ACC

Alvin Community College

Catalog 2001-2002

ACC

Alvin Community College
2001-2002 Catalog

VOLUME 52, NO. 1
AUGUST 2001

Alvin Community College is Accredited by:

Commission on Colleges of the
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone Number: 404/679-4501
To award associate degrees and certificates.

Also Approved and Accredited by:

Texas Higher Education Coordinating Board,
Texas College and University System

Member:

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

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

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2001 fall semester.

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

Academic Calendar

FALL SEMESTER

Jul 17-18	Early Registration
Jul 17-Aug 2	*Telephone* Early Registration
July 19-Aug 2	Drop-Off Registration
Aug 9	New student orientation
Aug 20-21	Regular Registration
Aug 22	Faculty/Staff Workshop - 8 am - 3 pm
Aug 23-24, 27-28	Late Registration and Schedule Changes
Aug 23	Classes Begin
Aug 24-26	Weekend Classes Begin
Sep 3	Labor Day Holiday - College closed
Sep 10	Census Date
Oct 2	Graduation Deadline. Last day to apply for fall graduation, 5 pm
Nov 6-Dec 5	Early Registration for Spring 2002
Nov 9	Withdraw Deadline; Records Office, 5 pm
Nov 21-25	Thanksgiving Holidays
Nov 30-Dec 2	Weekend Classes End
Dec 4	Classes End
Dec 5-7, 10-11	Final Exams
Dec 7-9	Finals for Weekend Classes
Dec 15-Jan 2	Winter Break - College closed

8-WEEK FALL MINI SEMESTER

Oct 1-12	Registration
Oct 15	Late Registration
Oct 15	Classes Begin
Oct 22	Census Date
Nov 9	Withdraw Deadline; Records Office, 5 pm
Nov 21-25	Thanksgiving Holidays - College closed
Dec 5	Classes end/Final Exams

HOLIDAY MINI SEMESTER

Dec 3-13	Registration
Dec 26	Classes Begin
Dec 26	Late Registration
Dec 27	Census Date
Jan 4	Withdraw Deadline; Records Office, 5 pm
Jan 8	Classes end/Final exams

SPRING SEMESTER 2002

Nov 6-7	Early Registration for Spring 2001
Nov 6-Dec 5	*Telephone* Early Registration
Nov 8-Dec 5	Drop-Off Registration
Dec 5	New student orientation
Dec 15-Jan 2	College closed
Jan 7-8	Regular Registration
Jan 9	Faculty/Staff Workshop - 8am-3 pm
Jan 10	Classes Begin
Jan 10-11, 14-15	Late Registration and Schedule Changes
Jan 11-13	Weekend Classes Begin
Jan 25	Census Date
Feb 21-23	TCCTA Convention, Houston. No day classes on Friday. (Weekend Classes on Friday evening, Saturday and Sunday will meet.) Offices close 12 noon, Friday.
Mar 5	Graduation deadline. Last day to apply for graduation and to order graduation regalia.
Mar 11-17	Spring Break - College closed
Mar 29-Apr 1	Spring Holidays
Apr 5	Withdraw Deadline; Records Office, 5 pm
Apr 9-May 3	Early Registration for Summer I (6 and 12 week classes)
Apr 26-28	Weekend Classes End
May 3	Classes End
May 3-5	Final Exams - Weekend Classes only
May 6-9	Final Exams
May 14	Commencement

8-WEEK SPRING MINI SEMESTER

Feb 18-Mar 1	Registration
Mar 4	Late Registration and Schedule Changes
Mar 4	Classes Begin
Mar 11-17	Spring Break
Mar 18	Census Date
Apr 19	Withdraw Deadline; Records Office, 5 pm
May 3	Classes end/Final exams

EARLY SUMMER MINI SEMESTER

May 13-14	Registration
May 15	Classes Begin
May 16	Census Date
May 22	Withdraw Deadline; Records Office 5 pm
May 27	Memorial Day - College Closed
May 28	Classes end/Final exams

SUMMER 2002

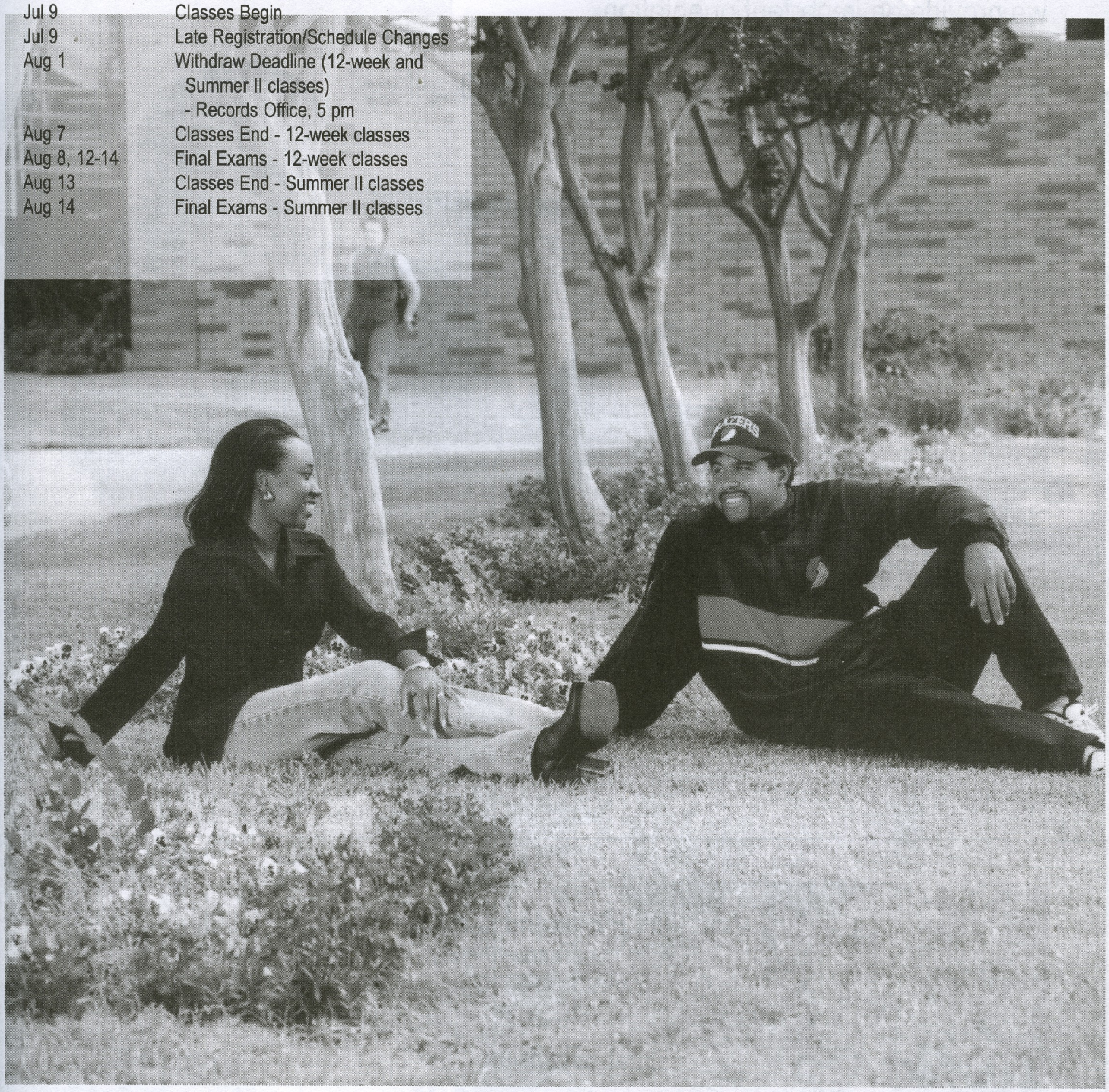
First Session

Apr 9-10	Early Registration for Summer I (6 and 12 week classes)
Apr 9-May 3	*Telephone* Early Registration
Apr 11-May 3	Drop-Off Registration
May 27	Memorial Day Holiday - College Closed
May 28	Regular Registration (6-and 12-week classes)
May 29	Classes Begin
May 29-30	Late Registration and Schedule Changes
Jun 4	Census Date - 6-week Classes
Jun 12	Census Date - 12-week classes
Jun 18	Graduation Deadline - Last day to apply for August graduation.
Jun 20	Withdraw Deadline (6-week classes); Records Office, 5 pm

Jul 2	Classes End - 6-Weeks Classes only
Jul 3	Final Exams - 6-Weeks Classes only
Jul 4	Independence Day - College Closed

Second Session

Jul 8	Regular Registration
Jul 9	Classes Begin
Jul 9	Late Registration/Schedule Changes
Aug 1	Withdraw Deadline (12-week and Summer II classes) - Records Office, 5 pm
Aug 7	Classes End - 12-week classes
Aug 8, 12-14	Final Exams - 12-week classes
Aug 13	Classes End - Summer II classes
Aug 14	Final Exams - Summer II classes

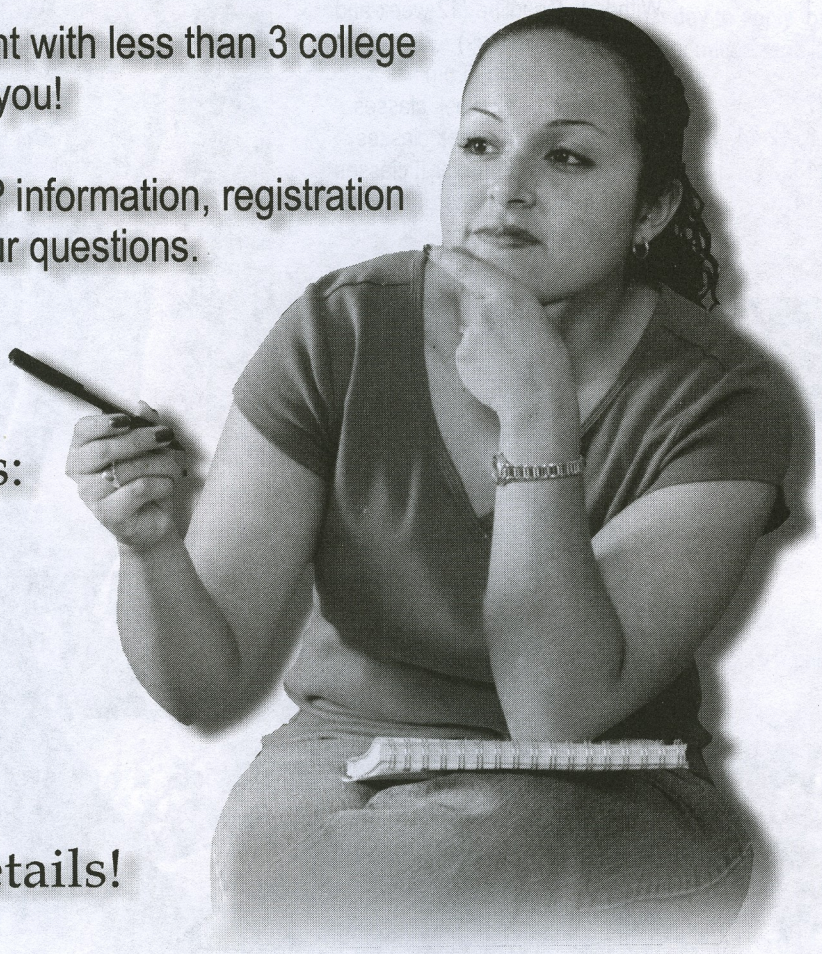


New Student Orientation

Welcome to ACC! To help start your college career, we provide an important orientation.

If you're a new college student with less than 3 college credits, this orientation is for you!

We feature study skills, TASP information, registration tips, and resources for all your questions.



Orientation Options:

~ Video
~ On-line

See your academic advisor for more details!

Visit our Pearland College Center

If you live in the Pearland area, stop by our Pearland College Center.

- Personal attention
- Convenient
- Out of district fees waived if you live in Pearland
- Credit and non-credit classes available

General Information

HISTORY

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

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

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

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 4404 in 1988. During this period of growth, Alvin Community College has had five presidents:

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

PHILOSOPHY

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

MISSION

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

INSTITUTIONAL GOALS

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

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

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

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

FACILITIES

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of sixteen 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, Court Reporting Center/KACC Radio-TV Building, Nolan Ryan Center, Maintenance Complex, Transportation Center, and storage complexes.

The first floor of the Learning Resources Center contains the Department of Information Technology, Office of the Associate Dean of Student and Instructional Services, Office of Admissions and Academic Advising, Financial Aid and Placement Office, Records Office, Veterans and Graduation Offices, Business Office, Communications Center, and Media Center. The second floor houses the Learning Lab, classrooms, the Library, and offices for the Physical Plant, GED, and various faculty. The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, offices, an art gallery, and the theatre/ auditorium.

The Health and Paramedical Technologies Center contains offices, classrooms and laboratories for all health-related departments. A Child Development Laboratory School is also located in the building. The lower floor houses the offices of the Dean of Technical Programs. In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an open-concept office administration lab and a crime lab. Facilities for instruction in industrial programs include an electronics lab, auto mechanics lab, and a welding lab and fabrication shop.

The Student Center consists of the Texas Room (a student lounge), the Brazos Room (a conference/dining room), a gameroom, Student Activities offices, the cafeteria, and the College Store.

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

The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Dean of Instruction, Student and Community Services, and the University Parallel Division Chairs.

The Natural Sciences Building houses seven physical science laboratories, faculty offices, and a greenhouse. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center. The Court Reporting Center/KACC Radio-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory.

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

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

Pearland College Center

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

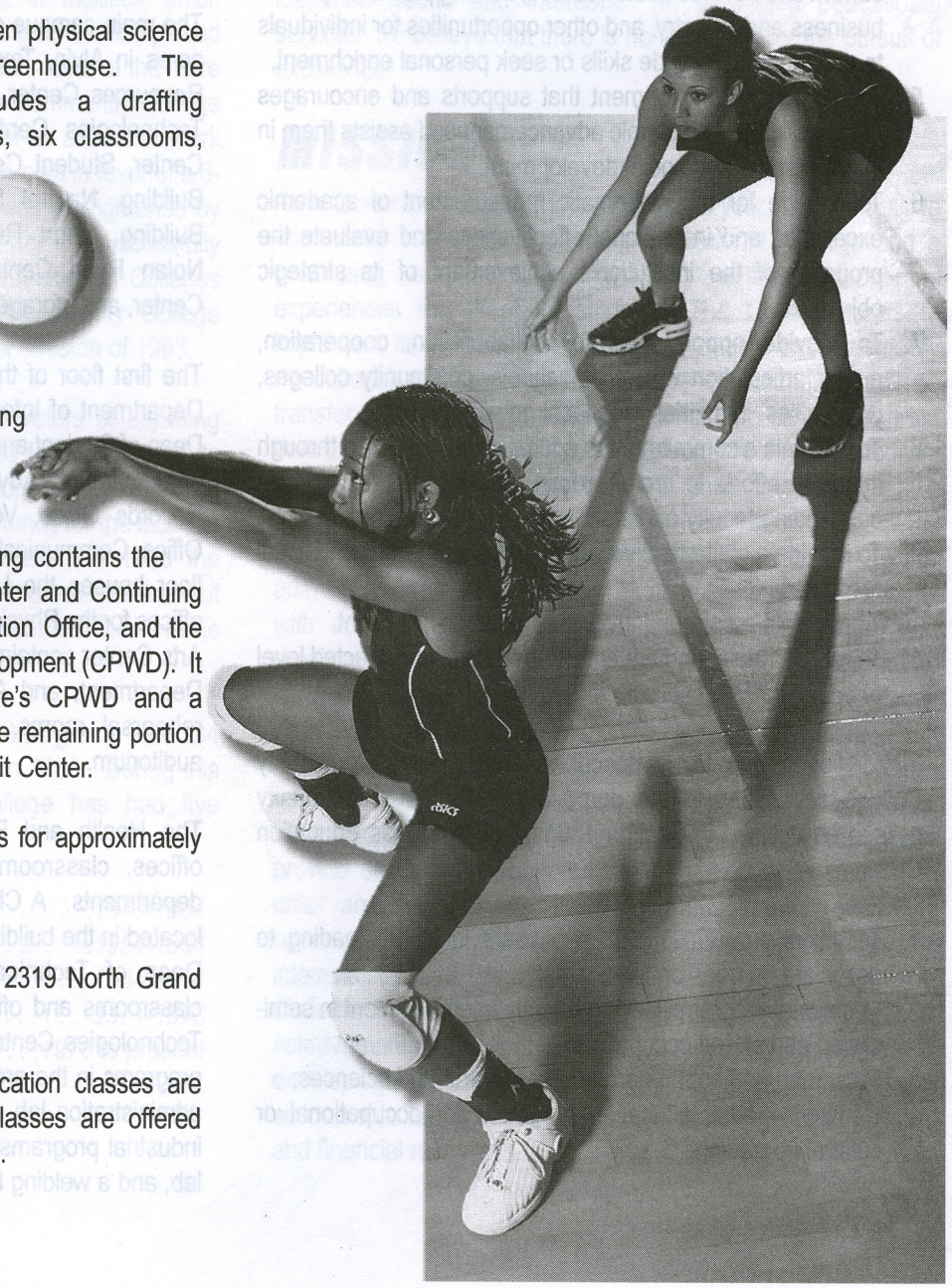
Credit classes as well as Continuing Education classes are taught at the Pearland College Center. Classes are offered Monday through Thursday and on weekends.

ACCREDITATION

Documentation on Alvin Community College is available in the Office of the Associate Dean of Student & Instructional Services.

PUBLIC NOTICE & COMPLIANCE STATEMENTS

Civil Rights: In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 95-256), Alvin Community College does not discriminate against or exclude from participation in any of its programs or activities,



either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

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

Access to Programs: Admission to College programs is based on requirements outlined in this catalog.

Alvin Community College will take steps to assure that lack of English language skills will not restrict admission to and participation in its programs.

For information about your rights and grievance procedures, contact the Associate Dean of Student and Instructional Services, (281) 756-3517, or the Director of Personnel, (281) 756-3639, at 3110 Mustang Road, Alvin, Texas 77511-4898.

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

Family Educational Rights and Records Access Annual Notice: In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as directory information to the general public without the written consent of the student. See "Release of Student Information" section in this catalog.

Religious Holy Days: In compliance with Texas Education Code, Section 51.911, Alvin Community College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must file forms for this purpose (available in the Office of Admissions and Academic Advising) by the 15th calendar day of the semester.

Illegal Drugs: In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Associate Dean of Student and Instructional Services for a copy of due process procedures.

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

Policy on HIV Infection and AIDS: The Alvin Community College policy on HIV infection and AIDS is available in the office of the Associate Dean of Student and Instructional Services. The educational pamphlet on AIDS developed by the Texas Department of Health is available in the Office of Admissions and Academic Advising and in brochure racks throughout the campus.

