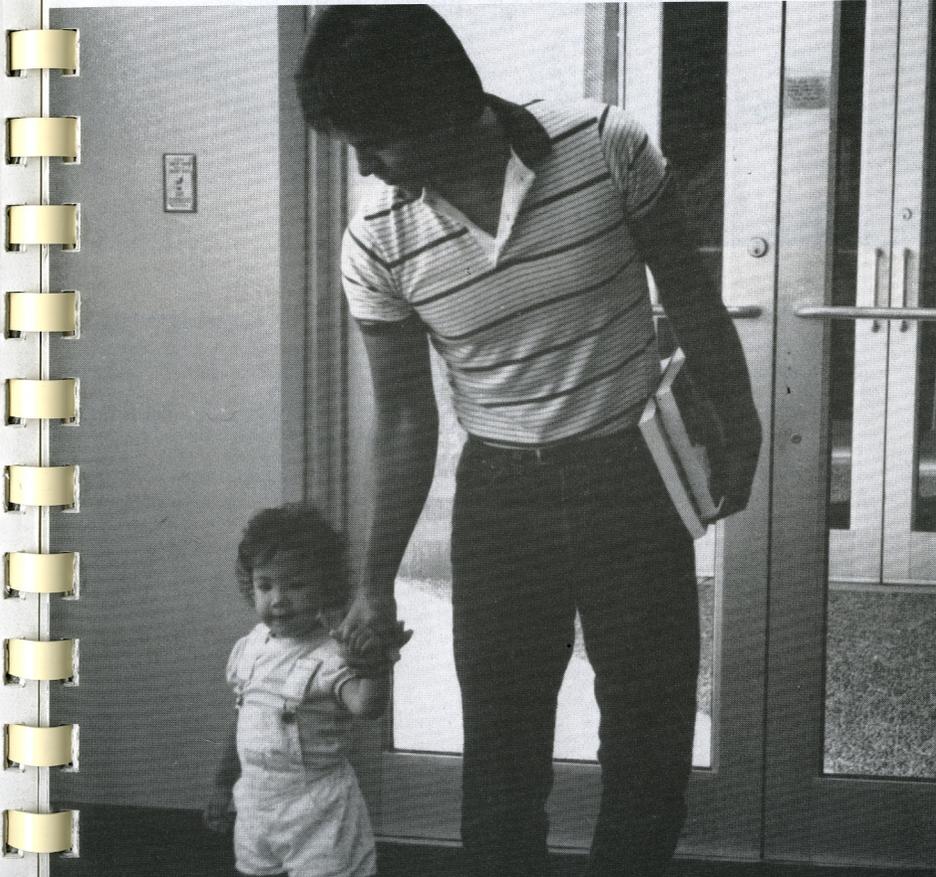
Book-buy-back will be conducted by the College Store on the following dates:

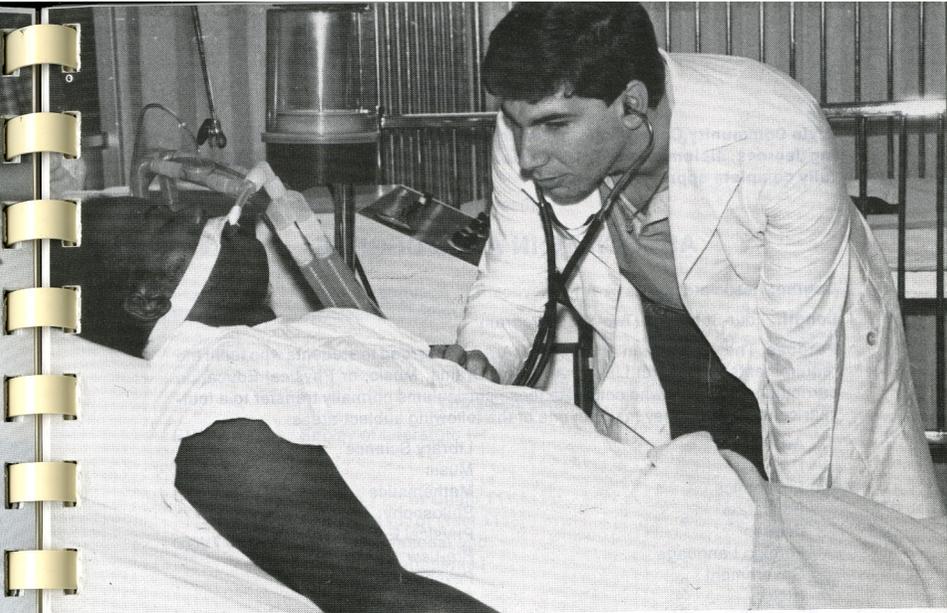
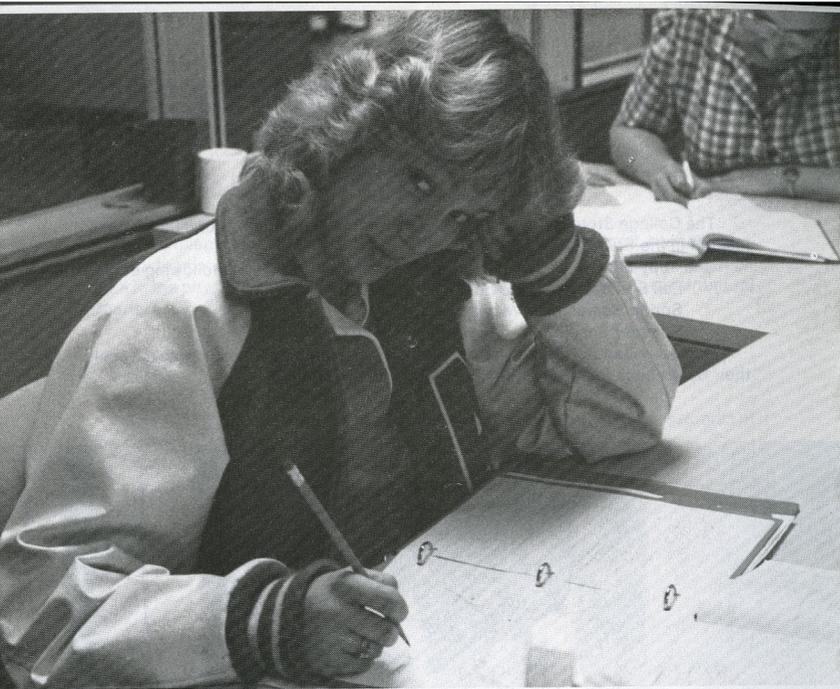
Fall Semester — December 8-17, 1986

Spring Semester — May 11-15, 1987

Summer Session II — August 17-21, 1987

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





CURRICULUM OFFERINGS



ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

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

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

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

GENERAL LIBERAL ARTS

Associate In Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
***HIST 141	The U.S. to 1877	3	0	3
MATH 111	Selected Topics I			
or				
MATH 160	Foundations of Mathematics			
or				
MATH 121	College Algebra	3	0	3
SPCH 110	Fundamentals of Speech			
or				
	*Elective	3	0	3
	**Foreign Language or Elective	3	0-2	3-4
PHED	Physical Education	0	3	1
		15	0-5	16-17

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
***HIST 142	The U.S. since 1877	3	0	3
MATH 112	Selected Topics II			
or				
MATH 170	Modern Topics in Mathematics			
or				
MATH 132	Plane Trigonometry	3	0	3
	*Elective	3	0	3
	**Foreign Language or Elective	3	0-2	3-4
PHED	Physical Education	0	3	1
		15	0-5	16-17

Third Semester

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

Fourth Semester

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

*COOP courses may be selected as electives with advisor approval.