For information about your rights or about grievance procedures, contact the Associate Dean of Student and Instructional Services, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, 281/756-3517

INTERPRETATION OF CATALOG

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

ALVIN COMMUNITY COLLEGE PHONE LISTING

281/756-3500 (For numbers not listed)

*AREA CODE IS (281) FOR ALL TELEPHONE NUMBERS

Administrative Offices

President 756-3598
Administrative Coordinator 756-3600
Dean of Financial & Administrative Services 756-3594
Dean of Instruction, Student & Community Services 756-3718
Dean of Technical Programs 756-3619
Dean of Pearland College Center and
and Continuing Education 756-3789
Associate Dean of Student & Instructional Services 756-3517
Division Chair of English & Fine Arts 756-3710
Division Chair of Social Sciences 756-3730
Division Chair of Math & Sciences 756-3749
Division Chair of Industrial Technologies &
Public Service Programs 756-3784
Division Chair of Allied Health & Human Services 756-3658
Division Chair of Business Technologies 756-3782
Director of Information Technology 756-3536
Director of Admissions/Academic Advising 756-3527
Director of Fiscal Affairs 756-3509
Director of Food Services 756-3679
Director of Marketing & Enrollment Management 756-3552
Director of Human Resources 756-3639
Director of Physical Plant 756-3583
Director of Institutional Effectiveness/Research 756-3663
Director of Athletics 756-3740

Departmental and Staff Offices

Accounting/Business Programs 756-3660
Admissions/Advising 756-3531
Admissions Information 756-3531
Agriculture 756-3749
Art 756-3605
Biology 756-3746
Business Office/Cashier 756-3514
Cafeteria 756-3679
Campus Police 756-3700
Center for Professional & Workforce Development 756-3789
Chemistry 756-3741
Child Development Laboratory School 756-3644
Communications 756-3765
Computer Science 756-3782
Continuing Education Office 756-3787
Court Reporting 756-3757
Criminal Justice 756-3779
Diagnostic Cardiovascular Sonography 756-3656
Drafting Technology 756-3784
Drama 756-3607
Electronics 756-3667
Emergency Medical Technology 756-3650
English 756-3710
Financial Aid Office 756-3524
Fitness Center 756-3691
Foreign Language 756-3709
Geology 756-3745
Horticulture 756-3749
Information Technology 756-3536
KACC Radio-TV 756-3892
Legal Assistant 756-3642
Library 756-3559
Management Development 756-3812
Mathematics 756-3705
Media Center 756-3567
Mental Health 756-3652
Music 756-3587
Nursing 756-3634
Off-Campus Housing Information 765-3531
Office Administration 756-3810
Pearland College Center 756-3900
Physical Plant Operations 756-3583
Physics 756-3745
Process Technology 756-3785
Public Relations Office 756-3600
Reading 756-3556
Records Office
Admission & Enrollment Application Status 756-3507
FAX 756-3834
Graduation/Transfer Evaluation 756-3506
Transcript Service 756-3502
Respiratory Care 756-3658
Social Sciences 756-3730
Speech 756-3607
Sports & Human Performance 756-3740
Student Activities Office 756-3687
Student Employment/Financial Aid Office 756-3524
Technical Programs 756-3619
Testing/Counseling Center 756-3531
Theatre Box Office 756-3609
Veteran's Certification Services 756-3534
Vocational Nursing 756-3636
Welding 756-3671
Services for Students with Disabilities
Voice 756-3531
TDD 756-3845

Academic Policies & Regulations

ADMISSION

To apply or re-apply or to request information in person, visit the Office of Admissions and Academic Advising. Correspondence regarding admission should be addressed to the Records Office.

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

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

ADMISSION REQUIREMENTS

Academic Advising

Students entering ACC for the first time (including transfer students) must be advised by the Office of Admissions and Academic Advising. Students should complete testing before their advising session, or **bring TASP, ACCUPLACER, ASSET, COMPASS, or MAPS scores or proof of TASP exemption to the session** (see *Testing* section). Transfer students should also bring copies of transcripts or grade reports from other institutions they have attended. At the completion of the advising, students will receive the Admission Advising Form referred to in the *Records and Forms* section below.

Records and Forms

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

Students will be admitted under the following categories when all requirements have been met.

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

Students with GED Certificates: Admission Application, Admission Advising Form, GED Test scores, and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores.

College transfer students: Admission Application, Admission Advising Form, transcripts from previous colleges and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores. Students must bring copies of their transcripts and test scores to their advising session. Students on probation or suspension must get approval from the Associate Dean of Student and Instructional Services, (281) 756-3517.

Former ACC students: All returning students must provide current transcripts from colleges attended since last attending ACC and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores. Former ACC students on academic probation or suspension at another institution must obtain approval from the Associate Dean of Student and Instructional Services, (281) 756-3517.

In addition to the above, returning students who have not attended ACC for one or more years must complete a readmission application in the Records Office.

Concurrently enrolled high school students (High school students who have completed the junior year and have parental and high school approval):

Admission Application, Admission Advising Form, Concurrent Enrollment Form, high school transcript verifying completion of the sophomore year, and TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores reflecting the ability to benefit from instruction.

International students (Students born in another country who are not U.S. citizens or resident aliens):

Approval from the Counselor for International Students is required. For additional requirements, see section on *International Student Regulations* or call (281) 756-3531.

Individual approval (Persons not in above categories -- includes graduates of **home schools** and **non-accredited schools**):

Interview to determine eligibility, Admission Application, Admission Advising Form, Individual Approval Form, and ACCUPLACER or MAPS test scores reflecting the ability to benefit from instruction.

OFFICIAL RECORDS

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ACC Records Office or when presented in a sealed envelope issued by the institution. Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester unless otherwise noted. Students applying for Federal Title IV funds must have academic transcripts in the Records Office before funds will be awarded.

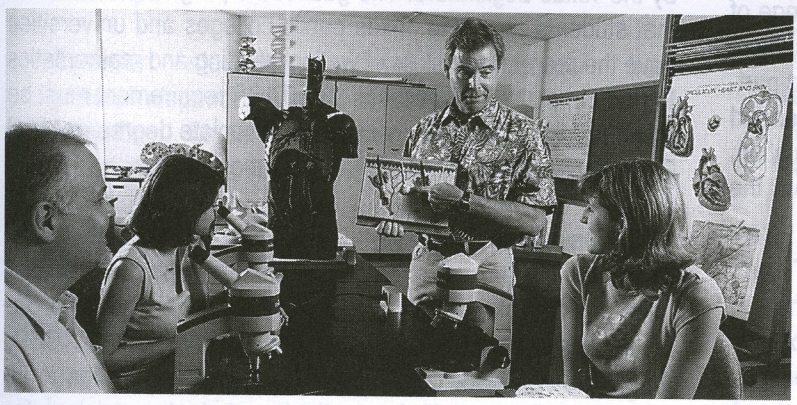
TUITION REBATE FOR BACCALAUREATE DEGREE

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

RECOMMENDED ACADEMIC PREPARATION FOR COLLEGE

High school students planning to enroll at Alvin Community College and then transfer to a senior college or university are strongly encouraged to take the following courses while enrolled in high school.

High School Curriculum	*Credits*	*Courses*
English Language Arts	4	English I-IV
Mathematics	4	Algebra, Geometry, Precalculus, Math elective
Science	3	State Board of Education approved courses include: Physical Science, Biology I and II, Chemistry I and II, Physics I and II
Social Studies	4	United States History, United States Government, World History Studies, World Geography, Economics
Foreign Language	3	Levels I-III proficiency in the same language
Health	½	½ credit minimum
Fine Arts	1	1 credit minimum
Physical Education	1½	1½ credits
Speech	½	Speech Communication, Public Speaking, Debate, Oral Interpretation
Technology	1 min.	Computer Science Business Computer Applications Business Computer Programming Computer Applications Microcomputer Applications Business Information Processing Computer Mathematics Industrial Technology Computer Applications
Electives	2	
TOTAL	24½	



Need **FINANCIAL** help for School?

Alvin Community College

offers Financial Aid to those who need it and who qualify.

GRANTS • SCHOLARSHIPS
COLLEGE WORK STUDY

Visit the Financial Aid Office for more information and applications.
CALL US AT 281/756-3524.

TUITION REBATE FOR EARLY HIGH SCHOOL GRADUATION

Students who graduate in three years from a Texas public high school and are Texas residents may be entitled to a $1,000 tuition credit for college level courses. The $1000 can be used in multiple semesters until the full amount is used. Contact your high school counselor for information on how to apply.

ADMISSION TO SPECIFIC CURRICULUMS

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

Child Development/Early Childhood
Court Reporting
Diagnostic Cardiovascular Sonography
Emergency Medical Technology
Musical Theater
Nursing
Nursing–Transition
Respiratory Care
Vocational Nursing

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

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

HONORS PROGRAM

The Alvin Community College Honors Program offers highly motivated, academically exceptional students the challenge of enriching their intellectual experience and exploring subject areas in great depth. The program, open to full-time and part-time students, offers individualized attention, increased responsibility, and a high level of intellectual stimulation. Students who qualify for the program may choose from the following enriched courses:

BIOL	1408-1409
ENGL	1301-1302
GEOL	1403-1404
GOVT	2301-2302
HIST	1301-1302
MATH	2413-2414
PHYS	1401-1402
PSYC	2301

To be considered for admission to the Honors Program, a student must meet at least two of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 10% of high school class
- GPA of 3.5 or higher on a minimum of 12 semester hours excluding developmental courses
- Recommendation(s) from ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To achieve Honors Program Graduate status, a student must have at least a 3.0 grade point average on all college-level courses, including all attempts of repeated courses, must complete a minimum of 12 semester hours of honors courses, and must earn a grade of B or higher in all honors courses taken. Contact the Office of Admissions and Academic Advising for more information.

TESTING

Although testing is not an admission requirement, it is a requirement for registration. All students who have not provided official documentation for an exemption from TASP (see TASP Exemptions below) must have official TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores prior to registering for classes. Information about test dates, locations and registration may be obtained from class schedules or by calling 281/756-3526. Test scores are used to place students in appropriate courses; they are not used to deny admission to college.

TASP

The Texas Academic Skills Program (TASP) is a program of testing, advisement, and developmental education mandated by the Texas Legislature. The goal of the program is to assure that students attending Texas public colleges and universities have the prerequisite skills of writing, reading and mathematics to perform at the college level. The TASP requirement must be met before students may receive an associate degree or Level 2 certificate or take upper-division courses.

TASP-Obligated Students

Students who are not exempt (see TASP Exemptions below) must pay for, take, and provide official scores for one of these tests prior to registering for classes: TASP, ACCUPLACER, ASSET, COMPASS, or MAPS. This regulation applies to all first-time college students, continuing students, and transfer

students. Transfer students from accredited private or out-of-state institutions may meet TASP requirements by having earned a B or better in one or more of the courses listed in item 4 on page 16.

TASP Exemptions

Students must provide appropriate official documentation to the Records Office before exemptions may be awarded and before students may register. An exemption from the TASP requirements may be granted to students in the following categories:

- Students who earned at least 3 semester hours of college-level credit before Fall 1989 at an accredited institution as evidenced on an official transcript.
- Students who perform at or above the levels set by the Coordinating Board on the ACT, SAT, and TAAS (see below). All subscores must be obtained in one sitting. Acceptable documentation includes scores listed on official transcripts and score reports sent directly to the college from the testing agencies.

  ACT: Composite score of 23 or higher with a minimum of 19 on both the English and the mathematics tests. Scores may be no more than 5 years old; "residual" ACT scores are not acceptable.

  SAT: Combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and mathematics tests. Scores may be no more than 5years old.

  TAAS: A minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test, and 89 on the reading test. Scores may be no more than 3 years old.

- Students who have a baccalaureate or higher degree from an accredited institution as evidenced on an official transcript.
- Transfer students entering temporarily from private/independent or out-of-state institutions of higher education. Students must have attended the private or out-of-state institution the semester immediately preceding enrollment in the Texas public institution. Proof of enrollment, such as report cards, transcripts, and fee statements, must include dates.
- Students with a certificate or associate degree from an accredited private or out-of-state institution of higher education who attend Texas public institutions temporarily (one semester only). The exemption may not be used if the student is working toward a certificate or degree. A diploma or transcript showing evidence of graduation must be presented.
- Students 55 years of age or older who are not seeking a certificate or degree.
- Students who are citizens of countries other than the United States and who are not seeking degrees or Level 2 certificates.

TASP-Waivers

Unless exempt, students are required to have TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test scores before registering. However, students in the categories listed below may receive a waiver from enrollment in developmental courses.

- Casual/Enrichment students who are not seeking a degree or Level-Two certificate.
- Students with one or more of the following certificates as their declared major:
  - Accounting Clerk
  - Child Development/Early Childhood
  - Child Development/Early Childhood Administration
  - Computer Science Networking
  - Correctional Administration
  - Correctional Science
  - Court Reporting Scopist
  - Crime Scene Technician
  - Diagnostic Cardiovascular Sonography
  - Drafting Technology
  - Electronic Technology
  - Emergency Medical Technology
  - General Data Processing
  - Management Development
  - Mental Health
  - Office Assistant
  - Process Technology
  - Radio Broadcasting
  - Television Broadcasting
  - Texas Peace Officer
  - Vocational Nursing
  - Word Processing

TASP and Students with Dyslexia

The Texas Higher Education Coordinating Board has prescribed special guidelines for students diagnosed with dyslexia or a related disorder by a qualified professional. Contact ADA Services in the Office of Admissions and Academic Advising for information.

TASP and Students Who Are Deaf

Students who meet the state definition of a "deaf person" and who provide appropriate documentation from a licensed audiologist will take the Stanford Achievement Test to satisfy TASP requirements.

Passing Scores

The state minimum passing standard for TASP is a score of 230 in reading and in mathematics and a score of 220 in writing. Prior to September 1995, the state minimum passing standard was a score of 220 in each skill area (reading, mathematics, and writing).

Passing scores for ACCUPLACER, ASSET, COMPASS, and MAPS tests may be obtained from the Office of Admissions and Academic Advising.

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

1. The student must take the TASP, ACCUPLACER, ASSET, COMPASS, or MAPS test.
2. The student must pass the developmental course sequence for the subject area not passed.
3. The student must take the TASP test for the subject area not passed.
4. If the student does not pass the subject area test, then the student may enroll in a state-approved, college-level course for the subject area. These courses are:
   TASP Writing: ENGL 1301, 1302
   TASP Reading: HIST 1301, 1302; PSYC 2301; GOVT 2301, 2302; ENGL 2321, 2322, 2323, 2331, 2332, 2333, 2326, 2327, 2328
   TASP Math: MATH 1314, 1316, 1324, 1325, 1332, 1342, 1348, 2318, 2320, 2413
5. If the student makes a B or better in the course, then the student is considered as having passed the TASP subject area.

Developmental Course Requirement

Students who fail one or more sections must enroll in the appropriate developmental course for at least one of the failed sections until all sections are passed or the above sequence has been completed. While enrolled in developmental courses, students must attend classes and participate in instruction. Failure to attend and participate could result in being withdrawn from all classes.

Developmental Education Plan

To comply with TASP guidelines published in August 1999, the Texas Higher Education Coordinating Board requires each institution of higher education to adopt a plan for the assessment and placement of undergraduate students entering the institution and for the provision of effective developmental education to students who do not have college-level skills in reading, writing and mathematics.

A copy of Alvin Community College's Developmental Education Plan is available from the Office of Admissions and Academic Advising. Students should consult with a counselor or advisor to determine how the requirements of this plan may affect their academic program.

Test Fee Waivers

Alvin Community College may receive a limited number of TASP Test Fee Waivers from the state. These fee waivers permit qualified financial aid recipients to take the test without paying a fee. Contact the ACC Financial Aid Office (Room A127 or (281) 756-3524) to see if waivers are available and if you qualify.

RESIDENCE

Classification and Change of Classification

A student's registration must comply with state regulations contained in *Rules and Regulations: Residence Status* published by The Texas Higher Education Coordinating Board. Copies of this publication are available in the Records Office.

When students are admitted, they are informed of their residence classification based on information on their application and supporting documents. Tuition and fees at registration are based on this classification. If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Records Office and provide supporting documentation proving the residence classification claimed. Documentation received after 12 noon on the census date will apply, if unchanged, to the next semester.

Proof of Residence

All documentation (for both state and in-district classification) must show the student's name. To claim dependent residence status, a student must provide IRS 1040 (parents' federal tax return). Parents' state residence must be proved by documentation as listed below.

To be classified as a Resident, a student must prove Texas residence for the 12 months immediately prior to the census date for the given semester, by providing one or more of these documents no later than 12 noon on the census date:

- Texas high school transcript (showing attendance for the last 12 months)
- Texas college or university transcript (showing attendance for the last 12 months)

- Texas voter registration (at least one year old)
- Permanent driver's license (at least one year old)
- Employer's statement of employment for last 12 months
- Lease agreement for the last 12 months
- Canceled checks for the last 12 months
- Utility bills for the last 12 months
- Other third party documentation

To be classified as In-District, Texas residents (see above) must prove they physically reside within the geographic boundaries of the ACC District by providing one or more of these documents no later than 12 noon on the census date for the given semester:

- Ad valorem tax receipt showing ACC District tax status (available at the Brazoria County Substation on Hwy. 35, north of Alvin)
- Permanent driver's license showing ACC District address (P.O. Box excluded)
- Current utility bills showing service at ACC District address (P.O. Box excluded)
- Current checks showing ACC District address (P.O. Box excluded)
- Voter registration card showing ACC District address (P.O. Box excluded)
- Lease agreement showing ACC District address (P.O. Box excluded)

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

A student classified as Non-Resident (Out-of-State or International) is a dependent student who lives away from his family and whose family resides in another state or another country, or an independent student who has not resided in Texas for the twelve months immediately prior to the census date, or a student who is an undocumented alien.

Individuals who live in this country under a visa permitting permanent residence or who have filed a declaration of intention to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for resident status as a citizen of the United States.

A student's residence status can be affected by the death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or 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 residence can be obtained from the Records Office.

RESPONSIBILITY FOR COURSE SELECTION

The College provides students with information and academic advice to assist them in making academic decisions. The Office of Admissions and Academic Advising, program director, and department head are responsible for providing current and accurate information and advice concerning the academic and technical programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected degree or certificate program, and for enrolling in appropriate courses in the proper sequence to ensure orderly and timely progress toward the degree or certificate. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

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

PLACEMENT REGULATIONS

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

Course pre- and corequisites are identified in the *Course Descriptions* section of this catalog and in class schedules.

- Texas voter registration (at least one year old)
- Permanent driver's license (at least one year old)
- Employer's statement of employment for last 12 months
- Lease agreement for the last 12 months
- Canceled checks for the last 12 months
- Utility bills for the last 12 months
- Other third party documentation

To be classified as In-District, Texas residents (see above) must prove they physically reside within the geographic boundaries of the ACC District by providing one or more of these documents no later than 12 noon on the census date for the given semester:

- Ad valorem tax receipt showing ACC District tax status (available at the Brazoria County Substation on Hwy. 35, north of Alvin)
- Permanent driver's license showing ACC District address (P.O. Box excluded)
- Current utility bills showing service at ACC District address (P.O. Box excluded)
- Current checks showing ACC District address (P.O. Box excluded)
- Voter registration card showing ACC District address (P.O. Box excluded)
- Lease agreement showing ACC District address (P.O. Box excluded)

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

A student classified as Non-Resident (Out-of-State or International) is a dependent student who lives away from his family and whose family resides in another state or another country, or an independent student who has not resided in Texas for the twelve months immediately prior to the census date, or a student who is an undocumented alien.

Individuals who live in this country under a visa permitting permanent residence or who have filed a declaration of intention to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for resident status as a citizen of the United States.

A student's residence status can be affected by the death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or 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 residence can be obtained from the Records Office.

RESPONSIBILITY FOR COURSE SELECTION

The College provides students with information and academic advice to assist them in making academic decisions. The Office of Admissions and Academic Advising, program director, and department head are responsible for providing current and accurate information and advice concerning the academic and technical programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected degree or certificate program, and for enrolling in appropriate courses in the proper sequence to ensure orderly and timely progress toward the degree or certificate. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

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

PLACEMENT REGULATIONS

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

Course pre- and corequisites are identified in the *Course Descriptions* section of this catalog and in class schedules.

INTERNATIONAL STUDENT REGULATIONS

International students are citizens of a country other than the United States who have an F-1 or M-1 visa for educational purposes and who intend to return to their home country upon completion of their educational program. International students must carry a minimum of twelve (12) semester hours to meet the requirements of the United States Department of Justice and the Immigration and Naturalization Service.