**Recommended elective, depending on the transfer requirements of the college the student will be attending.

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

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

ART

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Comp. & Rhetoric I	3	0	3
*HIST 141	U.S. to 1877	3	0	3
ARTS 111	Design I	0	6	3
ARTS 121	Drawing I	0	6	3
ARTS 140	Art History I	3	0	3
PHED	Physical Education	0	3	1
		<u>9</u>	<u>15</u>	<u>16</u>
Second Semester				
ENGL 122	Comp. and Rhetoric II	3	0	3
*HIST 142	U.S. Since 1877	3	0	3
ARTS 112	Design II	0	6	3
ARTS 122	Drawing II	0	6	3
ARTS 141	Art History II	3	0	3
PHED	Physical Education	0	3	1
		<u>6</u>	<u>15</u>	<u>16</u>
Third Semester				
ENGL 211	Survey of Literature I			
or				
ENGL 221		3	0	3
GOVT 211	Amer. Nat. & State Govt. I	3	0	3
ARTS 231	Painting I	0	6	3
*ARTS	Elective	0	6	3
DRAM 130	Introduction to Theatre Arts			
or				
MUSC 120	Music Appreciation	3	0	3
		<u>9</u>	<u>12</u>	<u>15</u>
Fourth Semester				
ENGL 212	Survey of Literature II			
or				
ENGL 222		3	0	3
GOVT 212	Amer. Nat. & State Govt.	3	0	3
ARTS 201	Sculpture I	0	6	3
***ARTS 120	Art Appreciation	3	0	3
*ARTS	Elective	0	6	3
		<u>9</u>	<u>12</u>	<u>15</u>

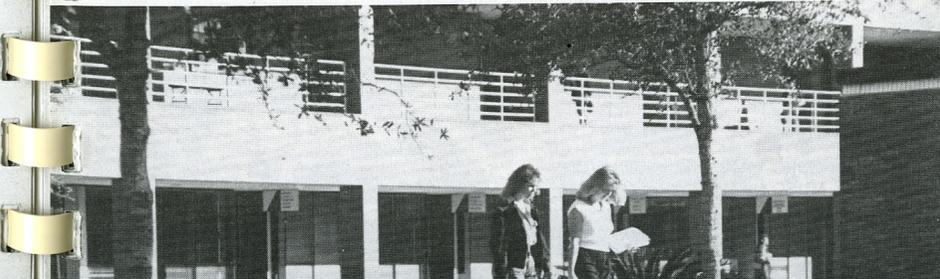
*Electives must be art courses.
 **One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.
 ***This course may not be required by the receiving institution.

Total Minimum Credits Required
 for Arts Degree 62

DRAMA

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
DRAM 111	Rehearsal and Performance	0	2	1
DRAM 145	Movement & Dance for the Performing Arts	1	3	3
DRAM 130	Introduction to Theatre Arts	3	0	3
SPCH 110	Fundamentals of Speech or Elective	3	0	3
		<u>13</u>	<u>5</u>	<u>16</u>
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
*HIST 142	The U.S. since 1877	3	0	3
DRAM 112	Rehearsal and Performance	0	2	1
DRAM 140	Introduction to Acting	2	2	3
DRAM 150	Stage Makeup	2	2	3
	Elective	3	0	3
		<u>13</u>	<u>6</u>	<u>16</u>
Third Semester				
ENGL 211	Survey of Literature I			
or				
ENGL 221		3	0	3
GOVT 211	American National and State Governments I	3	0	3
DRAM 211	Rehearsal and Performance	0	2	1
DRAM 230	Introduction to Technical Theatre	2	2	3
DRAM 240	Advanced Acting	2	2	3
DRAM 260	Modern Theatre Literature	3	0	3
		<u>13</u>	<u>6</u>	<u>16</u>



Fourth Semester

ENGL 212	Survey of Literature II			
or				
ENGL 222		3	0	3
GOVT 212	American National and State Governments II	3	0	3
DRAM 235	Intermediate Technical Theatre	3	0	3
DRAM 250	Theatre Speech	3	0	3
DRAM 212	Rehearsal and Performance Elective	0	2	1
		3	0	3
		<u>15</u>	<u>2</u>	<u>16</u>

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

Total Minimum Credits Required for Drama Degree 64

**MUSIC
(INSTRUMENTAL CONCENTRATION)**

Associate in Arts Degree Program

Course Number	Course Title	Lecture	Lab	Course
		Hours	Hours	Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training & Sight-Singing	1	2	2
MUSC 123	Conducting	0	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 131B	Brass Class	0	3	1
or				
MUSC 131W	Woodwind Class	0	3	1
MUSC 185	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
		<u>11</u>	<u>21</u>	<u>18</u>

Second Semester

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

Third Semester

**HIST 141	The U.S. to 1877	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training & Sight-Singing	1	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 131P	Percussion Class	0	3	1
MUSC 287	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
PHED	Physical Education	0	3	1
		<u>11</u>	<u>19</u>	<u>17</u>

Fourth Semester

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

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

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

Total Minimum Credits Required for a Music Degree 70



**MUSIC
(VOICE CONCENTRATION)**

Associate in Arts Degree Program

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

Second Semester

ENGL 122	Composition & Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training & Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 152	Concert Choir	0	5	1
MUSC 125Y	Applied Music: Voice	1	4	2
		<u>11</u>	<u>17-18</u>	<u>16-17</u>

Third Semester

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

Fourth Semester

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

*Music 117X, 117Y, 217X, 217Y may be substituted.
 **One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required
 for a Music Degree 70

PHYSICAL EDUCATION

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
MATH 121	College Algebra	3	0	3
PHED 110	Foundations of Phy. Ed.	3	0	3
PHED 130A	Coaching Basketball	0	3	1
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>

Second Semester

ENGL 122	Composition & Rhetoric II	3	0	3
*HIST 142	The U.S. since 1877	3	0	3
PHED 120	Personal Health	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
PHED 130C	Coaching Football-Track	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>

Third Semester

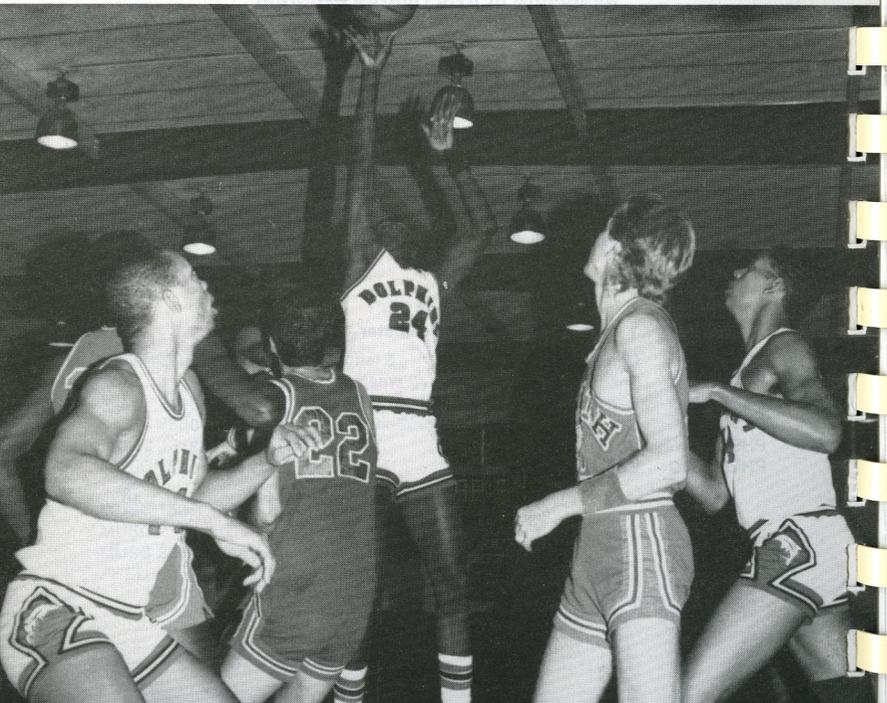
ENGL 211	Survey of Literature I	3	0	3
BIOL 121	Human Anatomy & Physiology	3	2	4
GOVT 211	American Government I	3	0	3
PHED 210	First Aid	3	0	3
PHED 230	Athletic Injuries	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3</u>	<u>17</u>

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
BIOL 122	Human Anatomy & Physiology	3	2	4
GOVT 212	American Government II	3	0	3
PHED 220B	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 110	Fundamentals of Speech	3	0	3
		<u>15</u>	<u>5</u>	<u>17</u>

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

Total Minimum Credits Required
for a Physical Education Degree 66



ASSOCIATE IN APPLIED ARTS DEGREE

Degree: Associate in Applied Arts

Length: Four-Semester (Two-Year) Program

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

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

**COMMUNICATIONS
(RADIO BROADCASTING)**

Associate in Applied Arts Degree

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

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
GOVT 211	American National & State Govt. II	3	0	3
COMM 221	Independent Study	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
COMM 224	Radio & TV Announcing	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

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

Total Minimum Credits Required
for Communications Degree 62

**COMMUNICATIONS
(SOUND REINFORCEMENT & RECORDING)**

Associate in Applied Arts Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 105	Introduction to Mass Communications	3	0	3
MUSC 110	Introduction to Music	3	0	3
or				
MUSC 111	Survey of Music Literature	3	1	3
		<u>13</u>	<u>5-6</u>	<u>16</u>
Second Semester				
ENGL 122	Composition & Rhetoric II	3	0	3
COMM 112	Advanced Recording Techniques	1	2	3
MUSC 120	Music Appreciation	3	0	3
or				
MUSIC 112	Survey of Music Literature	3	1	3
PHED	Physical Education	0	3	1
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronics Technology Lab	0	3	1
COMM 211	Radio Production	1	4	3
		<u>11</u>	<u>12-13</u>	<u>17</u>