Before any admission action can be taken, international students must complete and file the following with the Counselor for International Students three months prior to the beginning of the semester in which they plan to enroll:

1. A completed application form.
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations. See *Credit from Foreign Institutions.*
3. A score of at least 500 on the Test of English as a Foreign Language (TOEFL), administered by Educational Testing Service, Princeton, NJ, oradequate competency in English instruction courses.
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country.
5. A health form or physician's statement verifying student's immunization record.
6. For students transferring from another U.S. college or university, an educational background letter from the International Student Office at that institution.

Once admitted, students must obtain personal health insurance for the duration of their studies, enroll in and attend International Student Orientation each semester during their first year, and deposit a $500 security fee with the ACC Business Office, refundable when the student graduates or transfers.

International students interested in receiving admission information should send an international money order for $25 to the Office of International Student Affairs, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, or call 281/756-3906.

EVALUATION OF PREVIOUS EDUCATION

Traditional Education

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

Students are required to provide official transcripts from colleges and universities previously attended as part the admission process. An incoming transcript is evaluated no later than one semester after receipt of the transcript. Students wishing to have their transcripts evaluated earlier should obtain a copy of the transcript(s) and a worksheet from the Records Office and see a counselor or advisor for course evaluation.

Courses are freely transferable to Alvin Community College from regionally accredited institutions of post secondary education when content and credit hours are equivalent. Courses earned at Texas public institutions transfer to ACC in block when the core curriculum is completed at a single public institution. Individual core courses transfer to ACC on a one-for-one basis, e.g. math for math, science for science, etc., until ACC's core requirement is met. College-level coursework for which there is no ACC equivalent may be transferred as elective credit. Course work from nonregionally accredited institutions may be considered under the nontraditional/ experiential standards. Transferred grades must meet departmental certificate/degree criteria.

Transfer course work is posted to the student's record using ACC course identification to assist transfer students with course selection.

Proper course selection and the nonduplication of course work remain the responsibility of the student.

Credit from Foreign Institutions

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

World Education Services
Educational Credential Evaluators
International Research Foundation–
Credential Evaluation Service.

Inquiries regarding these services should be directed to the International Student Affairs Office at 281/756-3906.

Tech-Prep Education

State approved Tech-Prep programs link high schools, the college, business, and industry to meet the needs of local and regional employers and students. Tech Prep Programs provide career ladder technical preparation (Tech-Prep) resulting in an Associate of Applied Science Degree. A key element in the Tech-Prep program is acceptance of high school course work meeting college-level standards toward the AAS Degree. Students must apply for Tech-Prep credit after the first semester of attendance; forms are available in the Records Office.

Alvin Community College will accept toward an AAS degree successfully completed high school courses identified as equivalent to college courses and taught as part of state approved Tech-Prep programs. To receive consideration for college credit, Tech-Prep high school students are encouraged to complete the admission process and provide official high school transcripts during their last semester prior to high school graduation. ACC will provide the following:

- A Tech-Prep degree audit listing requirements for the AAS Degree and the high school credit to be recognized toward degree completion
- An admission status letter outlining any unmet admission requirements

Credit for college equivalent, high school Tech-Prep courses will appear on the Alvin Community College transcript, along with the high school grade earned, at the end of the first semester in which the student completes courses at Alvin Community College.

Nontraditional Education

ACC recognizes that each student's educational experiences are unique and that individual learning and subject matter proficiency may be gained outside the college classroom. ACC recognizes nontraditional learning from these sources:

Examinations

Consult the Office of Admissions and Academic Advising, Records Office, or department chairperson for information on the following approved tests:

- Alvin Community College - Departmental Exams
- American College Testing - Proficiency Examination Program
- Certified Professional Secretary Examination
- College Board: College Level Examination Program - Subject
- College Board Advanced Placement
- Defense Activity for Nontraditional Educational Support-Subject
- Registered Professional Reporter Examination

Other

- Educational Credit for Training Programs-ACE Recommendations
- Military Schools and Training-ACE Recommendations
- Texas Law Enforcement Academy Certification

Credit from other than regionally accredited colleges and universities may be considered for application to certificate or degree requirements when acceptability and equivalency to Alvin Community College courses are determined. References used include: The Guide to Evaluation of Educational Experiences in the Armed Forces, The National Guide to Educational Credit for Training Programs, or other equivalency guides which may be published by the American Council on Education.

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

EVALUATION PROCEDURE FOR NONTRADITIONAL EDUCATION

Course Work and Nationally Recognized Examinations

Nontraditional education will be evaluated if all applicable criteria are met:

- The student applies at the Records Office, preferably during the first semester of attendance. This ensures maximum credit toward the certificate or degree; students who delay may not receive credit for work already completed. The student must list all sources of nontraditional education to be considered, ensure that all official transcripts and test scores are on file in the Records Office, and pay a nonrefundable fee (see class schedule).

- Nontraditional education will be accepted as equivalent to ACC courses if the nontraditional education matches courses offered under the ACC catalog in effect at the time the courses are accepted.To be accepted, nontraditional education must be equal to ACC courses in content and credit hours.

- Departmental approval of equivalency to ACC courses offered is obtained for credit awarded.

No more than 21 semester credit hours of nontraditional education may be accepted toward a student's certificate or associate degree. Credit granted for nontraditional education is

posted to the student's transcript on completion of the evaluation and after the census date of the semester for which the student is registered. Credit is noted as "nontraditional education" on the transcript and is assigned a grade of S (Satisfactory).

Departmental Examinations

Departmental examinations are available only to fully admitted and currently registered students who

- apply for Award of Credit by Exam at the Records Office and pay the nonrefundable fee (see class schedule).
- have not attempted the course previously at ACC by either enrollment or examination, and
- receive approval of examination results by the department chair, division chair, and dean.

Credit and a letter grade of A, B, or C are awarded and posted to the student's transcript on successful completion of departmental examinations, except that the English Department grants credit for grades of A or B only. Transcript entries for courses completed by departmental examination are noted as Credit By Exam. Students are advised to confer with institutions to which they plan to transfer regarding acceptance of departmental examination credit.

CORE CURRICULUM

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

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

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

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

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

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

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

PERSPECTIVES IN THE CORE CURRICULUM

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

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

INSTRUCTION AND CONTENT IN THE CORE CURRICULUM

Education, as distinct from training, demands a knowledge of various contrasting views of human experience in the world. Both the humanities and the visual and performing arts deal

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

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

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

CORE COMPONENTS AND RELATED EDUCATIONAL OBJECTIVES

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

COMMUNICATION (composition, speech)

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

Educational Objectives

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

MATHEMATICS

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

Educational Objectives

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

NATURAL SCIENCES

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

Educational Objectives

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

Humanities and Visual And Performing Arts

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

Educational Objectives

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

Social and Behavioral Sciences

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

Educational Objectives

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

CORE CURRICULUM

Associate in Arts and Associate in Science Degrees

CORE COMPONENT	COURSE OPTIONS	REQUIRED SEMESTER HOURS
Communication	ENGL 1301, ENGL 1302, and SPCH 1315 or SPCH 1318 (check specific degree plan for appropriate speech course)	9
Mathematics	One mathematics course must come from the following: MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342 MATH 1348, MATH 2413, MATH 2414	3
Natural Sciences	Select <u>two</u> from the following courses: BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426	8
Visual and Performing Arts	Select one course from: ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2360, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310	3
Humanities	Select one course from: PHIL 1301, HUMA 1301, HUMA 1302, any sophomore level French, German, or Spanish course, ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2332, ENGL 2333	3
Social and Behavioral Sciences	• U.S. History (6 hours) Select <u>two</u> from: HIST 1301, HIST 1302, HIST 2301 • Political Science (6 hours): GOVT 2301, GOVT 2302 • Social/Behavioral Science Select <u>one</u> course from: ANTH 2346, ECON 2301, ECON 2302, GEOG 1301, GEOG 1303, PSYC 2301, PSYC 2308, PSYC 2314, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319	6 6 3
Basic Computer Literacy	COSC 1401 or more advanced computer science (COSC) course: COSC 1417, COSC 1418, COSC 1419, COSC 1420, COSC 2315, COSC 2415, COSC 2418, COSC 2420	4
	TOTAL CORE CURRICULUM CREDITS	**45**

CORE CURRICULUM AND TRANSFER

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

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

Resolution of Transfer Disputes

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

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

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

FIELD OF STUDY CURRICULUM

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

The Department of Child Development/Early Childhood offers a "field of study curriculum." The CDEC AA degree includes a set of courses that will satisfy the lower division requirements for a bachelor's degree in a specific academic area, **Early Childhood Interdisciplinary Studies** (Grades EC-4), at a general academic teaching institution. These classes are identified with a TECA rubric.

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

PHYSICAL ACTIVITY REQUIREMENT

Alvin Community College recognizes the importance of physical activity/education as a collegiate concept. Therefore, the College requires two semester hours of physical activity as partial satisfaction of degree requirements. The two physical activity courses may have the same number if the courses are taken during different semesters. ***Students are strongly advised to research the transferability of repeated courses before enrollment.*** Three-semester-hour PHED classes do not meet the physical activity requirement.

REGISTRATION

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

Students who register after classes begin (during designated dates only) are held responsible for material presented during their absence and must consult with the instructor.

SCHEDULE CHANGES

Students who need to change their schedule (classes and/or times) must do so in writing according to procedures and dates published in the Class Schedule. Schedule changes are not official until the student delivers the revised schedule and fee statement to the Business Office.

REGISTRATION REQUIREMENTS FOR TRANSFER STUDENTS

Transfer students should bring copies of admission documents, transcripts, and TASP score reports to registration. Without these documents, the student will face delays.

CLASS SCHEDULES

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

AUDIT REGISTRATION

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

To audit a course, students must obtain and complete an Audit Registration Agreement (Records Office), obtain the approval of the Director of Admissions and Academic Advising, and return the form to the Records Office. Payment for audit registration is due immediately. Charges and refunds for audit registration are the same as for credit registration.

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

SENIOR CITIZENS AUDIT REGISTRATION

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

TUITION ADJUSTMENT FOR CONCURRENT ENROLLMENT

Concurrently enrolled students who register for 5 or less hours at ACC may receive a tuition adjustment if their enrollment at another college was prior to ACC registration. To determine eligibility for this adjustment, students must bring a paid registration receipt from the other college to the Records Office and complete a Tuition Adjustment Approval form.

Tuition adjustment requests must be completed by the census date of the semester for which the adjustment is requested (see Class Schedule). Tuition adjustments are not available after the census date.

REFUND POLICY

Refunds are available approximately six weeks after the close of registration. A student's eligibility for a refund is based on these regulations:

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

Refund–Withdrawing from Courses

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

Fall and Spring Semesters:
Prior to 1st class day .....100% refund
1st through 15th class day .....70% refund
16th through 20th class day .....25% refund
After 20th class day .....No refund

Summer Sessions (6-week classes):
Prior to 1st class day .....100% refund
1st through 5th class day .....70% refund
6th through 7th class day .....25% refund
After 7th class day .....No refund

Summer Session (12-week classes):
Prior to 1st class day .....100% refund
1st through 12th class day .....70% refund
13th through 15th class day .....25% refund
After 15th class day .....No refund

Refund–Schedule Changes

If students change their schedules and the net result is an increase in tuition and fees, they must pay the difference. If the net result is a decrease in tuition and fees, the refund is based on the refund schedule shown above. If the net result is no change in tuition and fees, there is no charge. All schedule/fee statements must be turned in to the Business Office. Dates for schedule changes are published in class schedules.

ACADEMIC REGULATIONS

Academic Classification

Academic classification is determined as follows:

Full-time Student: A student who is registered for a full-time load as defined under *Academic Load.*

Part-time Student: A student who is registered for less than a full-time load as defined under *Academic Load.*

Freshman: A student who has completed less than 30 semester hours.

Sophomore: A student who has completed 30 or more semester hours but less than 60 semester hours.

Unclassified: A student who has completed 60 or more semester hours.

Academic Load

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

Full-time Load: The full-time academic load for a fall or spring semester is 12 or more semester hours. For a 12-week summer session, the full-time load is 8 or more semester hours; for a six-week summer session, 4 or more semester hours. **NOTE:** Students receiving financial aid must meet the credit-hour requirements for their financial aid program.

Normal Load: The normal academic load for a fall or spring semester is between 15 and 17 semester hours. For a 12-week summer session the normal load is 12 semester hours; for a six-week summer session, 6 semester hours. Students on academic probation may be required to take less than a normal load.

Maximum Load: The maximum academic load for a fall or spring semester is 18 semester hours. However, students with a 3.0 or higher grade point average may exceed this limit with written approval from the Dean of Instruction, Student and Community Services or his designee. For a 12-week summer session the maximum load is 14 hours; for a six-week summer session, 7 semester hours. The maximum load for the combined summer terms (both six-week terms and the twelve-week term) is 14 semester hours.

Minimum Load: No minimum load is required.

TUITION AND FEES

Tuition and fees are subject to change without notice by action of the ACC District Board of Trustees or the State of Texas. Tuition and fees are based on a student's resident status and the number of hours taken. If a student's resident status changes, the student must go to the Records Office to make corrections before registering for classes. Tuition and fees are charged for each registration: Fall, Spring, Summer 1, and Summer 2. Registration does not become official until tuition and fees are paid.

For information about tuition adjustment, see page 25. For information on maximum number of credit hours a student may take in each term, see above.

Pearland College Center

Residents of the Pearland Independent School District do not pay the Out-of-District fee on courses taken at the Pearland College Center.

Course-Related Fees

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

Fall and Spring Semesters

Cred. Hrs.	Tuition			Fees						Total Charges*		
	Res-In	Res-Out	Non-Res	O/Dis Fee	Bldg Use	Tech Fee	Reg. Fee	Stu. Serv.	Sec. Fee	Res-In	Res-Out	Non-Res
1	$96	$96	$300	$16	$5	$20	$20	$16	$10	$167	$183	$387
2	96	96	300	32	10	20	20	16	10	172	204	408
3	96	96	300	48	15	20	20	16	10	177	225	429
4	96	96	300	64	20	20	20	16	10	182	246	450
5	96	96	300	80	25	20	20	16	10	187	267	471
6	96	96	300	96	30	20	20	16	10	192	288	492
7	112	112	350	112	35	30	20	16	10	223	335	573
8	128	128	400	128	40	30	20	16	10	244	372	644
9	144	144	450	144	45	30	20	16	10	265	409	715
10	160	160	500	160	50	30	20	16	10	286	446	786
11	176	176	550	176	55	30	20	16	10	307	483	857
12	192	192	600	192	60	30	20	16	10	328	520	928
13	208	208	650	208	65	30	20	16	10	349	557	999
14	224	224	700	224	70	30	20	16	10	370	594	1070
15	240	240	750	240	75	30	20	16	10	391	631	1141
16	256	256	800	240	80	30	20	16	10	412	652	1196
17	272	272	850	240	85	30	20	16	10	433	673	1251
18	288	288	900	240	90	30	20	16	10	454	694	1306
19	304	304	950	240	95	30	20	16	10	475	715	1361
20	320	320	1000	240	100	30	20	16	10	496	736	1416

Summer 1 and Summer 2

Cred. Hrs.	Tuition			Fees						Total Charges*		
	Res-In	Res-Out	Non-Res	O/Dis Fee	Bldg Use	Tech Fee	Reg. Fee	Stu. Serv.	Sec. Fee	Res-In	Res-Out	Non-Res
1	$96	$96	$300	$16	$5	$20	$20	$5	$5	$151	$167	$371
2	96	96	300	32	10	20	20	5	5	156	188	392
3	96	96	300	48	15	20	20	5	5	161	209	413
4	96	96	300	64	20	20	20	5	5	166	230	434
5	96	96	300	80	25	20	20	5	5	171	251	455
6	96	96	300	96	30	20	20	5	5	176	272	476
7	112	112	350	112	35	30	20	5	5	207	319	557
8	128	128	400	128	40	30	20	5	5	228	356	628
9	144	144	450	144	45	30	20	5	5	249	393	699
10	160	160	500	160	50	30	20	5	5	270	430	770
11	176	176	550	176	55	30	20	5	5	291	467	841
12	192	192	600	192	60	30	20	5	5	312	504	912
13	208	208	650	208	65	30	20	5	5	333	541	983
14	224	224	700	224	70	30	20	5	5	354	578	1054

*Does not include lab fees, PHED fees, insurance fees, or books.

Definitions for Column Headings

Res-In: Resident-In District

Res-Out: Resident-Out of District

Non-Res: Non-resident (Out-of-state or International Student)

****O/Dis Fee:** Out-of-District Fee. $16 per credit hour not to exceed $210. Applies to Resident-Out of District and Non-Resident.

Bldg. Use: Building Use Fee

Tech Fee: The Technology Fee supports student access to state-of-the-art computer and instructional technologies.

Reg. Fee: Registration Fee

Stu. Serv: Student Service Fee

Sec. Fee: Security Fee

ADMISSION TO CLASSES & ATTENDANCE POLICY

Students may not attend classes without completing registration, including payment of all tuition and fees. To avoid disruption of classroom instruction, children of enrolled students may not attend classes or related activities. Further, cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction should not be brought to class. (See Section 8.11 of the ACC Procedures Manual.) In emergencies, students may be contacted through the Campus Police Office, (281) 756-3700.

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

Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed will affect the grade of the student regardless of the reason for the absence.

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

Instructors may administratively withdraw students who exceed course absence standards.

INCLEMENT WEATHER & CLOSING OF THE COLLEGE

Alvin Community College schedules its instruction to comply with the Common Calendar published by the Texas Higher Education Coordinating Board. College instructors meet all scheduled classes as published in the class schedule. If severe weather or emergency situations make it advisable to discontinue classes, the college makes every effort to notify its students through local television and radio stations. An official closing of the college delays all work until the next class meeting or until a date determined by the instructor. Make-up days for official college closings will be scheduled as needed.

If a student is in an area experiencing severe weather and the college has not officially closed, it is that student's responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about the instructor's rules for make-up work.

WITHDRAWING FROM CLASSES

Students who have registered and paid for courses are considered enrolled until they officially withdraw by submitting a Withdrawal Form to the Records Office. The form must be received by the deadline (see Academic Calendar). Ceasing to attend class does not terminate enrollment. Therefore, a student who ceases to attend class without officially withdrawing from that class will receive a failing grade.

Students wishing to withdraw should consult the procedures detailed in the Class Schedule. The withdrawal is not official until it is received in the Records Office. All withdrawals must be consistent with TASP guidelines.

Students should withdraw in person; however, a signed request mailed to the Records Office or faxed to (281) 756-3834 is acceptable. The official withdrawal date is the date the withdrawal is received in the Records Office.

Students may withdraw after the deadline if the withdrawal is necessitated by an emergency. Students must submit written proof of the emergency (examples: military orders, medical certification of family emergency).

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

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

GRADES FOR WITHDRAWALS

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

ADMINISTRATIVE WITHDRAWAL

Students who have excessive absences as defined in the Student Information Plan may be administratively withdrawn by the instructor. The withdrawal form must be received in the Records Office by the deadline.

GRADES FOR REPEATED COURSES

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

GRADING

Grade-Point Value

A Excellent – Four grade points per semester hour

B Good – Three grade points per semester hour

C Average – Two grade points per semester hour

D Poor – One grade point per semester hour

F Failure – No grade points per semester hour

AU Audit – Grade points not assigned

An AU grade is assigned to any student who registers for a course under Audit Registration rules. The audit grade remains on the student's transcript whether or not the student attends the entire course.

I Incomplete – Grade points not assigned

An I may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester (December, May, August) will automatically be changed to an F.

IP In Progress – Grade points not assigned

An IP is a temporary notation that appears on a student's official transcript. It indicates semester hours in progress.

R Re-enroll – Grade points not assigned

The R grade is used only with court reporting courses (machine shorthand, POFT 1228, CRTR 2331 only) and developmental courses (including noncourse-based instruction) when the student is making satisfactory progress toward course objectives and needs additional time and instruction to master the material.

S Satisfactory – Grade points not assigned

The S grade is used only for noncourse-based developmental instruction and nontraditional education.