Third Semester

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National & State Government I	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
COMM 220	Independent Study	3	0	3
MATH 111	Selected Topics I	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National & State Government II	3	0	3
COMM 221	Independent Study	3	0	3
MUSC 105	Business of Music Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

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

Total Minimum Credits Required
for Communications Degree 63

**COMMUNICATIONS
(TELEVISION)**

Associate in Applied Arts Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition & Rhetoric I	3	0	3
COMM 224	Radio & TV Announcing	3	0	3
PHED	Physical Education	0	3	1
COMM 113	TV Production I	3	0	3
COMM 105	Introduction Mass Communications	3	0	3
DRAM 201	Development of the Motion Picture	2	2	3
		<u>14</u>	<u>5</u>	<u>16</u>
Second Semester				
ENGL 122	Composition & Rhetoric II	3	0	3
COMM 222	Public Relations	3	0	3
PHED	Physical Education	0	3	1
COMM 115	Writing for Mass Media	3	0	3
COMM 215	TV News Workshop	3	0	3
COMM 114	TV Production Workshop	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>

Third Semester

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National Government	3	0	3
COMM 212	Principles of Advertising	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
COMM 225	Independent Project in TV	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National Government	3	0	3
COMM 226	Independent Project in TV	3	0	3
*HIST 142	The U.S. since 1877	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

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

Total Minimum Credits Required
for Communication Degree 62



ASSOCIATE IN SCIENCE DEGREE

Degree: Associate in Science (A.S.)

Length: Four-Semester (Two-Year) Program

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

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

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

BIOLOGICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 111	Biology I (Zoology)	3	3	4
CHEM 121	General Chemistry & Analysis	3	4	4
ENGL 121	Composition & Rhetoric I	3	0	3
MATH 121	College Algebra — Plane Trigonometry	3	0	3
or 132				
*HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>10</u>	<u>18</u>
Second Semester				
BIOL 112	Biology II (Botany)	3	3	4
CHEM 122	General Chemistry & Analysis	3	4	4
ENGL 122	Composition & Rhetoric II	3	0	3
MATH 132	Plane Trigonometry — Analytic Geometry	3	0	3
or 150				
*HIST 142	The U.S. since 1877	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>10</u>	<u>18</u>

Third Semester

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

Fourth Semester

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

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

Total Minimum Credits Required for Biological Science Degree 63-64

BUSINESS ADMINISTRATION

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 180	Finite Mathematics	3	0	3
HIST 141	The United States to 1877	3	0	3
	Phys 111, Chem 111, or Biol 111	3	2	4
	*Elective	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>5</u>	<u>17</u>

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
MATH 190	Analysis	3	0	3
HIST 142	The United States since 1877	3	0	3
	Phys 112, Chem 112, or Biol 112	3	2	4
CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>18</u>	<u>18</u>

Third Semester

ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
ACCT 221	Principles of Accounting I	3	1	3
GOVT 211	American National and State Governments I	3	0	3
ECON 111	Principles of Economics I	3	0	3
BUAD 120	Business Law I	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

Fourth Semester

ENGL 212	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
GOVT 212	American National and State Governments II	3	0	3
ECON 112	Principles of Economics II	3	0	3
	*Elective	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

*Recommended to be taken from the following: SOCI 111, PSYC 120, SPCH 110, or Co-op courses.

Total Minimum Credits Required for a Business Administration Degree 65



MATHEMATICS

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra	3	0	3
MATH 132	Plane Trigonometry	3	0	3
**HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
		<u>15</u>	<u>5-7</u>	<u>17</u>
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 150	Analytic Geometry	3	0	3
**HIST 142	The U.S. since 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
	*Elective	3	0	3
		<u>15</u>	<u>5-7</u>	<u>17</u>
Third Semester				
ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MATH 213	Differential and Integral Calculus	4	0	4
	Electives	6	0	6
		<u>16</u>	<u>0</u>	<u>16</u>

Fourth Semester

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

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

Total Minimum Credits Required for a
 Mathematics Degree 66

PHYSICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 121	General Chemistry and Analysis	3	4	4
ENGL 121	Composition and Rhetoric I	3	0	3
**HIST 141	The U.S. To 1877	3	0	3
MATH 121	College Algebra			
or 132	Plane Trigonometry	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>7</u>	<u>14</u>
Second Semester				
CHEM 122	General Chemistry and Analysis	3	4	4
ENGL 122	Composition and Rhetoric II	3	0	3
**HIST 142	The U.S. Since 1877	3	0	3
MATH 132	Plane Trigonometry			
or 150	Analytic Geometry	3	0	3
	*Elective	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>7</u>	<u>17</u>



Third Semester

CHEM 211	Organic Chemistry I	3	4	4
or				
PHYS 141, 146	Mechanics and Heat Mec. and Heat Lab	3 0	0 3	3 1
ENGL 211	Survey of Lit. I	3	0	3
GOVT 211	American Nat'l. and State Gov'ts. I	3	0	3
BIOL 111	General Biology I	3	3	4
MATH 213	Differential Calculus	4	0	4
		<u>16</u>	<u>6-7</u>	<u>18</u>

Fourth Semester

CHEM 212	Organic Chemistry II	3	4	4
or				
PHYS 242, 247	Electricity and Magnetism and Lab	3 0	3 3	3 1
ENGL 212	Survey of Lit. II	3	0	3
GOVT 212	American Nat'l and State Gov'ts. II	3	0	3
BIOL 112	General Biology II	3	3	4
MATH 214	Integral Calculus	4	0	4
	*Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<u>19</u>	<u>6-7</u>	<u>21</u>

*It is recommended that electives be selected from either Chemistry, Physics, Mathematics, or Biology. Physics majors should take MATH 213 the second semester.
** One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a
Physical Science Degree 70

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Length: Four-Semester (Two-Year) Program

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

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

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

ACCOUNTING

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Accounting is designed for persons who seek full-time employment in the accounting field immediately after completing the curriculum. Persons who are seeking their first employment in an accounting position and those presently employed in the field, but who are seeking promotions, may benefit from this curriculum.

Program Requirements: The first two semesters of the Accounting program are similar to other curriculums in business. In the second year the student pursues a specialty in accounting. The curriculum includes technical courses in accounting and related areas. Instruction includes both theoretical and practical applications needed for future success in accounting. Students are urged to consult with the Counseling Center and with their faculty advisors in planning their programs and in selecting electives. Upon satisfactory completion of the two-year program, the student will be awarded an Associate of Applied Science Degree in Accounting.

Internship Option: The Accounting student may choose to serve an internship during the third and fourth semesters of the program for pay and for college credit.



ACCOUNTING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 221	Principles of Accounting I	3	1	3
BUAD 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		15	4	16

Second Semester				
ACCT 222	Principles of Accounting II	3	1	3
CSCI 110	Intro. to Computer Science	3	3	4
MMGT 121	Principles of Management	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
SECT 130	Business Communications	3	0	3
PHED	Physical Education	0	3	1
		15	7	17

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

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

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

Total Minimum Credits Required
for Accounting Degree 63

AIR CONDITIONING AND REFRIGERATION

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Air Conditioning and Refrigeration prepares the student for full-time employment immediately upon graduation from the program. The Air Conditioning and Refrigeration technician is prepared for employment as an engineering assistant in installation, maintenance, research, and development in the Air Conditioning and Refrigeration field.