U Unsatisfactory – Grade points not assigned

The U grade is used only for noncourse-based developmental instruction.

W Withdrawn – Grade points not assigned

Students who file withdrawal requests by the published deadline will receive a W grade.

Calculation of Grade Points

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

Grade Point Averages

Two grade point averages are noted on Alvin Community College transcripts:

The Cumulative Grade Point Average is computed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College including developmental courses. However, if a course is repeated, only the highest grade is used in calculating the cumulative grade point average. (See also *Grades for Repeated Courses*.)

The Semester Grade Point Average is computed by dividing the total semester grade points earned by the total semester hours in all courses attempted at Alvin Community College for the semester.

Grade Range

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

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

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

Grade Reporting

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

Grades are available to students by the following means:

- Grade reports mailed at the end of each semester to the student's address of record
- Transcripts provided by the Records Office

Grade Change

Grade change requests begin with the course instructor and must be approved by the instructor and the immediate supervisor. Grade change forms are available in the Records Office.

A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the department chair or program director. Further appeals will be directed through the appropriate division chair, the Dean of Technical Programs and/or the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. The decision of the Academic Affairs Committee is final. The student has one semester from the date of grade assignment to apply for a grade change unless the student documents emergency circumstances.

Grade changes requested more than one semester after grade assignment should be submitted in writing to the Associate Dean of Student and Instructional Services for review. All appropriate documents substantiating circumstances must be included.

ACADEMIC HONORS

Presidential Scholar

Presidential scholars are selected during the spring term. A student may receive the honor one time only. To be designated a Presidential Scholar, a student must have:

- completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-parallel courses,
- earned a 3.9 grade point average on all **college-level** courses taken at ACC with no grade below a B, and
- completed at least 12 college-level semester hours at ACC during the previous calendar year.

Dean's List

Through the Dean's List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, it contains the names of all students who have earned 12 or more resident, college-level, semester hours during the semester with a minimum 3.5 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer, and developmental courses.

Merit List

Through the Merit List, the College honors the scholastic achievement of part-time students. Issued each fall and spring semester, it contains the names of all students who have earned 7-11 resident, college-level, semester hours during the semester with a minimum 3.5 grade-point average with no F or U grades. Resident college-level courses exclude credit-by-exam, nontraditional, transfer, and developmental courses.

ACADEMIC SUSPENSION/ PROBATION

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

Court Reporting
Nursing
Nursing - Transition
Respiratory Care
Respiratory Care - Certificate
Vocational Nursing

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

Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on a minimum of 6 semester hours. The probation stands until the cumulative GPA is raised to 2.0 or higher. Students with a cumulative GPA and last-semester GPA of less than 2.0 are required to meet with a counselor prior to registration to verify the conditions necessary for continued enrollment at the College. The maximum course load may be limited to improve the chances for success.

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

RELEASE OF STUDENT INFORMATION

Other than ***directory*** information (see below), the College does not release any information concerning a student without the written consent of the student (or the parent, if the student is a minor).

However, the law requires that the college release student ***directory*** information to individuals and organizations upon request. Directory information includes name, address, telephone number, date 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.

Students must notify the Records Office by the 12th class day of the fall and spring semesters and by the 4th class day of the summer sessions if any of the information listed above is not to be released.

NAME OR ADDRESS CHANGE

Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Records Office. Personal information includes such items as name, address, telephone number, and emergency contact. Any communication mailed to the name and address on file is considered delivered. The Records Office will place a restriction on a student's records if the Post Office returns the student's mail because of an incorrect address.

CHALLENGE TO ACCURACY OF RECORDS

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

RECORDS RESTRICTION

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

TRANSCRIPT REQUESTS

Students may request official transcripts by completing the Request for Transcript Service form in the Records Office or by letter or fax, (281) 756-3834. The letter or fax must include the student's name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, and signature. Phone requests are accepted when the transcript is to be mailed to another college or university; call (281) 756-3502. All requests must provide a complete address to which the transcript is to be sent.

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

GRIEVANCE PROCEDURE

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate division chair to the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. If the matter is still unresolved, the student may request through the President a hearing before the Board of Trustees.

Questions concerning other grievances (sexual harassment, disability/access, and discrimination) should be directed to the Associate Dean of Student and Instructional Services.

DEVELOPMENTAL COURSES

The College offers developmental courses in basic math, reading, and English, as well as a developmental psychology course that focuses on study skills. Students who need full-time status may register for up to 12 semester hours of developmental courses. TASP-obligated students who have a TASP or alternative test score below the college level must enroll and participate in the appropriate developmental course. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course. For more information, contact the Office of Admissions and Academic Advising.

Developmental Courses:

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

Developmental courses receive local credit; however, they may not be used to fulfill the requirements for a degree or certificate and do not transfer. Grades earned in developmental courses will not be used to meet any honors.

GRADUATION

Graduation Policy

The College does not automatically award a degree or certificate when a student has completed the requirements. To receive a degree or certificate, a student must apply for graduation in the Records Office and pay the graduation fees in the Business Office. Deadlines and fees for graduation application are published in class schedules. If a graduation applicant does not fulfill all degree requirements in the designated semester, the applicant must reapply and pay an additional graduation fee.

Graduation Requirements

The student is responsible for ensuring that he has fulfilled the total number of college credits and required courses in his certificate or degree program. To graduate a student at ACC must:

1. meet entrance requirements.
2. fulfill all course requirements of a particular curriculum as specified in the ACC Catalog.
3. complete 24 college-level semester hours in residence at Alvin Community College for an associate degree; complete 12 semester hours in residence for a certificate. In either program at least half the hours in residence must be in the student's major. Semester hours granted for nontraditional education, including credit-by-examination, do not apply toward hours in residence required for graduation.
4. earn a minimum 2.0 grade point average in courses completed at ACC which apply to the student's particular degree or certificate, and a minimum 2.0 in combined ACC courses and transfer courses which apply to the student's particular degree or certificate.
5. complete two semester hours of physical activity courses for a two-year program.
6. pass the Texas Academic Skills Program (TASP) Test or an alternative test, if not exempt or waived from the test (waivers apply to specific certificates only).
7. have on file a plan for each degree or certificate sought.
8. file an application for graduation with the Records Office by the deadline.
9. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have a restriction placed on their records, prohibiting graduation.

Graduation Under A Particular Catalog

To graduate, students must complete the study requirements of the ACC Catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Records Office. Students who interrupt their studies for more than four consecutive semesters (fall, spring, summer 1 and summer 2) must meet the requirements of the catalog under which they were readmitted.

Course Substitution

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

Graduation Honors

Degree candidates whose college grade-point average at Alvin Community College is 3.2 or higher will receive honors recognition at graduation. The college grade-point average includes all credit hours completed (excluding developmental courses) and all grades for repeated courses.

Appropriate scholastic achievement honors are recorded on the student's transcript 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)

EDUCATIONAL GUARANTEE

University Parallel Programs – Transfer Credit

Alvin Community College hereby guarantees to students who have graduated with the Associate in Arts or Associate in Science degree in May 1993 and thereafter that the course credits earned as part of these degree programs will transfer to those Texas colleges or universities which cooperate in the development of ACC's Transfer Guide provided the following conditions have been met:

1. Transferability means acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in the Transfer Guide dated 1991-92 or later.
2. Limitation on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College General Academic Course Guide Manual approved numbers are included in this guarantee.
4. To be eligible for the guarantee, the student must file a written transfer plan with the Office of Admissions and Academic Advising.

The transfer plan must include:

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

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a "Transfer Dispute Resolution" process can be initiated.

Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour, not to exceed twelve semester hours, which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books, or other course related expenses.

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

Technical Programs – Competent Job Skills

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

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

DEGREES & CERTIFICATES

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

The Associate In Arts (AA) Degree:

Art
Child Development/Early Childhood
Drama
General Liberal Arts
Music-Instrumental Concentration
Music-Voice Concentration
Musical Theater
Sports and Human Performance

The Associate In Arts (AA) Degree– General Studies

This degree is awarded for a sixty-five hour multidisciplinary academic program pursued by students who do not have a specific baccalaureate degree goal. The core curriculum and core academics for this program include English, fine arts, history, government, mathematics, speech, sciences, physical activity and computer literacy.

The Associate In Science (AS) Degree:

Biological Science
Business Administration
Mathematics
Physical Science

The Associate In Applied Science (AAS) Degree:

Child Development/Early Childhood
Communications-Radio Broadcasting
Communications-Television
Computer Science Technology
Computer Repair Technology
Court Reporting
Criminal Justice-Correctional Science
Criminal Justice-Law Enforcement & Police Administration
Diagnostic Cardiovascular Sonography
Drafting Technology
Electronic Technology
Emergency Medical Technology
Legal Assistant
Management Development
Mental Health
Nursing
Office Administration-Office Professional
Office Administration-Legal Office Professional
Office Administration-Medical Office Professional
Process Technology
Respiratory Care

The Associate In Applied Science (AAS) Degree with Enhanced Skills Certificate:

Child Development/Early Childhood Administration
Child Development/Early Childhood-Children with Special Needs
Communication-Radio
Communication-Television
Court Reporting
Emergency Medical Technology

The Certificates:

Child Development/Early Childhood
Child Development/Early Childhood Administration
Communications-Radio Broadcasting
Communications-Television
Computer Repair
Computer Science-Data Processing
Computer Science-Networking
Court Reporting
Court Reporting Scopist
Criminal Justice-Correctional Administration
Criminal Justice-Correctional Science
Criminal Justice-Crime Scene Technician
Criminal Justice-Texas Peace Officer
Diagnostic Cardiovascular Sonography
Drafting Technology
Electronic Communications
Electronic Technology
Emergency Medical Technology
Instrumentation Technology
Legal Assistant
Management Development
Mental Health
Office Administration-Accounting Clerk
Office Administration-Office Assistant
Office Administration-Word Processing
Process Technology
Vocational Nursing

Second Degree Or Certificate

Alvin Community College grants credit for all previously completed courses which also meet the requirements of an additional degree or certificate. The student must pay for additional degrees or certificates.

Fascinated by law?

Don't have 6 years for a law degree?

Become a Legal Assistant...

One of the fastest growing careers.
Perform many of the same duties as attorneys.
Earn excellent salary and benefits.

281/756-3642
kbarnett@alvin.cc.tx.us

DEFINITIONS OF ACADEMIC TERMS

Academic Probation: The status of a student whose cumulative grade point average is below the minimum standard of 2.0.

Admission:

Full: Acceptance of a student to the college after all admission requirements have been met.

Provisional: Temporary acceptance of a student to the college pending receipt of official transcripts and test scores. Failure to submit these documents will prevent future registration and transcript service.

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 with another course.

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

Elective: A 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.

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

Prerequisite: A course which must be taken before taking another course or a test which must be passed before taking a course.

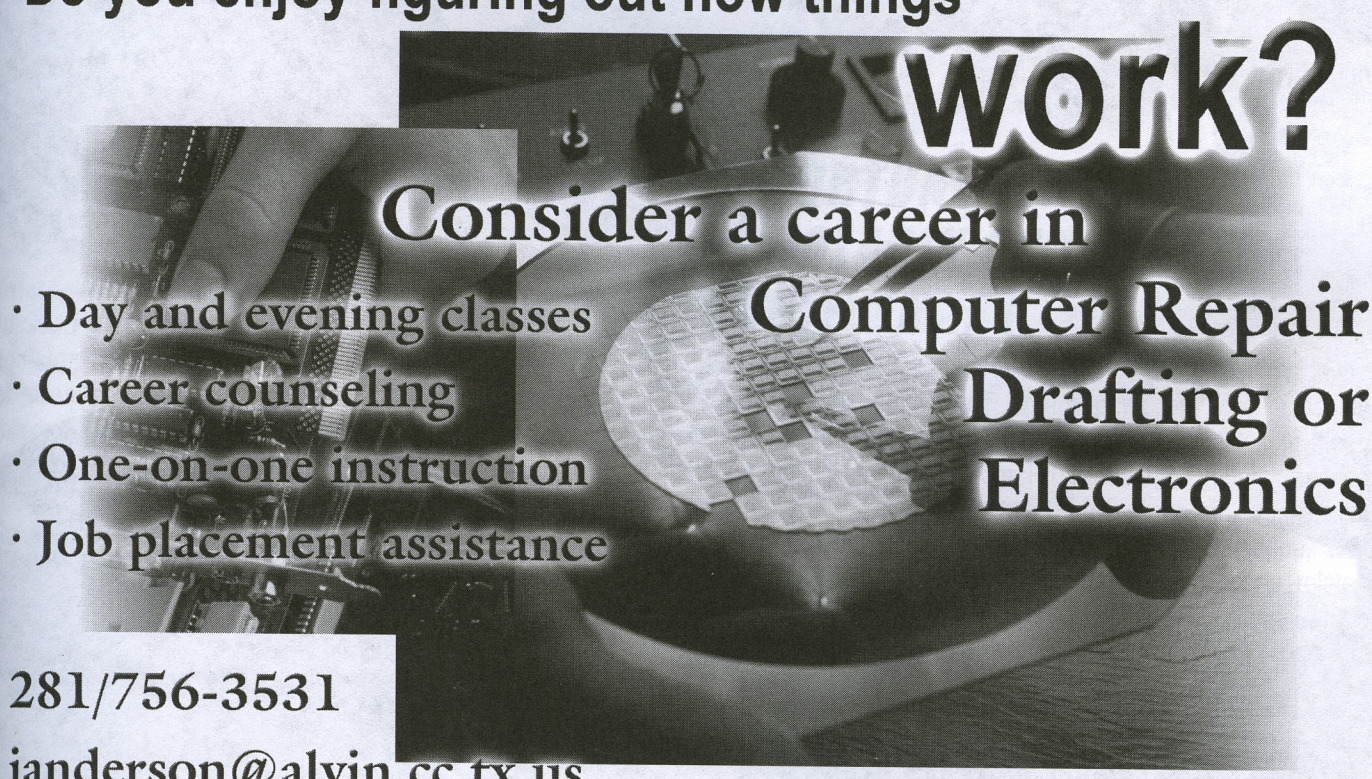
Registration: Process of enrolling for classes, constituting the selection of courses by days and hours and the payment of fees.

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

Term: A subdivision of the academic year - Fall, Spring, and Summer semesters.

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

Unit of Credit: Course work is posted in semester credit hours. Generally, one lecture hour or three laboratory hours constitute one semester hour of credit.



Student Services

OFFICE OF ADMISSIONS AND ACADEMIC ADVISING

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

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

COUNSELING SERVICES

The Office of Admissions and Academic Advising employs Licensed Professional Counselors who can assist students with short-term personal issues that may impact academic success.

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

CAREER SERVICES

Career and Transfer Center: Located in the Office of Admissions and Academic Advising, the Career and Transfer Center contains materials and resources concerning jobs and job search, careers, and colleges for students interested in college transfer and career planning opportunities. The Center offers an annually updated computer program that provides an interest inventory, national and state salary ranges by occupation, job markets, financial aid information, and guides to colleges and universities. In addition, the Center purchases the right to access current and historical catalogs from virtually all U.S. colleges and universities through a proprietary website. The Center is open to students, employees, and the community.

Career Assessment and Planning Program: The Office of Admissions and Academic Advising offers a career assessment and planning course twice each semester. In this small group setting students learn the basic steps required to select a college major and set a career goal. The Strong Interest Inventory and the Myers-Briggs Type Indicator are administered to measure interests and personality traits with relation to the career planning process. Skills and abilities are also examined. Emphasis is placed on the investigation of the current job market.

In addition, students may obtain individual career planning assistance by appointment from the Office of Admissions and Academic Advising.

NEW STUDENT ORIENTATION

The Office of Admissions and Academic Advising coordinates New Student Orientation. Students who are attending college for the first time, as well as those who are new to ACC, will benefit from the information presented in this program. Orientation is required for any student whose score on the TASP or TASP Alternative test places them at a developmental level on any of the subjects (reading, writing, and math). Orientation must be completed before or during the first semester of attendance. Orientation may be completed through any of the following formats:

- Attendance at the half-day New Student Orientation Program prior to the semester,
- Completion of the Web based program found on the college home page
- Completion of the video program obtained through the Office of Admissions and Academic Advising

OPPORTUNITIES FOR SCHOLARLY AND CREATIVE ACHIEVEMENT

Alvin Community College provides campus activities outside the classroom that create a learning environment in which scholarly and creative achievement is encouraged. Examples of these activities include the Honors Program, the academic/service awards day, recognized academic honors (Presidential Scholars, Dean's List, Merit List), Phi Theta Kappa, and academic scholarships; discipline, health, and sports related activities and student clubs/organizations; and a lecture series, cultural programs, and musical and theatrical presentations.

SMART START PROGRAM - COLLEGE ENROLLMENT FOR HIGH SCHOOL STUDENTS

The Smart Start Program is designed for high school students who have completed their sophomore year and who want to get a head start on their college program. In many cases, students may receive dual credit. Dual credit allows students to earn both high school and college credit for the college course. Students who desire to enroll in the Smart Start Program should do the following each semester of enrollment:

1. Contact the high school counselor's office to obtain an Early Admission Application with appropriate signatures, and determine if a TASP exemption may be granted.
2. Take the TASP or an Alternative test (if required) and pass the section related to the college course to be taken.
3. Obtain an official high school transcript.
4. Bring all documents to the Office of Admissions and Academic Advising to complete the admission process.
5. Register for classes

Students are restricted to six semester hours in the fall and spring and 14 in the combined summer terms

SERVICES FOR STUDENTS WITH DISABILITIES

Alvin Community College complies with the ADA and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities. Students requesting accommodations because of a disability should notify the ADA Counselor in the Office of Admissions and Academic Advising at least 60 days prior to the beginning of the semester.

Services include pre-enrollment advising and scheduling assistance, adaptive technology, notetaking assistance, testing accommodations, sign language interpreters, and referral services. A Handbook for Students with Disabilities is available for registered students who qualify for ADA services.

Information and assistance may be obtained from the ADA Counselor at (281) 756-3531 or TDD number (281) 756-3845.

TEXAS REHABILITATION COMMISSION / TEXAS COMMISSION FOR THE BLIND

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Texas Rehabilitation Commission (TRC) and the Texas Commission for the Blind (TCB) provide tuition assistance, diagnostic testing, and counseling for eligible individuals. Prospective TRC and TCB students should contact the nearest TRC or TCB office at least six weeks prior to college registration to discuss eligibility and vocational objectives. Call first to set up an appointment. For phone numbers, call the Office of Admissions and Academic Advising at (281) 756-3531.

FINANCIAL ASSISTANCE

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

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

Students who apply for financial aid must:

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

Students must apply for financial aid in person and submit a new application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Deadlines are published in class schedules. Application forms and additional information are available in the Financial Aid Office. All information provided to this office remains confidential.

The Financial Aid Office will determine if a student's academic progress has preserved his eligibility for financial assistance.

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

FEDERAL ASSISTANCE PROGRAMS

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

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

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

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

FEDERAL SATISFACTORY PROGRESS GUIDELINES

Federal regulations require standards of satisfactory progress for students who receive federal funds. **NOTE**: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student's future eligibility for aid. Standards of satisfactory progress require (1) qualitative and (2) quantitative measures and must include (3) the "maximum time frame" in which students must complete their certificate or degree program. Students must meet all three standards defined below to maintain their financial aid at Alvin Community College.

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

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

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

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

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

STATE ASSISTANCE PROGRAMS

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

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

Hazlewood Act: The Hazlewood Act is an act of Texas legislation. It provides exemption of payment for tuition and certain fees for Texas veterans at state-supported colleges and universities who present proof of the following:

1. residency in Texas at the time of entry into the military,
2. receipt of an honorable or under honorable conditions discharge,
3. service time of 180 days of active duty (excluding training time), and
4. residency in Texas for a minimum of 12 months prior to college registration.