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

AIR CONDITIONING AND REFRIGERATION

Associate in Applied Science Degree Program

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

Second Semester				
ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		13	10	15

First Summer Session				
ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2

Third Semester

ACRH 242	Refrigeration Systems Servicing II	2	6	4
ACRH 250	Heating and Ventilation	2	6	4
*ENGL 112	Communication Skills II	3	0	3
SOCI III	Principles of Sociology	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		<u>13</u>	<u>12</u>	<u>17</u>

Fourth Semester

ACRH 234	Air Conditioning & Electrical Circuits II	2	6	4
ACRH 260	Heat Load Calculations	3	0	3
ACRH 280	Automotive Air Conditioning	3	3	4
PROD 230	Industrial Management	3	0	3
		<u>11</u>	<u>9</u>	<u>14</u>

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

Total Credits Required for the Air Conditioning & Refrigeration Degree 66

AUTOMOTIVE TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

AUTOMOTIVE TECHNOLOGY

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AUTO 101	Basic Automotive	2	4	4
AUTO 111	Internal Combustion Engine	2	4	4
MATH 151	Technical Math I	3	0	3
DRFT 110	Fundamentals of Drafting	2	4	3
PHED	Physical Education	0	3	1
		<u>9</u>	<u>15</u>	<u>15</u>

Second Semester

AUTO 112	Automotive Electricity and Ignition Systems	2	4	4
AUTO 113	Carburetion and Fuel Systems	2	4	4
MATH 152	Technical Math II	3	0	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		<u>10</u>	<u>11</u>	<u>15</u>

Third Semester

AUTO 202	Automotive Transmissions	2	4	4
AUTO 211	Automotive and Truck Chassis	2	4	4
AUTO 212	Automotive Air Conditioning	2	4	4
ENGL 112	Communications Skills II	3	0	3
WELD 110	Welding Processes	2	6	4
		<u>11</u>	<u>18</u>	<u>19</u>

Fourth Semester

AUTO 213	Automotive Diagnostics	2	4	4
AUTO 214	Automobile Repair Shop Organization and Management	2	0	2
AUTO 215	Automotive Accessory Equipment	2	4	4
BUAD 110	Introduction to Business	3	0	3
AUTO 216	Automotive Technology Internship or Elective (approved by Department Chairman)	0	20	3
		<u>9</u>	<u>28</u>	<u>16</u>

Total Credits Required for Automotive Technology Degree 65

BANKING

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

CHEMICAL TECHNOLOGY

COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY COLLEGE AND BRAZOSPORT COLLEGE

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

Length: Four Semesters (Two-Year) Program

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

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

Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester Alvin Community College				
ENGL 121	Composition and Rhetoric	3	0	3
****PHYS 133	Technical Physics	3	3	4
MATH 151	Technical Mathematics I or Approved Math Elective	3	0	3
*CHEM 121	General Chemistry I	3	4	4
ORIE 101	Orientation	1	0	1
PHED	Physical Activity			1
		<u>13</u>	<u>7</u>	<u>16</u>
Second Semester Alvin Community College				
****ENGL 260	Technical Communications	3	0	3
**MATH 152	Technical Mathematics II or Approved Math Elective	3	0	3
CHEM 122	General Chemistry II	3	4	4
PHED	Physical Activity			1
****SPCH 140	Bus Speech	3	0	3
**CHEM 164	Unit Operations I	2	6	4
		<u>14</u>	<u>10</u>	<u>18</u>
Third Semester Brazosport College				
****CHEM 204	Organic Chemistry I	3	3	4
CHEM 254	Unit Operations II	2	6	4
INST 113	Principles of Industrial Measurements	3	0	3
CHEM 224	Quantitative Analysis I	2	6	4
CHEM 243	Chemical Technology Internship I	1	20	3
		<u>11</u>	<u>35</u>	<u>18</u>

**Fourth Semester
Brazosport College**

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

- *Students who are deficient in Chemistry will be required to take CHEM 111 and/or CHEM 112.
- **Approved math electives may be chosen from MATH 132, MATH 150, MATH 210, MATH 213, MATH 214.
- ***Students who intend to complete the program in two years should commute to Brazosport College to take Unit Operations I.
- ****May be taken at either institution (compatible ACC courses are CHEM 211 and CHEM 212).
- *****May be taken at either institution, but must be approved by Brazosport College.

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

Total Credits Required for a
Chemical Technology Degree 67

CHILD CARE and DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

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

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

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

CHILD CARE AND DEVELOPMENT

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHCD 110	Pre-School and Day Care Programs	3	0	3
PSYC 130	Child Growth and Development	3	0	3
SOCI 111	Principles of Sociology	3	0	3
*ENGL 111	Communication Skills I	3	0	3
**BIOL 111	General Biology			
or				
SPAN 111	Elementary Spanish	3	2-3	4
PHED	Physical Education	0	2	1
		<u>15</u>	<u>4-5</u>	<u>17</u>

Second Semester

CHCD 140	Child Care Recreation	1	2	2
CHCD 150	Introductory Creative Activities	1	2	2
CHCD 160	Literature for Young Children	1	2	2
CHCD 170	Music for Young Children	1	2	2
*ENGL 112	Communication Skills II	3	0	3
**BIOL 112	General Biology			
or				
SPAN 112	Elementary Spanish	3	2-3	4
PHED	Physical Education	0	2	1
		<u>10</u>	<u>12-13</u>	<u>16</u>

Third Semester

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

Fourth Semester

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

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

**Non-transferring students may substitute Personal & Community Health (PHED 120) & First Aid (PHED 210) for General Biology & Spanish.

***See advisor prior to registration.

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

COMPUTER SCIENCE TECHNOLOGY

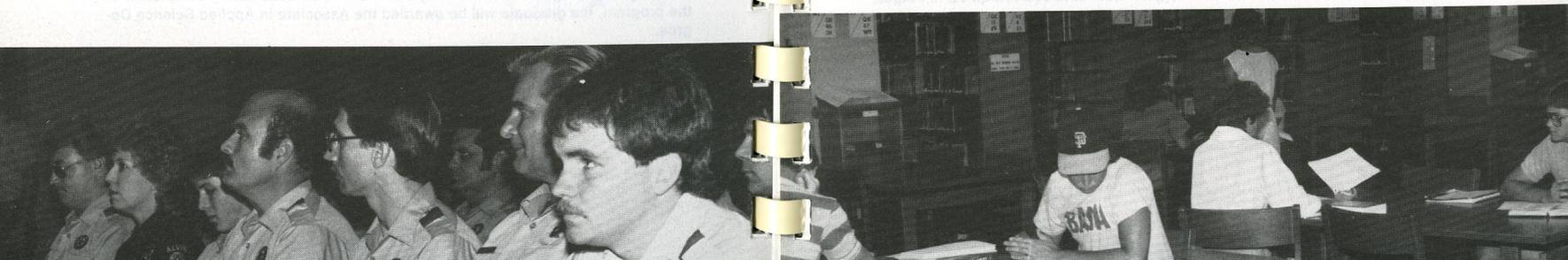
COMPUTER PROGRAMMING

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

Length: Four-Semester (Two-Year) Program

Purpose: The Computer Science Technology curriculum develops in students the skills, knowledge, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis is given to computer programming, and each student is urged to consult with the Counseling Center and his/her faculty advisor in planning his/her program.

Program Requirements: The curriculum in Computer Science is a two-year program encompassing instruction in the many areas required for competence as a technician in the Computer Science industry. Approximately one-half of the curriculum includes courses in Computer Technology, with the remaining courses in technically related areas: mathematics, business, and general education. This curriculum provides the student with a broad background, qualifying him to perform effectively in several different occupational areas of the Computer Science Technology field. Upon completion of the two-year curriculum, with an over-all grade point average of 2.0 for all Computer Science courses attempted, the student will be awarded the Associate in Applied Science Degree with a major in Computer Science Technology, specializing in business computer programming.



**COMPUTER SCIENCE
(COMPUTER PROGRAMMING)**

Associate In Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 110	Intro. to Computer Science or	3	3	4
CSCI 112	Programming for Eng. and Sci.			
CSCI 114	Computer Programming (BASIC) or	3	3	4
*CSCI	Elective			
ACCT 221	Principles of Accounting I	3	1	3
*MATH 180	Finite Mathematics or	3	0	3
MATH 121	College Algebra			
	Elective	3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>

Second Semester				
CSCI 120	Computer Programming (RPG)	3	3	4
CSCI 130	Computer Programming (Intro. COBOL)	3	3	4
ACCT 222	Principles of Accounting II	3	1	3
*MATH 190	Analysis or	3	0	3
MATH 132	Plane Trigonometry			
	Elective	3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>

Third Semester				
CSCI 210	Computer Programming (Adv. FORTRAN) or	3	3	4
*CSCI	Elective			
CSCI 230	Computer Programming (Adv. COBOL)	3	3	4
*ENGL 121	Composition and Rhetoric I or	3	0	3
ENGL 111	Communications Skills I			
PHED		0	2	1
	Elective	3	0	3
		<u>12</u>	<u>8</u>	<u>15</u>

Fourth Semester

**CSCI	Elective	3	3	4
CSCI 240	Business System Analysis or	3	3	4
CSCI 280	Data Base Systems			
*ENGL 122	Composition and Rhetoric II or	3	0	3
ENGL 112	Communications Skills II			
PHED	Physical Education	0	1	1
	Elective	3	0	3
		<u>12</u>	<u>6</u>	<u>15</u>

*See advisor prior to registration. Business Programming needs MATH 180-190, Scientific Programming needs MATH 121-132.

Math and English courses must be a complete sequence, i.e., MATH 121-132, or MATH 180-190; ENGL 121-122, or ENGL 111-112.

**CSCI electives must be either CSCI 116, CSCI 200, CSCI 210, CSCI 214, CSCI 220, CSCI 250, CSCI 260, CSCI 270, or CSCI 280.