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted semester credit hours of eligibility using the Hazlewood benefit.

Eligibility is determined from an original or certified copy of the veteran's DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran's Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill.

Application for Hazlewood benefits is made through the Records Office. Applicants should begin the application process 6 weeks prior to registration to establish eligibility. Hazlewood students must obtain a Tuition Exemption Form from the Records Office prior to paying tuition but no later than the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

OTHER ASSISTANCE PROGRAMS

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

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

Chemical Dependency Counselor Training: For information on mental health grants-in-aid, contact the Mental Health Department Grant Coordinator.

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

Departmental Academic Scholarships: These competitive scholarships are provided to qualified students in:

Art
Business
Child Development/Early Childhood
Communications
Computer Science
Court Reporting
Drafting Technology
Electronics
English
Foreign Languages
Law Enforcement
Legal Assistant
Math
Management Development
Mental Health
Music
Nursing-ADN
Office Administration
Process Technology
Respiratory Care
Social Science
Science
Vocational Nursing

Interested students should contact the chairperson of the appropriate department.

Other Scholarships: Among the scholarships coordinated by Alvin Community College are the following:

ACC Assoc. of Educational Office Professionals Scholarship
Alvin Noon Lions Club Scholarship
Associate Degree Nursing Faculty Scholarship
Francis Joseph (Joe) Phillips Memorial Scholarship
Jean Withrow Memorial Nursing Scholarship
M. B. Ward Scholarship (for Alvin High School Students)
Pan American College Forum Neal Nelson Memorial Scholarship
Paul Lawson Scholarship (Drama)
Petronilo (Nilo) Esquivel Scholarship
Presidential Scholarship
Presidential Service Award Scholarship (Alvin High School Graduating Senior)
Rotary Club Scholarship (Alvin Rotary)
Scott Memorial Scholarship

For information about additional scholarships contact the Financial Aid Office.

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.

VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the Veterans Benefits Counselor in the ACC Office of Admissions and Academic Advising for applications and information. Early application is advised. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; veterans must request certification each semester.

Standards Of Academic Progress For Students Receiving VA Benefits

Satisfactory Progress: Maintaining a cumulative grade-point average (CGPA) of 2.0

Associate Degree Students:
Probation: Failure to achieve a cumulative GPA of 2.0 results in first probation for the student's next registration. If the student achieves a 2.0 GPA for his first semester on probation but does not achieve a CGPA of 2.0, the student will be placed on second probation for one additional semester. Summer sessions (Summer 1, Summer 2, Summer 12-week) are considered one semester.

Unsatisfactory Progress: Failure to remove probationary status. Unsatisfactory progress is reported to the VA Regional Office at the end of the first probation period if the semester GPA is below 2.0 and at the end of the second probation period if the cumulative GPA is below 2.0. This action suspends VA educational benefits.

Certificate Students:
Probation: Failure to maintain a 2.0 cumulative GPA during the first 25 % of the total hours required for completion of the certificate results in first probation. If the student achieves a 2.0 GPA for the next 25% of the total hours but does not achieve a cumulative 2.0 GPA, the student will be placed on second probation for one additional semester.

Unsatisfactory Progress: Unsatisfactory progress is reported to the VA at the end of the first probation period if the semester GPA is below 2.0 and at the end of the second probation period if the cumulative GPA is below 2.0. This action suspends VA educational benefits.

Transfer Students: VA students who transfer to ACC under academic suspension or probation at the last school attended are admitted under the terms of first probation listed above.

Reinstatement of VA Educational Benefits: Reinstatement of benefits will rely upon achievement of a cumulative GPA of 2.0 and agreement for reinstatement by the Office of Veteran's Affairs.

JOB PLACEMENT SERVICE

The Financial Aid Office provides placement services for students who need part-time or full-time employment during their enrollment and after graduation. Information on job requirements and opportunities is available through the College's contact with business, industry, the professions, and the government. Students seeking work are encouraged to keep in mind their career plans and to seek job experiences that can benefit them in permanent positions after graduation.

LEARNING LAB

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves ACC students. Its purpose is to provide help for students in a relaxed, informal environment. Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, microcomputers, tape players / recorders / copiers, films, and audio tapes for individual use. Learning Lab hours are published in the class schedule.

LIBRARY

The main library, located on the second floor of the Learning Resources Center, has a collection of 30,000 books and periodicals, 200 current periodical subscriptions, and 33,000 microforms. A branch library is located at the Pearland College Center. All materials are available for use by students, staff, and residents of the community. Library hours are published in the class schedule.

CAMPUS SERVICES

Cafeteria

The cafeteria, located in the Student Center, offers a grill, cold food and snacks, a salad bar, and beverages. It is open each class day, breakfast through lunch.

Child Development Laboratory School

Students, staff, and faculty may enroll their children in the campus child development laboratory school operated by the Child Development/Early Childhood Department. The center is licensed for children ages 18 months to 6 years. For information about registration, hours, and charges, contact the Laboratory School Office.

College Store

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

Fitness Center

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

Health Insurance

Health insurance is the responsibility of the student or, in the case of a minor, the student and his parents or guardian. A student's eligibility for coverage under his parents' policy may depend on the student's age, dependency status on federal tax returns, and the total hours of enrollment. Students or parents are advised to consult their insurance carrier for specific terms of eligibility.

Parking

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

Student Activities

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student, and the College encourages its students to participate. Activities include movies, speakers, dances, intramural sports and games, work-shops, concerts, programs, and student organizations. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights, Spring Dinner Show, and Spring Fling. The Student Activities Office maintains a calendar of campus events, which are announced in the bi-monthly campus newsletter, FYI.

Student Organizations

Alvin Community College offers a variety of student organizations classified as curriculum-related, service, social, and religious, as well as a very active Student Government Association. The SGA represents the students' interests, assists with campus programming, and serves as an official channel of communication between students and the college administration. The SGA also recommends students for various college committees. Information on student organizations is available from the Student Activities Office located in the Student Center.

Athletics

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

Student Handbook

The student handbook provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the official publication of the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The student handbook is available in the Student Activities Office in the Student Center.

Educational Programs

ACADEMIC PROGRAMS

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

Associate 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 Sports & Human Performance curriculum. Students who complete these curriculums normally transfer to a four-year college where they major in one of the following subject-areas:

- Art
- Child Development /Early Childhood
- Economics
- Education
- English
- Foreign Language
- Government
- History
- Journalism
- Library Science
- Mathematics
- Music
- Musical Theatre
- Philosophy
- Physical Education
- Pre-Law
- Psychology
- Sociology
- 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 Degree

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
+ENGL 1301	Composition & Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Math core p. 23	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Communication	3	0	3
Foreign Language **or** Elective		3	3	3-4
PHED	Physical Activity	0	3	1
		15	6	16-17
Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+COSC 1401 (or higher)	Introduction to Computers	3	3	4
MATH	Math Core p. 23	3	0	3
Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	6-8	16-17
Third Semester				
+Natural Science	Natural Science Core p. 23	3	3	4
+GOVT 2301	American National & State Govt. I	3	0	3
+Visual and Performing Arts	Visual & Performing Arts Core p. 23	3	0	3
ENGL Literature	Any sophomore level literature	3	0	3
Elective	Elective	3	2	3
		15	6	16
Fourth Semester				
+ Humanities	Humanities Core p. 23	3	0	3
+Natural Science	Select from core curriculum	3	3	4
+GOVT 2302	American National & State Govt. II	3	0	3
+Social/Behavioral Sciences	Select from core curriculum:	3	0	3
Elective	Elective	3	0	3
		15	3	16

+Denotes core requirement; see p. 23
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a General Liberal Arts Degree.....64-67

Art Degree Program

(281) 756-3605

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	0	6	3
ARTS 1316	Drawing I0	6	3	
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		9	15	16
Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II 0	6	3	
ARTS 1317	Drawing II0	6	3	
ARTS 1304	Art History II	3	0	3
PHED	Physical Activity	0	3	1
		9	15	16
Summer I Semester				
+GOVT 2301	American National & State Govt. I	3	0	3
+Humanities	Humanities Core p. 23	3	0	3
		6	0	6
Summer II Semester				
+GOVT2302	American National & State Govt. II	3	0	3
+COSC 1401 (or Higher)	Introduction to Computers	3	3	4
		6	3	7
Third Semester				
ARTS 2316	Painting I0	6	3	
ARTS	Elective	0	6	3
+Social/Behavorial Sciences	Social & Behavorial Science Core p. 23	3	0	3
+Natural Sciences	Natural Science Core p. 23	3	3	4
+MATH 1314	College Algebra	3	0	3
		9	15	16
Fourth Semester				
ARTS 2326	Sculpture I	0	6	3
+Natural Sciences	Natural Sciences Core p. 23	3	3	4
SPCH 1315/1318	Public Speaking/Interpersonal Communications	3	0	3
+***Visual and Performing Arts	Visual/Performing Arts Core p. 23	3	0	3
		9	9	13

Courses that can be taken out of the current curriculum to equal hours that are accepted by universities in the area.

1	ARTS elective	3
1	ARTS 1301	3
1	ARTS 1304	3

This would bring the total from 74 credits to 65 credits.

+Denotes core requirement; see p. 23
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.
***Recommendation: ARTS 1301

Total Minimum Credits Required for an Arts Degree.....74

Child Development/Early Childhood Degree Program

(281) 756-3644

Associate in Arts Degree Program
Length: Four-Semester (Two-Year) Program
Purpose: The program is designed to provide a set of courses that will satisfy the lower division requirements for a baccalaureate degree in a specific academic area at a general academic teaching institution. (Specific Teaching Option/Field of Study, Early Childhood Education)

Course Number	Lecture Course Title	Lab Hours	Course Hours	Credit
First Semester				
CDEC 1270	Early Childhood Games and Recreation	1	2	2
ENGL 1301	Composition and Rhetoric I	3	0	3
HIST 1301	The U.S. to 1877	3	0	3
TECA 1303	Family and the Community	3	0	3
TECA 1311	Introduction to Early Childhood Education	3	0	3
PHED	Physical Activity	0	3	1
		13	5	15
Second Semester				
COSC 1401	Introduction to Computers	3	3	4
ENGL 1302	Composition and Rhetoric II	3	0	3
HIST 1302	The U.S. Since 1877	3	0	3
TECA 1318	Nutrition, Health, and Safety	3	0	3
TECA 1354	Child Growth and Development	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
GOVT 2301	American National & State Government I	3	0	3
Elective	Visual & Performing Arts Elective ARTS 1301, 1303, or 1304 DRAM 1310, 2360 or MUSI 1306, 1310	3	0	3
+Social/Behavorial Sciences	Social & Behavorial Science Core p. 23	3	0	3
MATH 1314	College Algebra	3	0	3
BIOL Elective	Select from BIOL 1408, 1409, or 2401	3	3	4
		15	3	16
Fourth Semester				
Humanities	Select from: ENGL literature (sophomore level) HUMA, PHIL	3	0	3
Earth/Physical Science	Select from: CHEM 1405, 1411 GEOL 1401, 1403 PHYS 1401, PHYS 2425	3	3	4
GOVT 2302	American National & State Govt. II	3	0	3
MATH 1350	Fundamentals of Mathematics I	3	0	3
SPCH 1315	Public Speaking	3	0	3
		15	3	16

Total Minimum Credits Required for an Child Development/Early Childhood Degree.....64

Drama Degree Program

(281) 756-3607

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
+ENGL 1301	Composition and Rhetoric I	3	0	3
DRAM 1220	Rehearsal and Performance	0	6	2
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
DRAM 1310	Introduction to Theatre Arts	3	2	3
+Natural Science	Natural Science Core p. 23	3	2-3	4
		10	13-14	15

Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1341	Stage Makeup	2	4	3
+Natural Science	Natural Science Core p. 23	3	2-3	4
		10	16-17	15
Summer Session				
+**HIST 1301	The U.S. to 1877	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
		9	0	9
Third Semester				
+Humanities	Humanities Core p. 23	3	0	3
+GOVT 2302	American National & State Govt. II	3	0	3
DRAM 2120	Rehearsal and Performance	0	6	1
DRAM 1330	Introduction to Technical Theatre	2	4	3
DRAM 1352	Advanced Acting	2	4	3
+DRAM 2360[a]	Modern Theatre Literature	3	0	3
		13	14	16
Fourth Semester				
+COSC 1401 (or higher)	Introduction to Computers	3	3	4
DRAM 2331	Intermediate Technical Theatre	3	3	3
+DRAM 2336[b]	Theatre Speech	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
+MATH 1314	College Algebra	3	0	3
+Social/Behavioral Science	Social/Behavorial Science Core p. 23	3	0	3
		15	12	17

+Denotes core requirement; see p. 23

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

[a] Satisfies Visual/Performing Arts Core requirement

[b] Satisfies Speech Core requirement

Total Minimum Credits Required for Drama Degree.....72

Music - Instrumental Concentration Degree Program

(281) 756-3587

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Before Freshman Year				
+**HIST 1301	The U.S. to 1877	3	0	3
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
		9	0	9
First Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
+MUSI 1308[ab]	Survey of Music Literature	3	0	3
MUSI 1211	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
		11	16	15

Second Semester				
+MUSI 1309[ab]	Survey of Music Literature	3	0	3
MUSI 1212	Music Theory	3	0	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
+Social/Behavorial Sciences	Social/Behavorial Sciences Core p. 23	3	0	3
		11	16	15
Summer Session				
+GOVT 2301	American National & State Govt. I	3	0	3
+SPCH 1315	Public Speaking	3	0	3
or				
SPCH 1318	Interpersonal Communication			
+GOVT 2302	American National & State Govt. II	3	0	3
		9	0	9
Third Semester				
+MATH 1314	College Algebra	3	0	3
+Natural Sciences	Natural Sciences Core p. 23	3	3	4
MUSI 2211	Music Theory	3	0	2
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
		11	16	15
Fourth Semester				
+Natural Sciences	Natural Sciences Core p. 23	3	3	4
+Humanities	Other Humanities Core p. 23	3	0	3
MUSI 2212	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
*MUSI 2182	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
		11	16	15

+Denotes Core Requirement; see p. 23
*MUAP 1271, 1272, 2271, 2272 may be substituted.
**Texas History (HIST 2301) may be substituted for one semester of U.S.History (HIST 1301 or HIST 1302) to satisfy degree requirements.
[a] Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 and 1309.
[b] Satisfies Visual/Performing Arts Core requirements

Total Minimum Credits Required
for a Music-Instrumental Concentration Degree.....78

Music - Voice Concentration Degree Program

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Before Freshman Year				
+**HIST 1301	The U.S. to 1877	3	0	3
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
		9	0	9

First Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
+MUSI 1308[ab]	Survey of Music Literature	3	0	3
MUSI 1211	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP	App. Music: Voice	1	4	2
PHED	Physical Activity	0	3	1
		11	16	15
Second Semester				
+MUSI 1309[ab]	Survey of Music Literature	3	0	3
MUSI 1212	Music Theory	3	0	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1282	App. Music: Voice	1	4	2
+DRAM 2336[c]	Theatre Speech	3	0	3
MUSI 1159	Musical Theatre	1	4	1
		12	13	15
Summer Session				
+GOVT 2301	American National & State Govt. I	3	0	3
+GOVT 2302	American National & State Govt. II	3	0	3
+Social/Behavorial	Social/Behavorial Sciences Core p. 23 Sciences	3	0	3
		9	0	9
Third Semester				
MUSI 2211	Music Theory	3	0	2
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2281	App. Music: Voice	1	4	2
Natural Sciences	Natural Sciences Core p. 23	3	3	4
+Humanities	Other Humanities Core p. 23	3	0	3
PHED	Physical Activity	0	3	1
		11	19	16
Fourth Semester				
+MATH 1314	College Algebra	3	0	3
+Natural Sciences	Natural Sciences Core p. 23	3	3	4
MUSI 2212	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
*MUSI 2182	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2282	App. Music: Voice	1	4	2
		11	16	15

+Denotes core requirement; see p. 23

*MUAP 1271, 1272, 2271, 2272 may be substituted.

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

[a] Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 & MUSI 1309.

[b] Satisfies Visual/Performing Arts core requirement.

[c] Satisfies Speech core requirement.

Total Minimum Credits Required
for a Music - Voice Concentration Degree.....79

Musical Theatre Degree Program

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Before Freshman Year				
+**HIST 1301	The U.S. to 1877	3	0	3
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
		9	0	9
First Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
DRAM 1310	Introduction to Theatre Arts	3	2	3
+DRAM 2336a	Theatre Speech	3	0	3
MUAP 1281	Applied Music: Voice	1	4	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1159	Musical Theatre	1	4	1
PHED 1125	Fundamentals of Movement - Ballet	0	3	1
		12	14	14
Second Semester				
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
MUAP 1282	Applied Music: Voice	1	4	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1309	Survey of Music Literature	3	0	3
PHED 1127	Fundamentals of Movement - Modern Dance	0	3	1
+Social/Behavioral Science	Social/Behavorial Science Core p. 23	3	0	3
		10	18	15
Summer Session				
+GOVT 2301	American National & State Govt. I	3	0	3
+Humanities	Humanities Core p. 23	3	0	3
+GOVT 2302	American National & State Govt. I	3	0	3
		9	0	9
Third Semester				
+COSC 1401 (or higher)	Introduction to Computers	3	3	4
DRAM 1341	Stage Makeup	2	4	3
MUAP 2281	Applied Music: Voice	1	4	2
MUSI 2159	Musical Theatre	1	4	1
MUSI 1311	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight Singing	0	3	2
PHED 1128	Fundamentals of Movement - Jazz	0	3	1
		10	21	15
Fourth Semester				
DRAM 1352	Advanced Acting	2	4	3
MUAP 2282	Applied Music: Voice	1	4	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
+MATH 1314	College Algebra	3	0	3
PHED 1129	Fundamentals of Movement - Tap	0	3	1
+DRAM 2360 or +MUSI 1308b	Modern Theatre Literature or Survey of Music Literature	3	0	3
		9	14	14

Summer Session				
+Natural Science	Natural Science Core p. 23	3	2-3	4
+Natural Science	Natural Science Core p. 23	3	2-3	4
		6	4-6	8

+Denotes core requirement; see p. 23.
*MUAP 1271, 1272, 2271, 2272 may be substituted.
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirement
[a] Satisfies Speech Core requirement
[b] Satisfies Visual/Performing Arts Core requirement. Students should choose based on requirements of the senior institution to which they are transferring.

Total Minimum Credits Required for Musical Theatre Degree.....84

Sports and Human Performance

(281) 756-3740

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+BIOL 1408	General Biology I	3	3	4
PHED 1302	Intro. to Sports & Human Performance	3	0	3
+COSC 1401	Introduction to Computers	3	3	4
PHED	Physical Activity	0	3	1
		15	9	18
Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Health and Wellness	3	0	3
PHED 1346	Drug Use and Abuse	3	0	3
PHED	Physical Activity	0	3	1
+BIOL 1409	General Biology II	3	3	4
		15	6	17
Summer Semester				
+MATH 1314	College Algebra	3	0	3
		3	0	3
Third Semester				
+Visual/Performing	Visual & Performing Arts Core p. 23	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
+GOVT 2301	American National & State Govt. I	3	0	3
PHED 1306	First Aid 3	0	3	
+PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17

Fourth Semester				
BIOL 2402	Anatomy & Physiology II	3	3	4
+GOVT 2302	American National & State Govt. II	3	0	3
PHED 1321 **or**	Coaching Athletics-Volleyball	3	0	3
PHED 1322	Coaching Athletics-Baseball/Softball			
PHED	Physical Activity	0	3	1
+Humanities	Humanities Core p. 23	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		15	6	17

+Denotes core requirement; see p. 23
**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required
For a Sports & Human Performance Degree.....72

Associate in Arts - General Studies

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

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

Core Curriculum	Course Title	Credits
Communication	ENGL 1301, ENGL 1302, SPCH 1315	9
Mathematics	MATH 1314 or above	3
Natural Sciences	Select two from the following courses: BIOL 1408, 1409, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1401, 1403, 1404, 1405 PHYS 1401, 1402, 2425, 2426	8
Visual & Performing Arts	Select from ARTS 1301, 1303, 1304 DRAM 1310, 2360 MUSI 1306, 1310	3
Humanities	Select from: PHIL 1301, HUMA 1301, 1302 ENGL 2322, 2323, 2326, 2332, 2333	3
History	U.S. History; Select from: HIST 1301,1302,2301	6
Government	GOVT 2301, 2302	6
Social and Behavioral Sciences	Select one course from: Anthropology, Economics, Geography, Psychology or Sociology	3
Basic Computer	COSC 1401 or more advanced COSC course	4
Other Requirements	Physical Activity (each 1 hour activity course)	2
College Level Electives	students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.	18

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

Associate in Science Degree Program

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

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

Biological Science Degree Program

(281) 756-3746

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
+BIOL 1408	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition and Rhetoric I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	19
Second Semester				
+BIOL 1409	General Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition and Rhetoric II	3	0	3
+CSCI 1401(or higher)	Introduction to Computers	3	3	4
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	13	18
Third Semester				
BIOL 2306 **or** BIOL 2401	Environmental Conservation / Anatomy and Physiology I	3	0-3	3-4
CHEM 2423	Organic Chemistry	3	4	4
+ENGL 2332 **or** ENGL 2322	Survey of Literature I / Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
+Visual/Perform. Arts	Visual/Performing Arts Core p. 23	3	0	3
		15	4-7	16-17
Fourth Semester				
BIOL 2420 **or** BIOL 2402	Microbiology / Anatomy and Physiology II	3	3	4
CHEM 2425	Organic Chemistry	3	4	4
+Social/Behav. Sciences	Social/Behavioral Science Core	3	0	3
+GOVT 2302	American National & State Govt. I	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		15	7	17

+Denotes core requirement; see p. 23
**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required
for a Biological Science Degree.....70-71

Business Administration Degree Program

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
+ENGL 1301	Composition and Rhetoric I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+Natural Science	Natural Sciences Core p. 23	3	3-4	4
+Visual/Performing Arts	Visual/Performing Arts Core p. 23	3	0	3
PHED	Physical Activity	0	3	1
		15	6-7	17
Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
***MATH 1324 **or**	Finite Math	3	0	3
MATH 1325	Business Calculus			
+**HIST 1302	The U.S. Since 1877	3	0	3
+Natural Science	Natural Sciences Core p. 23	3	3-4	4
+Humanities	Humanities Core p. 23	3	0	43
PHED	Physical Activity	0	3	1
		15	6-7	17
Third Semester				
ENGL 2322 **or**	Survey of English Literature	3	0	3
ENGL 2326 **or**	American Literature			
ENGL 2332	Survey of Literature I			
ACCT 2301	Financial Accounting	3	1	3
+GOVT 2301	American National & State Govt. I	3	0	3
+ECON 2301[a]	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	3	0	3
		15	1	15
Fourth Semester				
+SPCH 1315 **or**	Public Speaking	3	0	3
SPCH 1318	Interpersonal Communication			
ACCT 2302	Managerial Accounting	3	1	3
+GOVT 2302	American National & State Govt. II	3	0	3
BUSI 2302 **or**	Business Law II	3	0	3
ECON 2302	Principles of Economics II			
+COSC 1401 (or higher)	Intro. to Computers	3	3	4
		15	4	16

+Denotes core requirement; see p. 23

***Accounting majors should take MATH 1325 to assure admission into upper level accounting programs.

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

[a]Satisfies Social/Behavorial Science Core Requirement

Total Minimum Credits Required
for a Business Administration Degree.....65

Mathematics Degree Program

(281) 756-3705

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
+ENGL 1301	Composition and Rhetoric I	3	0	3
+MATH 1314	College Algebra	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
+Visual/Performing Arts	Visual/Performing Arts Core p. 23	3	0	3
		15	3	16
Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1348	Analytic Geometry	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
+Humanities	Humanities Core p. 23	3	0	3
+Social/Behavorial Sciences	Social/Behavorial Sciences Core p. 23	3	0	3
		15	3	16
Third Semester				
ENGL 2332 **or**	Survey of Literature I	3	0	3
ENGL 2322	Survey of English Literature I			
+GOVT 2301	American National & State Govt. I	3	0	3
MATH 2413	Differential and Integral Calculus	4	0	4
+SPCH 1315	Public Speaking	3	0	3
+Natural Sciences	Natural Sciences Core p. 23	3	3-4	4
		16	3-4	17
Fourth Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
MATH 2414	Differential and Integral Calculus	4	0	4
+Natural Science	Natural Sciences Core p. 23	3	3-4	4
+COSC 1401 (or higher)	Introduction to Computers	3	3	3
		13	6-7	15

+Denotes Core Requirement; see p. 23

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

Total Minimum Credits Required for a Mathematics Degree.....64

Physical Science Degree Program

(281) 756-3745

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
+COSC 1401 (or higher)	Introduction to Computers	3	3	4
		15	10	18

Second Semester				
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition and Rhetoric II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+MATH 1316 **or**	Plane Trigonometry	3	0	3
MATH 1348	Analytic Geometry			
+Visual/Perform. Arts	Visual/Performing Arts Core p. 23	3	0	3
PHED	Physical Activity	0	3	1
		15	7	17
Third Semester				
***Science	Recommended for Majors	6	6-7	8
+ENGL 2332 **or**	Survey of Literature I	3	0	3
ENGL 2322	Survey of English Literature I			
+GOVT 2301	American National & State Govt. I	3	0	3
MATH 2413	Differential and Integral Calculus II	4	0	4
		16	6-7	18
Fourth Semester				
****Science	Second half of science courses taken third semester	6	6-7	8
+GOVT 2302	American National & State Govt. II	3	0	3
MATH 2414	Differential and Integral Calculus II	4	0	4
+Social/Behav. Science	Social/Behavioral Science Core p. 23	3	0	3
		16	6-7	18

+Denotes core requirement; see p. 23

***Chemistry majors should take CHEM 2423 and either PHYS 2425 or BIOL 1408. Geology majors should take GEOL 1403 and PHYS 1401. Physics majors should take PHYS 2425 and either BIOL 1408 or GEOL 1403.

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

****Select two of the following: CHEM 2425, PHYS 2425, GEOL 1403, BIOL 1408, PHYS 1401

Total Minimum Credits Required for a Physical Science Degree.....71

Associate in Applied Science Degree Program

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:

Child Development/Early Childhood
Computer Science Technology
Computer Repair Technology
Correctional Science
Court Reporting
Diagnostic Cardiovascular Sonography
Drafting Technology
Electronic Technology
Emergency Medical Technology
Law Enforcement & Administration
Legal Assistant
Legal Office Professional
Management Development
Medical Office Professional
Mental Health
Nursing ADN
Office Professional
Process Technology
Radio Broadcasting
Respiratory Care
Television Broadcasting

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

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

Certificate Programs

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

Accounting Clerk
Child Development/Early Childhood
Child Development/Early Childhood Admin.
Communications-Radio Broadcasting
Communications-Television
Computer Repair
Computer Science-Data Processing
Computer Science-Networking Legal Assistant
Court Reporting
Court Reporting Scopist
Criminal Justice-Correctional Admin.
Criminal Justice-Correctional Science
Criminal Justice-Crime Scene Technician
Criminal Justice-Police Administration
Criminal Justice-Texas Peace Officer
Diagnostic Cardiovascular Sonography
Drafting Technology
Electronic Communications
Electronics
Emergency Medical Technology
Instrumentation Technology
Legal Stenography
Management Development
Mental Health
Office Assistant
Process Technology
Vocational Nursing
Word Processing

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

Child Development/Early Childhood Degree Program

(281) 756-3644

Degree: Associate in Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The curriculum in child development and early childhood prepares individuals for career services in day care centers, pre-school programs and related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child development and early childhood.
Admission Requirements: In addition to the general requirements for admission to the college, entry into the program requires a personal interview with the Child Development/Early Childhood Department.
Program Requirements: Approximately two-thirds of the curriculum includes courses in child development and early childhood with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in child development and early childhood or related activities. Students are urged to consult with their faculty advisor and the 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.

Associate in Applied Science Degree Program-TECH PREP

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
CDEC 1270	Early Childhood: Games & Recreation	1	2	2
TECA 1311 **or**	Introduction to Early Childhood Education	3	0	3
*CDEC 1313	Curriculum Resources for Early Childhood Prog.			
CDEC 1317	Child Development Associate Training I	2	3	3
*CDEC 1358	Creative Arts for Early Childhood	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		11	11	15
Second Semester				
TECA 1354	Child Growth and Development	3	0	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
*CDEC 1384 **or**	Cooperative Ed. in Child Development I	1	20/10	3
CDEC 2322	Child Development Assoc. Training II			
COSC 1401	Intro. to Computers	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		12	19/29	17

SECOND YEAR

First Semester

BIOL 2306	Environmental Conservation	3	0	3
TECA 1303	Family and the Community	3	0	3
CDEC 1319	Child Guidance	3	1	3
CDEC 1359	Children with Special Needs	3	0	3
***CDEC 2324 **or**	Child Development Associate Training III	1	10/20	3
***CDEC 2384	Cooperative Ed. in Child Development II			
		13	11/21	15

Second Semester

TECA 1318	Nutrition, Health and Safety	3	0	3
CDEC 1357	Math and Science for Early Childhood	2	3	3
CDEC 1321	The Infant and Toddler	3	0	3
SOCI 2319	American Minorities	3	0	3
ARTS 1301	Art Appreciation	3	0	3
		14	3	15

*Students who finish high school program are given college credit for these courses.
***CDEC 2324 or CDEC 2384 may be used as Capstone course.

Total Credits Required for
A.A.S. Child Development/Early Childhood Degree.....62

Option 1

ENHANCED SKILLS CERTIFICATE/ADMINISTRATION

CDEC 2426	Administration of Programs for Children I	3	2	4
CDEC 2428	Administration of Programs for Children II	3	2	4

Total Credits Required for Enhanced Skills Certificate-Administration.....70

Option 2

ENHANCED SKILLS CERTIFICATE/CHILDREN WITH SPECIAL NEEDS

CDEC 1370	Children with Special Needs Internship	0	9	3
CDEC 1470	Observation and Assessment Skills	3	2	4

Total Credits Required for Enhanced Skills
Certificate-Children with Special Needs.....69

Child Development/Early Childhood - Certificate

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CDEC 1270	Early Childhood: Games & Recreation	1	2	2
TECA 1311 **or**	Introduction to Early Childhood Education	3	0	3
CDEC 1313	Curriculum Resources for Early Childhood Programs			
CDEC 1317	Child Development Associate Training I	2	3	3
CDEC 1358	Creative Arts for Early Childhood	2	3	3
CDEC 1359	Children with Special Needs	3	0	3
CDEC 2322 **or**	Child Development Associate Training II	1	10	3
CDEC 1384	Cooperative Ed. in Child Development I	1	20	3
		12	18/28	17

Second Semester

TECA 1318	Nutrition, Health and Safety	3	0	3
TECA 1354 **or**	Child Growth and Development or	3	0	3
CDEC 1321	The Infant and Toddler			
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 1357	Math & Science for Early Childhood	2	3	3
*CDEC 2324 **or**	Child Development Associate Training III	1	10/20	3
*CDEC 2384	Cooperative Ed. in Child Development II			
Elective	College Elective	3	0	3
		14	16/26	18

*Capstone course requirement: CDEC 2324 or CDEC 2384.

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

Child Development/Early Childhood Administration Certificate

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

First Semester

CDEC 1313	Curriculum Resources for Early Childhood	3	0	3
CDEC 1317	Child Development Training I	2	3	3
CDEC 2322 **or**	Child Development Training II	1	10/20	3
CDEC 1384	Cooperative Ed. in Child Development I			
CDEC 2426	Administration of Program for Children I	3	2	4
		9	15/25	13

Second Semester

CDEC 1318	Nutrition, Health and Safety	3	0	3
*CDEC 2324 **or**	Child Development Training III	1	10/20	3
*CDEC 2384	Cooperative Ed. in Child Development II			
CDEC 2428	Administration of Program for Children II	3	2	4
Elective	College Elective	3	0	3
		10	12/22	13

*Capstone Course Required: CDEC 2324 or CDEC 2384.

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

Communications - Radio/TV Broadcasting Degree Program

(281) 756-3892

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

OPTION I - Radio Broadcasting

Associate in Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
COSC 1401	Introduction to Computers	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
RTVB 1301	Broadcast News Writing	2	4	3
RTVB 1317	Survey of Electronic Media	3	0	3
RTVB 1329	Writing for Electronic Media	2	4	3
		13	14	17
Second Semester				
MUSC 1327	Audio Engineering I	2	2	3
RTVB 1355	Radio and Television Announcing	2	4	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1409	Audio/Radio Production I	2	6	4
SOCI 1301	Principles of Sociology	3	0	3
		10	32	16
SECOND YEAR				
First Semester				
HIST 1301	The United States to 1877	3	0	3
RTVB 2339	Broadcast Sales	2	4	3
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 2431	Audio/Radio Production III	2	6	4
MUSC 2427 **or**	Audio Engineering II	2	4	3
MUSC 2447	Audio Engineering III			
		10	34	17
Second Semester				
MATH 1314	College Algebra	3	0	3
PRCD 1311	Public Relations	3	0	3
SPCH 1315	Public Speaking	3	0	3
*RTVB 1391	Special Topics in Radio/TV Broadcasting	2	4	3
Elective	Fine Arts/Humanities	3	0	3
PHED	Physical Activity	0	3	1
		14	7	16

*Capstone Course

Total Credits Required for Communications-Radio Broadcasting Degree.....64

OPTION II - Television Broadcasting

Associate in Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
COSC 1401	Introduction to Computers	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
RTVB 1317	Survey of Electronic Media	3	0	3
RTVB 1325	TV Studio Production	2	4	3
RTVB 1329	Writing for Electronic Media	2	4	3
		13	14	17

Second Semester				
RTVB 1355	Radio/TV Announcing	2	4	3
RTVB 1381	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1421	TV Field Production	2	6	4
RTVB 2337	TV Production Workshop I	2	4	3
SOCI 1301	Principles of Sociology	3	0	3
		10	34	16
SECOND YEAR				
First Semester				
DRAM 2366	Development of the Motion Picture	2	3	3
HIST 1301	The United States to 1877	3	0	3
PRCD 1311	Public Relations	3	0	3
RTVB 2339	Broadcast Sales	2	4	3
RTVB 2381	Cooperative Education-Radio/TV Broadcasting	1	20	3
		11	27	15
Second Semester				
MATH 1314	College Algebra	3	0	3
PHED	Physical Activity	0	3	1
SPCH 1315	Public Speaking	3	0	3
*RTVB 1391	Special Topics in Radio/TV Broadcasting	2	4	3
Elective	Fine Arts/Humanities	3	0	3
		11	7	13

*Capstone Course

Total Credits Required for Communications-Television Broadcasting Degree.....61

Communications-Radio/TV Broadcasting Enhanced Skills Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
RTVB 1445	Broadcast Engineering	3	3	4
RTVB 2335	TV Production	2	3	3

Total Credits Required for Enhanced Skills Certificate Communications 68

Communications - Radio/TV Broadcasting Certificate

Length: Two-Semester (One-Year) Program

Purpose: The program prepares the student for entry into occupations in radio broadcasting, sound reinforcement and recording, or television. Completion of this program also enhances the effectiveness of those presently employed in the field of communications.

Program Requirements: The student will be awarded a certificate upon completion of the program in his/her particular area of interest.

OPTION 1 - Radio Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
RTVB 1301	Broadcast News Writing	2	4	3
RTVB 1317	Survey of Electronic Media	3	0	3
RTVB 1329	Writing for Electronic Media	2	4	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1409	Audio/Radio Production I	2	6	4
		10	34	16

Second Semester				
MUSC 1327	Audio Engineering I	2	2	3
RTVB 1355	Radio/TV Announcing	2	4	3
*RTVB 2380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 2339 **or**	Broadcast Sales	2/3	4/0	3
PRCD 1311	Public Relations	7/8	30/26	12

*Capstone Course

Total Credits Required for Communications-Radio Broadcasting Certificate.....28

OPTION 2 - Television Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
RTVB 1317	Survey of Electronic Media	3	0	3
RTVB 1325	TV Studio Production	2	4	3
RTVB 1329	Writing for Electronic Media	2	4	3
RTVB 1421	TV Field Production	2	6	4
RTVB 2339	Broadcast Sales	2	4	3
		11	18	16
Second Semester				
DRAM 2366	Development of the Motion Picture	2	3	3
PRCD 1311	Public Relations	3	0	3
RTVB 1355	Radio and Television Announcing	2	4	3
*RTVB 1381	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 2337	TV Production Workshop I	2	4	3
		10	31	15

*Capstone Course

Total Credits Required for Communications - Television Certificate.....31

Computer Science Technology - Computer Programming Degree

(281) 756-3782

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
COSC 1401	Introduction to Computers	3	3	4
ITSE 1410 **or**	Pascal Programming **or**	3	3	4
ITSE 1422 **or**	Introduction to C Programming **or**			
COSC 1418	Pascal Programming Language			
ENGL 1301	Composition and Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		15	6	17
Second Semester				
ITSE 1431 **or**	Introduction to Visual BASIC Programming **or**	3	3	4
BCIS 2416	Computer Programming - Visual Basic			
ITSE 1407 **or**	Introduction to C++ Programming **or**	3	3	4
COSC 1420	Computer Programming - C++			
ENGL 1302 **or**	Composition and Rhetoric II **or**	3	0	3
ENGL 2311	Technical Communication			
HIST 1302 **or**	The United States Since 1877 **or**	3	0	3
HIST 2301	Texas History			
MATH 1316 **or**	Plane Trigonometry **or**	3	0	3
MATH 1324	Finite Mathematics	15	6	17
SECOND YEAR				
First Semester				
ITSE 2413 **or**	Web Authoring **or**	3	3	4
ITSE Elective	ITSE Elective			
BMGT 1303	Principles of Management	3	0	3
Elective	Fine Arts or Humanity	3	0	3
GOVT 2301	American, National & State Government I	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
ITSE 2417	JAVA Programming	3	3	4
*ITSE 2449	Advanced Visual BASIC Programming	3	3	4
ITSE 2387 **or**	Internship - Computer Programming **or**	0/3	18/0	3
Elective	College Level Elective			
GOVT 2302	American, National & State Government II	3	0	3
PHED	Physical Activity	0	3	1
		9/12	27/9	15

Total Credits Required for
A.A.S. Computer Programming Degree.....66

* Capstone Course

Computer Science Technology - General Computer Data Processing Certificate Program

Length: Two-Semester (One-Year) Program

Purpose: The general computer data processing curriculum provides students with an introduction to data processing and allows persons already engaged in business and industry to increase their computer knowledge.

Program Requirements: The curriculum includes technical courses in computer science. Each student is urged to consult with the Counseling Center or faculty advisor. Upon satisfactory completion of the two semester curriculum, with an overall 2.0 grade point average for all computer science courses attempted, the student will be awarded the Certificate in Computer Science (General Computer Data Processing).