Total Credits Required for a
Computer Science Degree 64

**COMPUTER SCIENCE
COMPUTER SYSTEMS TECHNOLOGY**

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

**COMPUTER SCIENCE
(COMPUTER SYSTEMS TECHNOLOGY)**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ELEC 120	D.C. Theory and Circuit Analysis	3	0	3
ELEC 125	D.C. Theory and Circuit Analysis Lab	0	3	1
*ELEC 100	Basic Computer Programming for Technologies	3	3	4
ELEC 151	Electronic Problems I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>
Second Semester				
ELEC 130	A.C. Theory and Circuit Analysis	3	0	3
ELEC 135	A.C. Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
ELEC 152	Electronics Problems II	3	0	3
*CSCI 112	Programming for Engineering and Science	3	3	4
**ENGL 111	Communication Skills I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>
Third Semester				
ELEC 220	Electronics III	3	3	4
ELEC 270	Microprocessor Programming and Architecture	3	3	4
CSCI 210	Computer Programming (Advanced FORTRAN)	3	3	4
**ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

Fourth Semester

ELEC 290	Computers and Computer Controlled Systems	3	3	4
CSCI 130	Computer Programming (Introductory COBOL)	3	3	4
CSCI 270	Computer Programming (PASCAL) Elective	3	3	4
		<u>3</u>	<u>3</u>	<u>4</u>
		<u>12</u>	<u>12</u>	<u>16</u>

*CSCI 110 may be substituted with department approval.
**ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for
Computer Systems Degree 66

COURT REPORTING

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

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

Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting, for positions related to court reporting, i.e., transcribers, note-readers, and typists, and for job entry positions as legal secretaries. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters throughout the nation, and the lack of institutions to provide the necessary training.

Program Requirements: The curriculum runs for two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, as practice tapes are encouraged for use off-campus. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

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

Admission Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
 - a. Be a high school or G.E.D. graduate.
 - b. Make application to A.C.C. and fulfill the admission requirements of the college.
 - c. Fill out a Court Reporting application and return it to the Court Reporting Department.
 - d. Have a personal interview with the Court Reporting Department Chairman or her designate to develop a degree plan.

e. Score 16 or higher on ACT composite or 720 SAT score (combined math and verbal):

or

If ACT composite is between 12 and 15, student must take Developmental English and Developmental Reading, depending on test score analysis by the Department Chairman.

f. If an ACT or SAT score is not available, student will be required to take the local placement test in English and Reading. A score of 350 or below will require Developmental English, and a score of 35 or below will require Developmental Reading.

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

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

2. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.

3. Transfer students:

a. Must provide the Alvin Community College Registrar with official transcripts for each institution attended and request evaluation by the Graduation Advisor.

b. May apply for credit by examination by testing in the following areas:
 Medical Terminology
 Legal Terminology and Law
 ENGL 111 and CTRP 141
 SECT 220 (Typing III)

c. The ACT/SAT requirements will be waived for those applicants with a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English requirements.

COURT REPORTING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 220	Typing III	2	3	3
CTRP 111	Machine Shorthand Theory	6	4	6
CTRP 121	Law and Legal Terminology	4	1	3
*ENGL 111	Communication Skills I	3	0	3
CTRP 141	Grammar and Punctuation I	2	0	2
PHED	Physical Education	0	2	1
		<u>17</u>	<u>10</u>	<u>18</u>

Second Semester

CTRP 112	Machine Shorthand I (60-80-100)	6	4	6
CTRP 130	Transcription I	0	5	2
CTRP 122	Medical Terminology	4	1	3
*ENGL 112	Communication Skills II	3	0	3
CTRP 142	Grammar and Punctuation II	2	0	2
PHED	Physical Education	0	2	1
		<u>15</u>	<u>12</u>	<u>17</u>

Summer Semester

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

Third Semester

SOCI 111	Principles of Sociology	3	0	3
CTRP 211	Machine Shorthand III (160-180)	6	4	6
CTRP 210	Transcription III	0	5	2
CTRP 221	Courtroom Procedures I	3	2	3
CTRP 225	Technical Dictation	3	2	3
		<u>15</u>	<u>13</u>	<u>17</u>

Fourth Semester

CTRP 212	Machine Shorthand IV (200-225)	6	4	6
CTRP 240	General Office Practices	3	2	3
CTRP 220	Transcription IV	0	5	2
CTRP 222	Courtroom Procedures II	3	2	3
		<u>12</u>	<u>13</u>	<u>14</u>

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

Total Credits Required for Court Reporting Degree 80

A typing speed of 60 wpm is required for graduation, and an internship of 40 hours will be required of each student for graduation.

When typing requirements have been fulfilled, the student is encouraged to utilize the tape library for home practice.

CRIMINAL JUSTICE

Correctional Science

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

CRIMINAL JUSTICE

Correctional Science

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CJUS 110	Introduction to Criminal Justice	3	0	3
CJUS 125	The Courts and Criminal Procedure	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Second Semester

CJUS 145	Crime in America	3	0	3
CJUS 135	Probation and Parole	3	0	3
*ENGL 112	Communication Skills II	3	0	3
HIST 142	The United States since 1877	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Third Semester

CJUS 215	Correctional Systems and Practices	3	0	3
CJUS 225	Community Resources in Corrections	3	0	3
CJUS 235	Corrections I. Organization and Operations	3	0	3
GOVT 211	American National and State Government	3	0	3
SOCI 122	Social Problems	3	0	3
		15	0	15

Fourth Semester

CJUS 245	Corrections II. Theory and Practice	3	0	3
CJUS 270	Juvenile Delinquency	3	0	3
CJUS 295	Defensive Measures	2	3	3
CJUS	Elective	3	0	3
GOVT 212	American National and State Government	3	0	3
		14	3	15

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

Total Minimum Credits Required for the Correctional Science Degree 62

CRIMINAL JUSTICE

Law Enforcement and Police Administration

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

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

Program Requirements:

1. Have completed Alvin Community College graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Have completed a minimum of 62 approved credit hours.
3. Upon satisfactory completion of program and Alvin Community College graduation requirements, the student will be awarded the Associate of Applied Science Degree.

CRIMINAL JUSTICE

Law Enforcement and Police Administration

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CJUS 110	Introduction to Criminal Justice	3	0	3
CJUS 120	Criminal Investigation	3	0	3
CJUS 125	The Courts and Criminal Procedure	3	0	3
*ENGL 111	Communication Skills I	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>
Second Semester				
CJUS 130	Legal Aspects of Law Enforcement	3	0	3
CJUS 140	Fundamentals of Criminal Law	3	0	3
*ENGL 112	Communication Skills II	3	0	3
HIST 142	The United States since 1877	3	0	3
SOCI 111	Principles of Sociology			
PHED	Physical Education	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>
Third Semester				
CJUS 145	Crime in America	3	0	3
CJUS 220	Police Systems and Practices	3	0	3
CJUS 225	Community Resources in Corrections	3	0	3
GOVT 211	American National and Government I			
or				
CJUS 226	Cooperative Education for Law Enforcement I	0	20	3
	Elective	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

Fourth Semester

CJUS 215	Correctional Systems and Practices	3	0	3
*CJUS 270	Juvenile Delinquency	3	0	3
CJUS 295	Defensive Measures	2	3	3
GOVT 212	American National and State Governments II			
or				
CJUS 227	Cooperative Education for Law Enforcement	0	20	3
	Elective	3	0	3
		<u>11</u>	<u>23</u>	<u>15</u>

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

Total Credits Required for Law Enforcement and Police Administration Degree 62

DRAFTING TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: Drafting technicians work on a team with engineers, scientists, supervisors, and skilled craftsmen, converting theories and ideas into products and processes. Drafting technicians participate in designing and developing machines, processes, materials, and services for our increasingly complex world of work. They consider why things work as well as how things work. Technician jobs frequently require the ability to apply scientific principles and to solve design, process, or service problems. The drafting technician may be required to have extensive knowledge in such fields as welding, home building, machine shops, instrumentation, process equipment, and fabrication.

Program Requirements: The drafting technician is an essential member of the technician-engineering team. He/she should be proficient in both technical knowledge and skills involving drawing instruments. Schematics, working drawings, and blueprints are developed. This program provides an opportunity for students to specialize in several phases of drafting, with proper qualifications for employment as Junior Draftsmen.