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
COSC 1401	Introduction to Computers	3	3	4
ITSE 1410 **or**	Pascal Programming **or**	3	3	4
ITSC 1422 **or**	Introduction to C Programming **or**			
COSC 1418	Pascal Programming Language			
ENGL 1301	Composition and Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		15	6	17
Second Semester				
ITSE 1431 **or**	Introduction to Visual BASIC Programming **or**	3	3	4
BCIS 2416	Computer Programming - Visual Basic			
*ITSE 2413	Web Authoring	3	3	4
ENGL 1302	Composition and Rhetoric II	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		12	6	14

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

*Capstone Course

Computer Networking Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
COSC 1401	Introduction to Computers	3	3	4
CPMT 1411	Introduction to Computer Maintenance	3	3	4
CETT 1425	Digital Fundamentals	3	3	4
		9	9	12
Second Semester				
ITNW 1425	Fundamentals of Networking	3	2	4
ITMC 1401	Microsoft Windows 2000 Network and Operating System Essentials	3	3	4
*ITMC 1441	Implementing MS Windows 2000 Professional and Server	3	3	4
CPMT 2445	Computer System Troubleshooting	3	3	4
		12	11	16

This plan provides courses for preparation for the following certifications:
CompTIA Network+ (Net+) Certification (ITNW 1425) / CompTIA A+ certification (CPMT 1411 and CPMT 2445)
Microsoft Certified Professional (MCP) certification (ITMC 1401 and 1441).
This plan provides 2 out of the 7 courses required for the Microsoft Certified Systems Engineer (MCSE) certification.

*Capstone Course

Total Credits Required for Computer Networking Certificate.....28

Computer Repair Technology Degree Program

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

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 computer systems and networks. Employment opportunities in the exploding computer industry are virtually unlimited. Generally, a computer system technologist will be involved in the installation, repair and maintenance, troubleshooting and upgrading of computer systems and networks. A computer system technologist will spend one year in building a strong foundation in electronics and computer programming related to computer systems and networking. The second year will focus on computer systems and networking. Principles and skills necessary to operate, troubleshoot, install and repair various types of computer systems and networks are stressed. At the completion of the degree, the student will be prepared for the A+ certification exams, both CORE and Microsoft Windows/DOS module. The student will also be prepared for two modules of the MCSE certification program, both networking essentials and Windows NT Server.

Program Requirements: In addition to the general admission requirements for ACC, entry into the Associate of Applied Science Curriculum in Computer Repair 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 electronics courses.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CETT 1425	Digital Fundamentals	3	3	4
CPMT 1411	Introduction to Computer Maintenance	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		12	9	15
Second Semester				
CETT 1403	DC Circuits	3	3	4
ITNW 1421	Data Communication & Networking	3	3	4
CETT 1449 **or**	Digital Systems	3	3	4
CETT 1431	Technical Programming			
Elective	Humanities/Fine Arts Elective	3	0	3
PHED	Physical Activity Elective	0	3	1
		12	12	16
Third Semester				
SOCI 1301	Principles of Sociology	3	0	3
CPMT 2433	Computer Integration	3	3	4
ITSE 1431	Visual Basic Programming	3	3	4
CETT 1429	Solid State Devices	3	3	4
SPCH 1315	Public Speaking	3	0	3
		15	9	18
Fourth Semester				
EECT 2439	Communications Circuits	3	3	4
CPMT 2437	Microcomputer Interfacing	3	3	4
*CPMT 2445	Computer System Troubleshooting	3	3	4
Elective	CSCI/CETT/CPMT	3	0	3
		12	12	16

*Capstone Course

Total Credits Required for Computer Repair Degree.....64

Computer Repair Certificate

Length: Two-Semester Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CETT 1425	Digital Fundamentals	3	3	4
CPMT 1411	Introduction to Computer Maintenance	3	3	4
CPMT 2433	Computer Integration	3	3	4
		9	9	12
Second Semester				
CPMT 2437	Microcomputer Interfacing	3	3	4
*CPMT 2445	Computer System Troubleshooting	3	3	4
ITNW 1425	Fundamentals of Networking	3	2	4
		9	8	12

Total Credits Required for Computer Repair Certificate.....24

*Capstone Course

Court Reporting Degree Program

(281) 756-3757

Degree: Associate in Applied Science (A.A.S.)
Length: Six-Semester Program
Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting and for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters throughout the nation, and the lack of institutions to provide the necessary training.
Program Description: The curriculum runs for two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, as practice tapes are encouraged for use off-campus. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.
Program Objectives: The objective of the two-year curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Court Reporters Association (NCRA). Accompanying objectives are the attainment of the Court Reporting Scopist Certificate for those students who desire it and an enhanced skills certificate in captioning.
Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
   a. be a high school or GED graduate;
   b. make application to ACC and fulfill the admission requirements of the College;
   c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
   d. have a personal interview with the Court Reporting Department Chairperson or his/her designee to develop a degree plan and secure a beginning schedule;
   e. submit official copies of transcripts of all previous high school and college work to the ACC Records Office;
   f. be able to type 45 words per minute with no more than 5 errors on a five-minute test before entering Machine Shorthand Theory.

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

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

who do not complete CRTR 1312 (Reporting Communications I) in two consecutive semesters respectively may be redirected to another program. Grades will be issued on the following basis:

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

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

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

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester (Summer)				
CRTR 1404	Machine Shorthand I	2	8	4
POFT 1228	Keyboarding & Document Formatting	2	1	2
Elective	Fine Arts/Humanities	3	0	3
PHED	Physical Activity	0	3	1
		7	12	10
Second Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
*CRTR 1312	Reporting Communications I	2	3	3
CRTR 1406	Machine Shorthand II	2	8	4
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		10	14	14
Third Semester (Spring)				
CRTR 2306	Medical Reporting	3	0	3
*CRTR 2311	Reporting Communications II	2	3	3
CRTR 1314	Reporting Technology I	2	3	3
CRTR 2401	Intermediate Machine Shorthand	2	8	4
		9	14	13
SECOND YEAR				
First Semester (Summer)				
CRTR 1308	Realtime Reporting I	2	3	3
CRTR 2317	Technical Dictation	2	3	3
CRTR 2403	Advanced Machine Shorthand	2	8	4
		6	14	10
Second Semester (Fall)				
CRTR 2315	Reporting and Office Procedures	2	3	3
CRTR 2343	Simulated Courtroom Proceedings	2	3	3
CRTR 2435	Accelerated Machine Shorthand	2	8	4
SPCH 1318	Interpersonal Communications	3	0	3
		9	14	13

Third Semester (Spring)				
CRTR 2331	CSR & RPR Preparation	2	3	3
CRTR 2381	Cooperative Education Court Reporter	1	20	3
GOVT 2301 **or**	American National & State Government I 3	0	3	
HIST 1301	The U.S. to 1877			
MATH 1314 **or**	College Algebra	3	0	3
MATH 1332	College Mathematics for Liberal Arts			
		9	23	12

*Students must take CRTR 1312 and 2311 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.

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

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

- One 180 wpm five-minute literary test with no more than 10 errors-98.9%
- One 180 wpm five-minute testimony test with no more than 10 errors-98.9%
- One 200 wpm five-minute jury charge test with no more than 10 errors-99%
- One 200 wpm five-minute jury charge test with no more than 25 errors-97.8%
- Two 225 wpm five-minute testimony tests with no more than 25 errors-97.8%
- Two mock CSR exams. EACH exam consists of the following:
- One 180 wpm five-minute literary test with no more than 45 errors-95%
- One 200 wpm five-minute jury charge test with no more than 50 errors-95%
- One 225 wpm five-minute testimony test with no more than 56 errors-95%

2. Each student shall pass at least two five-minute timed writings in keyboarding at a minimum of 60 gross wpm with no more than 5 errors. (POFT 1228)

3. Each student shall complete an internship (CRTR 2381) of at least 20 verified hours per week for one semester with a practicing reporter. (320 hours, fall and spring semesters)

Students are encouraged to utilize the tape library for home practice and skill building during free periods and before and after school.

Court Reporting Enhanced Skills Certificate (Captioning)

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
CRTR 1346	Captioning Reporting I	2	3	3
CRTR 2333	Captioning Reporting II	2	3	3

Total Credits Required for
Court Reporting Enhanced Skills Certificate.....78

Court Reporting Certificate Program

Length: Five-Semester Program

Purpose: The certificate in Court Reporting prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not wish to pursue an AAS degree plan.

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester (Summer)				
CRTR 1404	Machine Shorthand I	2	8	4
Second Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1406	Machine Shorthand II	2	8	4
POFT 1228	Keyboarding & Document Formatting	2	1	2
		9	12	12
Third Semester (Spring)				
CRTR 1314	Reporting Technology I	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	2	3	3
CRTR 2401	Intermediate Machine Shorthand	2	8	4
		9	14	13
SECOND YEAR				
First Semester (Summer)				
CRTR 1308	Realtime Reporting I	2	3	3
CRTR 2343	Simulated Courtroom Proceedings	2	3	3
CRTR 2403	Advanced Machine Shorthand	2	8	4
		6	14	10
Second Semester (Fall)				
CRTR 2315	Reporting and Office Procedures	2	3	3
CRTR 2331	CSR & RPR Preparation	2	3	3
*CRTR 2381	Cooperative Education - Court Reporter	1	20	3
CRTR 2435	Machine Shorthand V	2	8	4
		7	34	13

* Capstone Course

Total Credits Required for Court Reporting Certificate.....52

Court Reporting Scopist Certificate Program

Length: Three-Semester Program

Purpose: The Court Reporting Scopist Certificate prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time. Those seeking the Court Reporting Scopist Certificate will attain the speed of 80 words per minute on machine shorthand tests.

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I	2	8	4
POFT 1228	Keyboarding & Document Formatting	2	1	2
		9	12	12

Second Semester (Spring)				
CRTR 1314	Reporting Technology I	2	3	3
CRTR 1455	Dictation Speedbuilding	2	8	4
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	2	3	3
		9	14	13
Third Semester (Summer)				
CRTR 2380	Cooperative Education - Court Reporter	1	20	3

*Capstone Course

Total Credits Required for
Court Reporting Scopists Certificate.....28

Criminal Justice-Correctional Science Degree

(281) 756-3779

Degree: Associate in applied Science (A.A.S.) - Tech Prep
Length: Four-Semester (Two-Year) Program
Purpose: The curriculum in correctional science prepares individuals for career services with the Texas Department of Corrections, with juveniles in institutions, and with related correctional occupations. Supported by a broad general education, training is given to develop professional competence in the field of contemporary corrections. This curriculum is applicable to both the preparatory student and the experienced correctional worker.
Admission Requirements: In addition to the general requirements for admission to the College, entry into the correctional science program requires the following:

1. 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; and (d) excellent moral character.

Program Requirements: Approximately one-half of the curriculum includes courses in correctional science with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in correctional work. Students are urged to consult with their faculty advisor and the 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.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
COSC 1401	Introduction to Computers	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
CJCR 1304	Probation and Parole	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 1307	Crime in America	3	0	3
Elective	Fine Arts/Humanities Elective	3	0	3
MATH 1314 **or**	College Algebra			
MATH 1332	College Mathematics for Liberal Arts	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16

Third Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CJSA 1364	Practicum - Criminal Justice Studies	1	21	3
GOVT 2301	American National & State Govt. I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		13	21	15
Fourth Semester				
CJSA 1365	Practicum - Criminal Justice Studies	1	21	3
*CRIJ 2328	Police Systems & Practices	2	3	3
SOCI 1306	Social Problems	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	24	15

*Capstone Course

Total Minimum Credits Required for the Correctional Science Degree.....63

Criminal Justice-Law Enforcement and Police Administration Degree Program

Degree: Associate in Applied Science (A.A.S.) - Tech Prep
Length: Four-Semester (Two-Year) Program
Purpose: The curriculum in Law Enforcement and Police Administration prepares individuals for career services in law enforcement and related occupations. Supported by a broad general education, training is given to develop professional competence in the fields of law enforcement administration, police science, prevention and control of delinquency and crime, correctional administration, and industrial security administration. This curriculum is applicable to both the preparatory student and the experienced officer.
Admission Requirements:
1. General requirements for admission to the College.
2. A degree plan approved by the Criminal Justice Department Chairperson.

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
*CRIJ 1301 **or**	Introduction to Criminal Justice **or**	3	0	3
CJLE 1506	Basic Peace Officer I			
CRIJ 2314	Criminal Investigation	3	0	3
*CRIJ 1306	Court Systems and Practices	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
COSC 1401	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
CRIJ 2323 **or**	Legal Aspects of Law Enforcement **or**	3	0	3
CJLE 1312	Basic Peace Officer II			
*CRIJ 1310	Fundamentals of Criminal Law	3	0	3
Elective	Fine Art/Humanities Elective	3	0	3
MATH 1314 **or**	College Algebra	3	0	3
MATH 1332	College Mathematics for Liberal Arts			
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16

Third Semester				
*CRIJ 1307	Crime in America	3	0	3
**CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CJSA 2364 **or** CJLE 1518	Practicum-Criminal Justice Studies **or** Basic Peace Officer III	0	21	3
Elective	College Level	3	0	3
		12	21	15
Fourth Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 1313	Juvenile Justice System	3	0	3
Elective	Criminal Justice Elective	3	0	3
CJSA 2365 **or** CJLE 1524	Practicum - Criminal Justice Studies **or** Basic Peace Officer IV	0	21	3
SPCH 1318	Interpersonal Communication	3	0	3
		12	21	15

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

Total Credits Required for Law Enforcement and Police Administration Degree.....63

Criminal Justice-Correctional Administration Certificate

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
BMGT 1303	Principles in Management	3	0	3
COSC 1401	Introduction to Computers	3	3	4
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
		15	3	16
Second Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
*CJSA 1364	Practicum-Criminal Justice Studies	0	21	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
SOCI 1301	Principles in Sociology	3	0	3
SPCH 1318	Interpersonal Communications	3	0	3
		12	21	15

*Capstone Course

Total Credits Required for Correctional Administration Certificate.....31

Correctional Science Certificate

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 1307	Crime in America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	0	15
Second Semester				
CRIJ 1304	Probation and Parole	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
*CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CJCR 1300	Basic Jails Course	3	0	3
		15	0	15

*Capstone Course

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

Criminal Justice-Crime Scene Technician

Length: Thirty-Three Semester Hours
Purpose: This course provides the student with the goals and principles of physical evidence and defines the application of forensic sciences to the criminal investigation. It identifies the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented, as are the methods utilized for requesting laboratory analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.
Program Requirements: A certificate student takes thirty-seven (37) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CJSA 1308	Criminalistics I	3	0	3
		18	0	18
Second Semester				
CJSA 2323	Criminalistics II	2	4	3
CJLE 2345	Vice and Narcotics Investigation	3	0	3
CRIJ 1307	Crime In America	3	0	3
*CJSA 2332	Criminalistics III	2	4	3
CJSA 1325	Criminology	3	0	3
		15	6	15

*Capstone Course

Total Credits Required for Correctional Science Certificate.....33

Criminal Justice - Basic Law Enforcement Academy Certificate

Length: Approximately 16 weeks - The Academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday, however, Defensive Driving and other skills classes may be conducted occasionally on weekends or at night.

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

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

Admission Requirements: to be eligible for the program the student must:

1. Be a high school graduate or hold a certificate of equivalency (GED);
2. Be 21 years of age at the time of completion of the course or seek special approval from the Department Chair;
3. Agree to **purchase during the pre-registration** and then wear the prescribed uniform;
4. Complete and negotiate the TCLEOSE L-2 Declaration of medical condition **during the pre-registration**;
5. Complete and tactually answer a personal history statement **during pre-registration**;
6. Sign waiver forms as presented by the college **during pre-registration**;
7. Abide by the special written rules of the Academy and administrative orders issued during special circumstances;
8. Meet the minimal standards for licensing as required by TCLEOSE (Texas Administrative Code 217.1) which are applicable to a training environment.

The following is a summary of the standards and should any conflict occur between the summarized standards and the TCLEOSE standards, then the TCLEOSE standards will govern:

a. Be 21 years of age upon graduation of the Academy or seek special approval by the Department Chair.
b. Be fingerprinted and pay the necessary fees **during pre-registration**.
c. Not be on probation for any offense above a class "C" misdemeanor.
d. No convictions in past 5 years for offenses above a Class "C".
e. Have no felony convictions.
f. Have no convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
g. Be of good moral character.
h. Prior military must have honorable discharge.

9. Pay special fees associated with the Academy courses **during pre-registration**.

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

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

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

Special fees charged by the College:

1. Ammunition	$195.00
2. Driving	$15.00

Purchases expected by the student:

1. TCLEOSE - testing fee-currently $15.00
2. Uniforms: (3) shirts, (3) pants, (5) t-shirts, (1) shoes, (1) Jacket optional, (1) belt
3. Books/Course Information at the book store
4. PE clothes, shoes
3. General supplies
4. Handgun approved by the Co-Coordinator/Commander

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
CJLE 1506	Basic Peace Officer I	3	6	5
CJLE 1512	Basic Peace Officer II	3	6	5
CJLE 1518	Basic Peace Officer III	3	6	5
CJLE 1524	Basic Peace Officer IV	3	6	5
CJLE 1211	Basic Firearms	1	2	2
		13	26	22

*Capstone Course

Total Credits Required for
Basic Law Enforcement Academy Certificate.....34

Diagnostic Cardiovascular Sonography

(281) 756-3656

Degree: Associate in Applied Science (A.A.S.) Degree in either Echocardiography or Vascular Technology
Length: 24 months, New program begins each summer in May.
Purpose: The Diagnostic Cardiovascular Sonography Program offers a two-year curriculum to prepare individuals for an allied health career in either Echocardiography or Vascular Technology which are branches of Diagnostic Medical Sonography. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Diagnostic Cardiovascular Sonography core curriculum consists of classroom, laboratory, and clinical instruction on subjects including basic healthcare skills, professional issues, medical terminology, ethics, cardiovascular anatomy and physiology, hemodynamics, pathophysiology, pharmacology, electrocardiography, ultrasound physics, echocardiographic techniques and vascular diagnostic techniques. The program has many clinical affiliations including St. Luke's Episcopal Hospital, Christus St. John's Hospital, Memorial Herman Southeast Hospital, Clear Lake Medical Center, Mainland Medical Center, Angleton Medical Center, and UTMB just to name a few. Graduates of the program earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

This program is in the process of gaining accreditation through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Admission Requirements:

1. To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:
   a. Be a high school or GED graduate and provide copies of transcripts and diploma.
   b. Apply to ACC and fulfill the college admission requirements, including TASP.
   c. Complete the application to the Diagnostic Cardiovascular Sonography Program and interview with the Program Director.
   d. Submit official transcripts of all previous college work to both the program and the admissions/records office.
   e. Score 19 or higher on the ACT composite or a minimum of 840 combined on the SAT if taken after 1995, or a minimum of 713 combined on the SAT if taken before 1995.
   f. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation.
   g. Complete a physical examination including chest x-ray, TB skin test, and verification of immunization status upon acceptance to the program.
   h. Not currently on suspension or academic probation from ACC or any other college.
2. Science courses should have been taken within the past 5 years to satisfy the degree requirements.

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

Alternate Enrollment:

Practicing Echocardiographers and Vascular Technologists who wish to earn their degree.

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

Practicing Echocardiographers and Vascular Technologists who wish to take courses for refresher or registry exam review.

1. This option is available to all Echo and Vascular techs.
2. These students may register through continuing education to sit in on any course offered through the DCVS Program for refresher or registry review.

Progression Policies:

1. Students will abide by the admission and curriculum requirements of the Diagnostic Cardiovascular Sonography department at the time they are admitted or re-admitted to the program.
2. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan, or must have prior approval of the program director.
3. A grade of C or better is required in all core and academic courses for progression.
4. A student may 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.
5. A student who makes a D or F in any core or academic course may repeat that course once in order to obtain a satisfactory grade of C or better. If the failing course is one of the program core courses, the student may have to sit out for a year until that course is offered again depending on pre and co-requisites for that course.
6. Any student requiring hospitalization, pregnant, or injured will be required to obtain written documentation from his/her physician verifying the health status of the student before returning to clinical. A student may not be allowed to return to clinical if taking medication or if health status may interfere with the ability to perform satisfactorily.
7. Students have five years to complete the program after initial acceptance.