DRAFTING TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 111	Engineering Drafting	2	6	4
DRFT 107	Industrial Blueprint Reading	3	1	3
DRFT 241	Architectural Drafting I	2	6	4
ENGL 111	Communication Skills I	3	0	3
MATH 151	Technical Math I	3	0	3
		<u>13</u>	<u>13</u>	<u>17</u>
Second Semester				
DRFT 120	Descriptive Geometry	2	4	3
DRFT 221	Structural Drafting	2	6	4
DRFT 251	Machine Drafting I	2	6	4
SPCH 105	Interpersonal Communications	3	0	3
MATH 152	Technical Math II	3	0	3
		<u>12</u>	<u>16</u>	<u>17</u>
Third Semester				
DRFT 211	Pipe Drafting I	2	6	4
DRFT 291	Computer Aided Drafting I	2	6	4
*DRFT	Elective	2	6	4
or				
DRFT 283	Cooperative Education for Drafting I	0	20	3
GOVT 211	American National and State Govt. I	3	0	3
PHED	Physical Education	0	3	1
		<u>9</u>	<u>21</u>	<u>16</u>
Fourth Semester				
SOCI 111	Principles of Sociology	3	0	3
DRFT 270	Construction Drafting	2	6	4
DRFT 292	Computer Aided Drafting II	2	6	4
DRFT 284	Cooperative Education for Drafting II	0	20	3
or				
	Elective	3	0	3
PHED	Physical Education	0	3	1
		<u>7</u>	<u>15</u>	<u>15</u>

*Approval of Department Chairperson.

Total Credits Required for a Drafting Technology Degree 65

ELECTRONIC TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

ELECTRONIC TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ELEC 120	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and Circuit Analysis Laboratory	0	3	1
*ELEC 100	Basic Computer Programming for Technologies	3	3	4
ELEC 151	Electronic Problems I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

Second Semester

ELEC 130	AC Theory and Circuit Analysis	3	0	3
ELEC 135	AC Theory and Circuit Analysis Laboratory	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
ELEC 152	Electronics Problems II	3	0	3
ELEC 160	Electronic Drafting and Design	3	3	4
**ENGL 111	Communication Skills I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>

Third Semester

ELEC 210	Electronics II	3	3	4
ELEC 220	Electronics III	3	3	4
ELEC 270	Microprocessor Programming and Architecture	3	3	4
**ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

Fourth Semester

ELEC 230	Electronic Instrumentation and Measurement Techniques	3	3	4
ELEC 250	Advanced Electronic Circuits	3	3	4
ELEC 291	Microprocessor Programming and Interfacing	3	3	4
	Elective	3	3	4
		<u>12</u>	<u>12</u>	<u>16</u>

*CSCI 110 or CSCI 112 may be substituted with department approval.
 **ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for
 Electronic Technology Degree 66

MEDICAL LABORATORY TECHNOLOGY

Degree: Associate in Applied Science in Medical Laboratory Technology

Length: Six Semesters (Two-Year Program)

Purpose: The curriculum in Medical Laboratory Technology is designed to prepare individuals for careers associated with allied health fields by providing an approved, formalized educational program directed toward an Associate Degree in Applied Science. Upon completion of the two year program in Medical Laboratory Technology, the individual will be awarded an Associate Degree in Applied Science and may apply to the appropriate Boards to sit for any of the competency examinations.

Admission Requirements: In addition to the general requirements for admission to Alvin Community College, entry into the Medical Laboratory Technology program requires the following:

1. All students will be required to write the American College Test or the Scholastic Aptitude Test.
2. a. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.0 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
 b. A student must be eligible to enter MATH 121 and CHEM 111 (as indicated by ACT scores and/or Alvin Community College testing) prior to admission to the Medical Laboratory Technology program.
3. A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.
 Methods for awarding credit for previous education or training:
 - a. Transfer of credit from an accredited college or university: Credit will be given for support courses equivalent to those included in the Medical Laboratory Technology Program at Alvin Community College as determined by examination of the syllabus of the transfer course. A grade of "C" or better must have been earned in transfer courses.
 - b. Credit by examination: Credit will be given for transfer of HMLT courses completed at other accredited schools upon successful completion of written and practical exams. No more than 50% of the course work necessary for a degree may be attained in this way.
4. A complete physical examination is to be submitted with the application for admission. Other medical tests, which may include chest x-ray, TB skin test, urinalysis, blood count, serology, and Rubella titer, are required after entrance into the program before admission to the clinicals.
5. An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.
6. A MLT student will abide by the curriculum requirements of the MLT department at the time they are accepted into the MLT program. Curriculum requirements of the MLT program take precedence over the Bulletin under which the student entered Alvin Community College.

Progression:

1. After a student has enrolled, the required MLT courses must be completed in proper sequence.
2. Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.
3. Any required support course completed more than five years previous to the time the student is accepted, or any required HMLT course completed more than three years previous to the time the student is accepted, may not satisfy degree requirements.
4. A MLT student is required to satisfactorily complete both theory and practical experience of the MLT course. In the event either theory or practical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.

5. No grade below a "C" will be acceptable in MLT, biology, math, or chemistry courses.
6. A MLT student must maintain a grade point average of at least 2.00 in order to progress in the MLT program.
7. A student may be terminated from the program if clinical performance is unsatisfactory.
8. A student not successfully completing a MLT course for the second time will be subject to redirection.
9. If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
10. A student is required to earn at least 24 resident semester hours at Alvin Community College.
11. Hospitalization insurance, malpractice insurance, laboratory uniforms, and transportation to and from the various health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include clinical rotation.
12. The individual will be awarded an Associate Degree in Applied Science and may apply for any of the competency examinations.

MEDICAL LABORATORY TECHNOLOGY

Associate in Applied Science Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 111	Introductory Chemistry	3	3	4
HMLT 110	Introduction to Medical Technology and Terminology	2	3	3
BIOL 121	Anatomy and Physiology	3	2	4
HMLT 113	Hematology I	2	8	4
		<u>10</u>	<u>16</u>	<u>15</u>
Second Semester				
BIOL 122	Anatomy and Physiology II	3	2	4
PHED	Physical Education	0	3	1
MATH 121	College Algebra	3	0	3
HMLT 111	Clinical Chemistry I	3	8	5
HMLT 112	Clinical Microbiology I	2	8	4
		<u>11</u>	<u>21</u>	<u>17</u>
Summer Session (Two-6 weeks)				
HMLT 140	Fluid Analysis	1	0	1
HMLT 150	Parasitology	1	2	2
HMLT 213	Hematology II	2	4	3
		<u>4</u>	<u>6</u>	<u>6</u>

Third Semester

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

Fourth Semester

ENGL 122	Composition & Rhetoric I	3	0	3
HMLT 130	Urinalysis & Clinical Microscopy	2	4	3
HMLT 220	Clinical Instrumentation	2	4	3
HMLT 230	Immunohematology	2	8	4
	Elective or			
PSYC 120	General Psychology	0	0	3
		<u>9</u>	<u>16</u>	<u>16</u>

Summer Session (12 weeks)

HMLT 240	MLT—Practicum (5 days per week rotation required)	0	40	6
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Total Credits Required for
Medical Laboratory Technician
Degree 75

MID-MANAGEMENT

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

Length: Four-Semester (Two-Year) Program

Purpose: The Mid-Management program prepares individuals for career occupations in the fields of Banking, Production, Real Estate, Retailing, General Mid-Management, and Fashion Merchandising.

Program Requirements: The Banking curriculum follows the requirements of the American Institute of Banking in providing the Basic and Standard certificates of the American Institute of Banking. The Production, Real Estate, General Mid-Management, Retailing, and Fashion Merchandising curriculums contain a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives. In addition, four specialized courses are taken in the area of specialization chosen by the student. Emphasis is thereby placed on training the individual for a particular specialized occupation by providing a combination of general courses, specialized courses, and internships.

MID-MANAGEMENT

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
BUAD 130	Business Mathematics	3	0	3
	** Elective	3	0	3
		<u>12</u>	<u>23</u>	<u>16</u>
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
*ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
	** Elective	3	0	3
		<u>12</u>	<u>23</u>	<u>16</u>
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
	** Elective	6	0	6
		<u>12</u>	<u>20</u>	<u>15</u>
Fourth Semester				
MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
GOVT 211	American National and State Government I			
or				
ECON 112	Principles of Economics II	3	0	3
	** Elective	6	0	6
		<u>12</u>	<u>20</u>	<u>15</u>

MID-MANAGEMENT BANK SPECIALIZATION

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BANK 130	Principles of Bank Operations	3	0	3
ECON 111	Principles of Economics I	3	0	3
*ENGL 111	Communication Skills I	3	0	3
ACCT 221	Principles of Accounting I	3	1	3
BUAD 130	General Business Mathematics	3	0	3
PHED	Physical Education	0	3	1
	Total	<u>15</u>	<u>4</u>	<u>16</u>
Second Semester				
BANK 140	Money and Banking	3	0	3
*ENGL 112	Communication Skills II	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
BANK 280	Teller Training Seminar	3	0	3
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	3	1
	Total	<u>15</u>	<u>4</u>	<u>16</u>
Third Semester				
MMGT 111	Supervision	3	0	3
**MMGT 112	Internship	0	20	3
CSCI 110	Introduction to Computer Science	3	3	4
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
SOCI 111	Principles of Sociology	3	0	3
	Total	<u>12</u>	<u>23</u>	<u>16</u>

*ENGL 121 or 122 should be substituted if a 4-year degree is planned.
 **Suggested electives are ACCT 221, 222, BUAD 110, 120, CSCI 110, MATH 180, 190, REAL 230, SECT 121, 150, MMGT 123.



ADDITIONAL REQUIREMENTS FOR AIB STANDARD CERTIFICATE

Bank Specialization

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Fourth Semester				
MMGT 121	Principles of Management	3	0	3
*MMGT 122	Internship	0	20	3
BANK 230	Marketing for Bankers	3	0	3
GOVT 211	American National & State Government I	3	0	3
	Elective	3	0	3
	Total	12	20	15

*These courses correspond to AIB courses: Bank Letters and Reports and Effective English. ENGL 121 and 122 may be substituted if a 4-year degree is planned.

**In lieu of internship, the student may elect to substitute electives approved by the department of any banking functions courses. Suggestions include:

- BANK 150 Analyzing Bank Financial Statements
- BANK 240 Bank Investments
- BANK 250 Credit Administration
- BANK 260 Supervision and Personnel Administration
- BANK 270 Installment Credit

Total Credits Required for Bank Specialization Degree 63

FASHION MERCHANDISING

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: The Fashion Merchandising Curriculum combines a careful blending of fashion merchandising principles, fashion merchandising courses, and management courses such as Introduction to Management, Principles of Management, Personnel Management, and Problems in Management with general education courses such as two semesters of communications skills and two semesters of social science to provide the student with a balanced education and a strong marketable skill. In addition, the student serves four semesters of internship to combine practical experience with his/her class instruction. The internship requires the intern to work a minimum of twenty hours per week at an approved work station. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

MID-MANAGEMENT FASHION MERCHANDISING SPECIALIZATION

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
*FASH 112	Internship	0	20	3
**ENGL 111	Communication Skills I	3	0	3
FASH 130	Introduction to Fashion Merchandising	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	2	1
	Total	12	22	16

Second Semester

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

Third Semester

MMGT 211	Personnel Management	3	0	3
FASH 212	Internship	0	20	3
FASH 210	Fashion Sales Promotion	3	0	3
GOVT 211	American National and State Government			
or				
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
	Total	12	20	15



Fourth Semester

MMGT 221	Problems in Management	3	0	3
FASH 222	Internship	0	20	3
FASH 220	Textiles	3	0	3
FASH 230	Fashion Fundamentals	3	0	3
***Elective		3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

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

Total Credits Required for
 Fashion Merchandising Degree 62

**MID-MANAGEMENT
 PRODUCTION SPECIALIZATION**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
	*Elective	3	0	3
**ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
**ENGL 112	Communication Skills II	3	0	3
*BUAD 130	Business Math	3	0	3
GOVT 211	American National and State Government I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
PROD 230	Industrial Management	3	0	3
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

Fourth Semester

MMGT 211	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
PROD 240	Production Planning and Control	3	0	3
ECON 112	Principles of Economics II	3	0	3
	Elective	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

*MATH 180 and MATH 190 may be substituted if a 4-year degree is planned.
 **ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for two-year curriculum 62

**MID-MANAGEMENT
 REAL ESTATE SPECIALIZATION**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
REAL 130	Principles of Real Estate	3	0	3
*ENGL 111	Communication Skills I	3	0	3
REAL 140	Real Estate Mathematics	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
*ENGL 112	Communication Skills II	3	0	3
REAL 220	Real Estate Practice	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
REAL 240	Real Estate Finance	3	0	3
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
REAL 250	Real Estate Brokerage	3	0	3
REAL 260	Real Estate Appraisal	3	0	3
GOVT 211	American National and State Government			
or				
ECON 112	Principles of Economics II	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

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

Total for 2-year curriculum..... 62

**MID-MANAGEMENT
RETAIL SPECIALIZATION**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
RETL 130	Principles of Retailing	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
*ENGL 112	Communication Skills II	3	0	3
GOVT 211	American National and State Government			
or				
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>

Third Semester

MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
RETL 230	Principles of Marketing	3	0	3
PSYC 120	General Psychology	3	0	3
or				
BUAD 150	Business Psychology Elective	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
RETL 250	Selling and Salesmanship	3	0	3
RETL 260	Retail Mdse. Management	3	0	3
	Elective	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

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

Total for 2-year curriculum..... 62

NURSING

Degree: Associate in Applied Science

Length: Two Year Program

Purpose: The aim of the Associate Degree Nursing Program (ADN) is to prepare the graduate to manage and give direct patient care, as a member of the health team, in hospitals and other structured health-care facilities. The program includes a background in general education and skills related to patient care. 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 accredited by the Board of Nurse Examiners for the State of Texas and by the National League for Nursing (NLN).

Admission Requirements:

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the Associate Degree Nursing Program, the applicant must:
 - a. be a high school or G.E.D. graduate.
 - b. make application to A.C.C. and fulfill the admission requirements of the College.
 - c. make application to the ADN department.
 - d. score 16 or higher on ACT composite or a minimum combined math and verbal SAT score of 713

or

- if ACT composite is 14 or 15, attain an overall grade point average (GPA)* of 2.5 on a minimum of seven (7) credit hours taken at Alvin Community College (excluding developmental courses and orientation) and including at least one (1) natural science course required in the nursing curriculum.
- e. submit official copies of transcripts of all previous college work to the ADN Department.
 - f. have a personal interview with the Director, or her designate, to discuss program requirements and develop a degree plan.
 - g. remove all academic deficiencies (i.e. complete developmental courses if English, math, or social science ACT scores are below 16).
 - h. submit a health history and physical examination prior to enrollment, reported on a form provided by the ADN department.
2. Any science or nursing course completed more than five (5) years prior to the time the student is accepted may not satisfy requirements for a degree in nursing.
 3. Transcripts may not reflect more than one (1) "D," "F," or "WF" in a science or nursing course taken within five (5) years of the date of acceptance into the ADN program. Applicants who have had a repetition of more than one (1) science or nursing course within five (5) years of application are ineligible.
 4. A student not enrolled in a Nursing course for one or more semesters for any reason is termed a withdrawal and must make application for re-admission. Consideration for re-admission will be on an individual basis and as space permits. Evidence of competency in previously completed nursing courses may be required prior to re-admission.
 5. Transfer students will be admitted only if space is available. Transfer students must:
 - a. meet above admission criteria.
 - b. have a recommendation from the Dean/Director of their previous program.
 - c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 110 and NURS 211 are the only nursing courses which will be accepted for transfer.
 - d. provide the ADN department with an official transcript from each institution attended.
 - e. not currently be on suspension or academic probation from another college.
 - f. Evidence of competency in previously completed nursing courses may be required prior to admission.
 6. LVN's, currently licensed in Texas, will be permitted to take the challenge tests for Introduction to Nursing once all admission criteria are met.
 7. The ACT/SAT requirements will be waived for those applicants with a bachelor's degree.

*The overall GPA will be computed on all hours attempted at ACC in which a grade of A, B, C, D, F, or WF was recorded. If a course is repeated, both attempts will be computed.

Progression Policies:

1. Students will abide by the current ADN admission and curriculum requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.
2. Once a student has enrolled in the ADN program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan.
3. No grade below "C" in 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 having a clinical component.
5. A student must achieve an overall GPA of 2.0 on all courses in the nursing curriculum in order to progress to the next nursing course (excluding orientation and developmental courses).
6. A student will be terminated from the ADN program if they have received more than one (1) "D", "F", or "WF" in a nursing or nursing curriculum science course.
7. A student who has accumulated five (5) days of absences in nursing classes, within a semester, may be dropped. Of these absences, no more than two (2) may be in clinical.

NURSING*

Associate in Applied Science Degree Program

FIRST YEAR

Fall Semester

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
BIOL 121	Anatomy and Physiology I	3	2	4
NURS 110	Introduction to Nursing	4	13	8
PSYC 120	General Psychology	3	0	3
		<u>10</u>	<u>15</u>	<u>15</u>

Spring Semester

BIOL 122	Anatomy and Physiology II	3	2	4
NURS 211	Medical/Surgical Nursing I	4	16	9
PSYC 130	Child Growth and Development	3	0	3
		<u>10</u>	<u>18</u>	<u>16</u>

Summer Semester I

ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		<u>3</u>	<u>3</u>	<u>4</u>

Summer Semester II

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

SECOND YEAR

Fall Semester

BIOL 225	Microbiology	3	2	4
NURS 212	Medical/Surgical Nursing II	4	16	9
ENGL 122	Composition and Rhetoric II	3	0	3
		<u>10</u>	<u>18</u>	<u>16</u>

Spring Semester

NURS 213	Maternity Nursing (8 weeks)	4	13	4
NURS 214	Child Health Nursing (8 weeks)	4	13	4
NURS 221	Professional Development	1	2	2
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<u>8</u>	<u>18</u>	<u>14</u>

Total Credits Required for an Associate Nursing Degree 69

PRODUCTION

Please see Mid-Management, Production Specialization.

REAL ESTATE

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

RETAIL

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

RESPIRATORY THERAPY

Degree: Associate Degree in Applied Science

Length: 22 months

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

The curriculum for the Certificate Program is included in the registry curriculum which is expanded with academic courses. Individuals with a Certificate of Proficiency from a JRCRTE accredited certificate program may complete the second

year of the registry option and the required academic courses to obtain an associate degree and apply for the Registered Respiratory Therapist Examination.

Students in the registry option may apply for a Certificate of Completion (for the certification option) in the fall semester of their second year provided they have completed the requirements for the certification program. HRTT 210 and HRTT 212 must be completed in place of HRTT 113 and HRTT 119 in order to apply for the Certificate of Completion. This certificate will allow the student to attempt the National Entry Level Exam for Respiratory Therapy which is administered the following March.

Admission Requirements:

1. To be considered for admission to the Respiratory Therapy Program, the applicant must:
 - a. be a high school or G.E.D. graduate
 - b. make application to A.C.C. and fulfill the admission requirements
 - c. make application to the Respiratory Therapy Program
 - d. score 16 or higher on ACT composite

or

 - e. if ACT composite is between 12 and 15, remove all academic deficiencies by completing the appropriate developmental courses in English, Math, Reading.
 - f. complete a physical examination which includes chest x-ray, TB skin test, serology, and urinalysis upon acceptance to the program
 - g. interview with the Director of Respiratory Therapy
2. Any science or Respiratory Therapy course completed more than five (5) years prior to the student being accepted may not satisfy requirements for a degree in Respiratory Therapy.
3. Transfer students must complete the following:
 - a. meet the above admission criteria
 - b. have a cumulative GPA of 2.0 or better on all courses being transferred into the Respiratory Therapy curriculum.
 - c. provide the Admissions Office with an official transcript from each institution attended
 - d. provide the Respiratory Therapy Department with a copy of transcript from each institution attended.
 - e. provide the Respiratory Therapy Department with a description and/or syllabus of each course being considered for transfer
 - f. not currently be on suspension or academic probation from another college
 - g. credit will be given for support courses equivalent to those included in the Respiratory Therapy Program at Alvin Community College as determined by examination of the syllabus of the transfer course. A grade of "C" or better must have been earned in transfer courses.
4. An RT student will abide by the curriculum requirements of the RT Department at the time they are accepted into the program. Curriculum requirements of the RT program take precedence over the *Catalog* under which the student entered Alvin Community College.
5. A new class begins each fall semester. Qualified applicants will be admitted according to space availability.
6. The ACT requirements will be waived for those applicants with a Bachelor's Degree.

Alternate Enrollment:

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

Progression Policies:

1. The Respiratory Therapy students will abide by the admission and curriculum requirements of the Respiratory Therapy Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Respiratory Therapy programs, all Respiratory Therapy courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the program director.
3. No grade below a "C" in a Respiratory Therapy or science/math course will be acceptable for progression.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.
5. Only two (2) attempts in any science/math or any Respiratory Therapy course will be permitted. An attempt is defined as a course in which a grade of "D," "F," or "WF" is recorded on the transcript.
6. Students requiring a repetition of more than one (1) of these courses will be terminated from the Respiratory Therapy Program.
7. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.

RESPIRATORY THERAPY**Associate in Applied Science
Registry Option**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester (Fall)				
HRTT 109	Cardiopulmonary Anatomy & Physiology	3	0	3
HRTT 111	Introduction to Respiratory Therapy	3	2	4
HRTT 114	Respiratory Therapy Procedures I	3	10	4
HRTT 120	Pharmacology	3	0	3
MATH 121	College Algebra	3	0	3
		15	12	17
Second Semester (Spring)				
HRTT 116	Clinical Medicine & Pulmonary Disorders	4	2	3
HRTT 117	Respiratory Therapy Procedures II	3	2	4
HRTT 112	Clinical Practical I	0	16	2
BIOL 121	Anatomy & Physiology I	3	2	4
ENGL 121	Composition & Rhetoric I	3	0	3
		13	22	16
Third Semester (Summer Session I)				
ENGL 122	Composition & Rhetoric II	3	0	3
PSYC 120	General Psychology	3	0	3
		6	0	6
Fourth Semester (Summer Session II)				
HRTT 115	Pediatrics	2	0	2
HRTT 210	Clinical Practical IV	0	9	3
		2	9	5
Fifth Semester (Fall)				
HRTT 212	Clinical Practical V	0	16	2
HMLT 123	Medical Microbiology	2	3	3
HRTT 217	Advanced Intensive Care Procedures	3	0	3
HRTT 216	Advanced Pathophysiology	3	0	3
PHED	Physical Education	0	3	1
		8	22	12



Sixth Semester (Spring)

HRTT 211	Clinical Management & Education	3	8	3
BIOL 122	Anatomy & Physiology II	3	2	4
PHED	Physical Education	0	3	1
CHEM 111	Introductory Chemistry I	3	3	4
	Elective	3	0	3
		<u>12</u>	<u>16</u>	<u>15</u>

Seventh Semester (Summer Session I)

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

Total Credits Required for an
Respiratory Therapy Degree 76

SECRETARIAL SCIENCE

Executive Secretary

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

Length: Four-Semester (Two-Year) Program

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

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

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

SECRETARIAL SCIENCE

Executive Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>9</u>	<u>16</u>
Second Semester				
*ENGL 112	Communication Skills II	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>
Third Semester				
SECT 250	Word Processing	2	3	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
SOCI 111	Principles of Sociology	3	0	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	2	3	3
		<u>16</u>	<u>8</u>	<u>18</u>
Fourth Semester				
SECT 230	Records Management	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 260	Word Processing Applications	2	3	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 120	Business Law I or Elective	3	0	3
		<u>13</u>	<u>8</u>	<u>15</u>

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

Total Credits Required for
Secretarial Science Degree 65



SECRETARIAL SCIENCE

Legal Secretary

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

Length: Four-Semester (Two-Year) Program

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

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

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

SECRETARIAL SCIENCE

Legal Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		13	9	16
Second Semester				
BUAD 120	Business Law I	3	0	3
*ENGL 112	Communication Skills II	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		13	11	16

Third Semester

SECT 250	Word Processing	2	3	3
SECT 230	Records Management	2	3	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	2	3	3
		15	11	18

Fourth Semester

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

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

Total Credits Required for
Secretarial Science Degree 65

SECRETARIAL SCIENCE

Medical Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		13	9	16

Second Semester

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

Third Semester

SECT 250	Word Processing	2	3	3
SECT 230	Records Management	2	3	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
GOVT 211	American National and State Governments	3	0	3
SECT 220	Typewriting III	2	3	3
		<u>15</u>	<u>11</u>	<u>18</u>

Fourth Semester

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

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

Total Credits Required for Secretarial Science Degree 65

WELDING

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

Length: Four-Semester (Two-Year) Program

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

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

WELDING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint reading)	2	4	3
PHED	Physical Education	0	3	1
		<u>7</u>	<u>21</u>	<u>14</u>
Second Semester				
WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		<u>10</u>	<u>15</u>	<u>15</u>
Third Semester				
WELD 241	Basic Layout Design and Fabrication	1	4	3
WELD 251	Pipe Welding I	2	6	4
WELD 231	Advanced MIG and TIG	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
*ENGL 112	Communication Skills II	3	0	3
		<u>10</u>	<u>22</u>	<u>18</u>
Fourth Semester				
WELD 242	Adv. Layout Design and Fabrication	1	4	3
WELD 252	Pipe Welding II	2	6	4
SOCI 111	Principles of Sociology	3	0	3
**Electives		6	0	6
		<u>12</u>	<u>10</u>	<u>16</u>

*ENGL 121 and 122 may be substituted if a 4-year degree is planned.
 **Co-op courses may be selected as satisfaction of elective.

Total Credits Required for the Welding Degree 63