ECHOCARDIOGRAPHY-

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Program Pre-requisites				
ENGL 1301	Composition and Rhetoric I	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
		6	3	7
FIRST YEAR				
First Semester				
DMSO 1470	Basic Skills	3	2	4
DMSO 1271	Introduction to Sonography	2	0	2
Elective	Fine Arts/Humanities	3	0	3
		8	2	9
Second Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
CVTT 1304	Cardiovascular Physiology	3	0	3
MDCA 1444	Electrocardiography	3	2	4
CVTT 1161	Cardiovascular Technology Clinical	0	3	1
		9	8	12

Third Semester

CVTT 1324	Cardiovascular Physiology II	3	0	3
CVTT 1370	Cardiovascular Pharmacology	3	0	3
DMSO 1371	Ultrasound Physics	2	2	3
ECHO 1170	Introduction to Echocardiography	1	0	1
ECHO 1360	Clinical- Introduction to Echo	0	16	3
		9	18	13

SECOND YEAR

Fourth Semester

ECHO 2370	Echocardiography I	2	2	3
ECHO 2361	Clinical- Echocardiography I	0	12	3
		2	14	6

Fifth Semester

PHED	Physical Education	0	3	1
ECHO 2470	Echocardiography II	2	4	4
ECHO 2461	Clinical- Echocardiography II	0	16	4
SOCI 1301	Principals of Sociology	3	0	3
		5	23	12

Sixth Semester

PHED	Physical Education	0	3	1
ECHO 2472	Echocardiography III	2	4	4
ECHO 2462	Clinical- Echocardiography III	0	16	4
ECHO 1391	Special Topics in Echocardiography	3	0	3
		5	23	12

Total Credits Required for A.A.S.
In Diagnostic Cardiovascular Sonography (Echocardiography).....71

VASCULAR TECHNOLOGY -

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits

Program Pre-requisites

ENGL 1301	Composition and Rhetoric I	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
		6	3	7

FIRST YEAR

First Semester

DMSO 1470	Basic Skills	3	2	4
DMSO 1271	Intro to Sonography	2	0	2
Elective	Fine Arts/Humanities	3	0	3
		8	2	9

Second Semester

BIOL 2402	Anatomy and Physiology II	3	3	4
CVTT 1304	Cardiovascular Physiology	3	0	3
MDCA 1444	Electrocardiography	3	2	4
CVTT 1161	Clinical- Cardiovascular Technology	0	3	1
		9	8	12

Third Semester

CVTT 1324	Cardiovascular Physiology II	3	0	3
CVTT 1370	Cardiovascular Pharmacology	3	0	3
DMSO 1371	Ultrasound Physics	2	2	3
NIVT 1170	Introduction to Vascular Technology	1	0	1
NIVT 1370	Clinical- Introduction to Vascular	0	16	3
		9	18	13

SECOND YEAR

Fourth Semester				
NIVT 2370	Vascular Technology I	2	2	3
NIVT 2371	Clinical- Vascular Technology I	0	12	3
		2	14	6
Fifth Semester				
PHED	Physical Education	0	3	1
NIVT 2470	Vascular Technology II	2	4	4
NIVT 2471	Clinical- Vascular Technology II	0	16	4
SOCI 1301	Principals of Sociology	3	0	3
		5	23	12
Sixth Semester				
PHED	Physical Education	0	3	1
NIVT 2472	Vascular Technology III	2	4	4
NIVT 2473	Clinical- Vascular Technology III	0	16	4
NIVT 1371	Special Topics in Vascular Technology	3	0	3
		5	23	12

Total Credits Required for A.A.S.
In Diagnostic Cardiovasclar Sonography Specialty in Vascular Technology..... 71

Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree Program

Degree: Advanced Technical Certificate Degree in either Echocardiography or Vascular Technology
Length: 18 months, New program begins each spring in January.
Purpose: The Diagnostic Cardiovascular Sonography Program offers a one and a half year curriculum to prepare those who already have a degree in an allied healthcare related field for a career in either Echocardiography or Vascular Technology which are branches of Diagnostic Medical Sonography. This is not an entry-level certificate. It is above and beyond the healthcare degree the student already has. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Technologists practice in a variety of settings including hospitals, diagnostic centers, doctors offices, contract services, self-employment, sales, education, and research. The Advanced Technical Certificate Program is a condensed version of the A.A.S. option taking into account the students prior experience and training in allied healthcare. This program utilizes the same clinical sites such as St. Luke's Episcopal Hospital, Christus St. John's Hospital, Memorial Herman Southeast Hospital, Clear Lake Medical Center, Mainland Medical Center, Angleton Medical Center, and UTMB just to name a few. Graduates of this program may also earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI). This program is in the process of gaining accreditation through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Admission Requirements:

1. To be considered for admission to the Diagnostic Cardiovascular Sonography Program in the Advanced Technical Certificate option, the applicant must:
   a. Be a high school or GED graduate and provide copies of transcripts and diploma.
   b. Apply to ACC and fulfill the college admission requirements, including TASP.
   c. Complete the application to the Diagnostic Cardiovascular Sonography Program and interview with the Program Director.
   d. Submit official transcripts of all previous college work to both the program and the admissions/records office.
   e. Have a one or two-year degree in an allied healthcare related field from an accredited institution.
   f. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation.
   g. Complete a physical examination including chest x-ray, TB skin test, and verification of immunization status upon acceptance to the program.
   h. Not currently on suspension or academic probation from ACC or any other college.
2. Transfer and non-traditional students must:
   a. Meet the above criteria
   b. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
   c. Provide program and records office with official transcripts from each prior institution.
   d. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
   e. Not currently on suspension or academic probation from another college.

f. Credit may be awarded for support courses equivalent to those included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
g. Transfer students must complete a minimum of 12 credit hours at ACC to be awarded a Certificate from this institution.

Alternate Enrollment: Practicing Echocardiographers and Vascular Technologists who wish to earn an Advanced Certificate.

1. This option applies to those who are registered in Echocardiography or Vascular Technology with at least 2 years of experience and would like to earn the Advanced Certificate.
2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements and pre-requisites are still required.

Progression Policies: See A.A.S. program

ECHOCARDIOGRAPHY-

Program Pre-requisites
Certificate or Associate Degree in Allied Health

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DMSO 1272	Basic Sonography	2	0	2
DMSO 1371	Ultrasound Physics	2	2	3
ECHO 1170	Introduction to Echo	1	0	1
ECHO 1360	Clinical- Introduction to Echo	0	16	3
		5	18	9
Second Semester				
CVTT 1373	Cardiovascular Concepts	3	0	3
ECHO 2370	Echocardiography I	2	2	3
ECHO 2361	Clinical- Echocardiography I	0	12	3
		5	14	9
Third Semester				
ECRD 1374	Cardiographic Concepts	2	2	3
ECHO 2470	Echocardiography II	2	4	4
ECHO 2461	Clinical- Echocardiography II	0	16	4
		4	22	11
Fourth Semester				
ECHO 2472	Echocardiography III	2	4	4
ECHO 2462	Clinical- Echocardiography III	0	0	4
ECHO 1391	Special Topics in Echo	3	16	3
		5	22	11

Total Credits Required for Advanced Technical Certificate
Specialty In Diagnostic Medical Sonography (Echocardiography).....40

NON-INVASIVE VASCULAR TECHNOLOGY -

Program Pre-requisites
Certificate or Associate Degree in an Allied Health Field

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DMSO 1272	Basic Sonography	2	0	2
DMSO 1371	Ultrasound Physics	2	2	3
NIVT 1170	Introduction to Vascular Tech	1	0	1
NIVT 1370	Clinical- Introduction to Vascular	0	16	3
		5	18	9

Second Semester				
CVTT 1373	Cardiovascular Concepts	3	0	3
NIVT 2370	Vascular Technology I	2	2	3
NIVT 2371	Clinical- Vascular Tech I	0	12	3
		5	14	9
Third Semester				
ECRD 1374	Cardiographic Concepts	2	2	3
NIVT 2470	Vascular Technology II	2	4	4
NIVT 2471	Clinical- Vascular Tech II	0	16	4
		4	22	11
Fourth Semester				
NIVT 2472	Vascular Technology III	2	4	4
NIVT 2473	Clinical- Vascular Tech III	0	16	4
NIVT 1371	Special Topics in Vasc Tech	3	0	3
		5	20	11

Total Credits Required for Advanced Technical Certificate
Specialty In Diagnostic Medical Sonography (Vascular Technology).....40

Drafting Technology Degree Program

(281) 756-3784

Degree: Associate in Applied Science (A.A.S.) - Tech Prep
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 explore in several areas of drafting, with proper qualifications for employment as junior draftsmen.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
DFTG 1313	Drafting for Specific Occupations	3	1	3
DFTG 1409	Basic Computer Aided Drafting	2	4	4
DFTG 1405	Technical Drafting	2	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
		13	9	17
Second Semester				
DFTG 1417	Architectural Drafting-Residential	2	4	4
DFTG 1433	Mechanical Drafting	2	4	4
DFTG 1452	Intermediate Computer Aided Drafting I	2	6	4
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
		12	14	18
SECOND YEAR				
Third Semester				
DFTG 1356	Descriptive Geometry	2	4	3
DFTG 2410	Structural Drafting	2	4	4
*DFTG 2432	Advanced Computer Aided Drafting	2	6	4
GOVT 2301	American National & State Govt. I	3	0	3
PHED	Physical Activity	0	3	1
		9	17	15

Fourth Semester				
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
Elective	Fine Arts/Humanities	3	0	3
DFTG 1444 **or**	Pipe Drafting	2	4	4
DFTG 2440 **or**	Solid Modeling/Design			
DFTG 1491	Special Topics in Drafting Advanced			
DFTG **or**	Drafting Elective	3	4	4
DFTG 2481	Cooperative Education-Drafting	1	21	0
		11-9	11-27	15
	*Capstone Course			

Total Credits Required for a Drafting Technology Degree.....65

Drafting Technology Certificate Program

Length: Two semester (One-Year) Program
Purpose: The one-year program prepares the student for entry into the drafting occupation.
Program Requirements: 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, as well as schematics, working drawings, and blue prints.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DFTG 1313	Blueprint Reading for Specific Occupations	3	1	3
DFTG 1409	Basic Computer-Aided Drafting	2	4	4
DFTG 1405	Technical Drafting	2	4	4
DFTG 1417	Architectural Drafting-Residential	2	4	4
MATH 1332	College Mathematics for Liberal Arts	3	0	3
		13	13	18
Second Semester				
DFTG 1433	Mechanical Drafting	2	4	4
*DFTG 1452	Intermediate Computer-Aided Drafting	2	6	4
Elective	College Level	3	0	3
DFTG **or**	Drafting Elective	2	4	4
DFTG 2481	Cooperative Education-Drafting	1	21	3
		9-8	14-29	15
	*Capstone Course			

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

Electronic Technology Degree

(281) 756-3667

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.
Program Requirements: In addition to the general requirements for admission to ACC, entry into the electronics technology program requires 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 electronics courses.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CETT 1403	DC Circuits	3	3	4
CETT 1425	Digital Fundamentals	3	3	4
COSC	Computer Science Elective	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
		15	9	18
Second Semester				
CETT 1405	AC Circuits	3	3	4
CETT 1429	Solid State Devices	3	3	4
CPMT 2433	Computer Integration	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	9	18
Third Semester				
CETT 1457	Linear Integrated Circuits	3	3	4
ELEC Elective	CETT/CPMT/EECT	3	3	4
*CPMT 2437	Microcomputer Interfacing	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16
Fourth Semester				
EECT 2439	Communication Circuits	3	3	4
SPCH 1315	Public Speaking	3	0	3
ITNW 1421	Data Communication & Networking	3	3	4
Elective	Humanities/Fine Arts	3	0	3
PHED	Physical Activity	0	3	1
		12	9	15

*Capstone Course

Total Credits Required for Electronics Technology Degree.....67

Electronic Technology Certificate Program

Length: Two-Semester (One-Year) Program
Purpose: The one-year certificate in electronic technology is designed to prepare the student for full-time employment in the field of electronics. The basic objective of the program is to develop electronic skills and knowledge to provide entry level positions in electronics.
Program Requirements: A certificate student will take the following curriculum to achieve the certificate in electronic technology.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CPMT 1403	Introduction to Computer Technology	3	3	4
CETT 1403	DC Circuits	3	3	4
CETT 1405	AC Circuits	3	3	4
MATH 1314	College Algebra	3	0	3
		12	9	15
Second Semester				
ITSE 1422	Computer Programming C	3	3	4
CETT 1429	Solid State Devices	3	3	4
*CETT 1457	Linear Integrated Circuits	3	3	4
CETT 1425	Digital Fundamentals	3	3	4
		12	12	16

*Capstone Course

Total Credits Required for Electronic Technology Certificate.....31

Electronic Communications Certificate

Course Number		Lecture Hours	Lab Hours	Course Credit
First Semester				
CETT 1403	DC Circuits	3	3	4
CETT 1405	AC Circuits	3	3	4
CETT 1425	Digital Fundamentals	3	3	4
EECT 2439	Communication Circuits	3	3	4
		12	12	16

Total Credits Required for
Electronic Communications Certificate.....16

Electronic Technology - Instrumentation Technology Certificate

Length: Forty-Six Semester Hours

Purpose: The Certificate in Instrumentation Technology provides an approved educational curriculum designed to prepare the student for entry into the field of instrumentation and automation technology. The students will study the eight major domains in the control industry identified by the International Society for Measurement and Control.

Program Requirements: In addition to general requirements for admission to ACC, entry into the instrumentation technology program requires proficiency in algebra, English and reading. Students who lack proficiency in these areas will be required to complete developmental courses in the above subjects prior to enrolling in electronics courses.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
CPMT 1403	Introduction to Computer Technology	3	3	4
CETT 1403	DC Circuits	3	3	4
INTC 1452	Analog Electronic Instrumentation I	3	3	4
MATH 1314	College Algebra	3	0	3
		12	9	15
Second Semester				
COSC 1401	Introduction to Computers	3	3	4
CETT 1405	AC Circuits	3	3	4
CETT 1429	Solid State Devices	3	3	4
INTC 1453	Analog Electronic Instrumentation II	3	3	4
		12	12	16
Third Semester				
INTC 2436	Instrumentation and Installation	3	3	4
EECT 2439	Communication Circuits	3	3	4
SPCH 1311	Fundamentals of Speech	3	0	3
*ELMT 2433	Industrial Electronics	3	3	4
		12	9	15

*Capstone Course

Total Credits Required for
Certificate in Instrumentation Technology.....46

Emergency Medical Technology Program

(281) 756-3650

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

Student Objectives

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

Program Requirements

A new class begins each fall. Qualified applicants will be admitted according to space available. To be considered for admission to the EMT Program, applicants must:

1. be admitted to ACC for the EMT program (through the Counseling Center);
2. complete an application in the EMT office and provide copies of any current certifications;
3. be potentially eligible to write the Texas Department of Health certification exam upon successful completion of the program. Note: Applicants convicted of a felony and/or misdemeanor offense may or may not be eligible to write the state exam. (Class C misdemeanors not included.)
4. be 18 years-of-age or older;
5. pay the cost of the Texas Department of Health registry application fees and associated fees directly to the Texas Department of Health;
6. purchase appropriate clinical attire and equipment.
7. purchase student liability insurance annually (subject to rate applicable at time of registration);
8. complete a physical examination which includes TB skin test and immunizations upon enrollment in the program.
9. have current basic CPR certification for health professionals dated within one year prior to the course starting date; and
10. adhere to clinical sites and times as arranged by the College and its affiliates. (Sites and times are subject to change without notice.)

Student Accountability

1. Students are responsible for their transportation to and from the clinical facilities.
2. Students will abide by the EMT curriculum requirements in effect at the time they are accepted into the program.
3. No grade below a "C" in an EMT or academic course will be acceptable for progression.
4. Students must complete the program within five years after initial acceptance.

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician - Basic	4	4	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
MATH 1332	College Mathematics for Liberal Arts	3	0	3
ENGL 1301	Composition and Rhetoric	3	0	3
PHED	Physical Activity	0	3	1
		10	13	13

Second Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	3	3
EMSP 1355	Trauma Management	3	1	3
EMSP 1261	Paramedic Clinical I	0	8	2
EMSP 1166	EMS Practicum I	0	7	1
		11	23	16
Third Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	2	1	2
EMSP 2338	EMS Operations	2	2	3
EMSP 2160	Paramedic Clinical II	0	6	1
		10	15	14
SECOND YEAR				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	0	9	2
COSC 1401	Introduction to Computers	3	3	4
EMSP 2352	EMS Research	2	4	3
Elective	Fine Arts/Humanities Elective	3	0	3
		11	19	16
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	7	1
SOCI 1301	Principles of Sociology	3	0	3
EMSP	EMS Elective	3	0	3
PHED	Physical Activity	0	3	1
		9	15	13

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

EMT ENHANCED SKILLS CERTIFICATE

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
EMSP 2358	Critical Care Paramedic	2	4	3
EMSP 2345	EMS Supervision/ Management	2	4	3
		4	8	6

Total Credits Required for Enhanced Skills Certificate.....78

Emergency Medical Technology Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	4	4	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		4	4	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	4	1	3
EMSP 1356	Patient Assessment and Airway Management	2	3	3
EMSP 1355	Trauma Management	3	1	3
EMSP 1261	Paramedic Clinical I	0	8	2
EMSP 1166	EMS Practicum I	0	7	1
		9	20	12

Third Semester				
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	3	3	2
EMSP 2338	EMS Operations	2	2	3
EMSP 2160	Paramedic Clinical II	0	6	1
		8	14	10
SECOND YEAR				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	0	9	2
		3	12	6
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	7	1
		3	12	6

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

Legal Assistant Degree Program

(281) 756-3642

Degree: Associate in Applied Science
Length: Four-Semester (Two-Year) Curriculum
Purpose: The Associate in Applied Science Degree for Legal Assistant is designed to prepare the successful student for a career as a legal assistant. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified legal assistant may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.
Program Requirements: Attorneys generally set high standards of character and education for legal assistants. Legal assistants must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of several legal assistant courses, plus an internship. An internship provides the opportunity for students to make a practical application of their classroom education.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
LGLA 1311	Introduction to Law	3	0	3
PHED	Physical Activity	0	3	1
POFT 1302	Business Communications I	3	0	3
POFT 1429	Keyboarding & Document Formatting	3	3	4
		15	6	17
Second Semester				
LGLA 1353	Wills, Trust and Probate Administration	3	0	3
LGLA 1355	Family Law	3	0	3
LGLA 1380	Cooperative Ed in Legal Assistant	1	20	3
MATH 1314 **or** MATH 1332	College Algebra **or** College Mathematics for Liberal Arts	3	0	3
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		13	23	16

SECOND YEAR

First Semester				
GOVT 2301	American National & State Government I	3	0	3
LGLA 1346	Civil Litigation I	3	0	3
LGLA 2303	Torts and Personal Injury Law	3	0	3
LGLA 2313	Criminal Law & Procedure	3	0	3
Elective	Fine Arts/Humanities	3	0	3
		15	0	15
Second Semester				
LGLA 1347	Civil Litigation II	3	0	3
LGLA 2307	Law Office Management	3	0	3
LGLA 2309	Real Property Law or Legal Assistant Elective	3	0	3
LGLA 2331	Advanced Legal Research & Writing	3	0	3
*LGLA 2381	Cooperative Ed in Legal Assistant	1	20	3
SPCH 1315	Public Speaking	3	0	3
		18	20	18

*Capstone Course

Total Credits Required for
A.A.S. Legal Assistant.....66

Legal Assistant Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
LGLA 1311	Introduction to Law	3	0	3
LGLA 1346	Civil Litigation I	3	0	3
LGLA 1355	Family Law	3	0	3
		15	0	15
Second Semester				
LGLA 2309	Real Property	3	0	3
LGLA	Legal Assistant Elective	3	0	3
LGLA 2313	Criminal Law & Procedure	3	0	3
POFT 1429	Keyboarding & Document Formatting	3	3	4
POFT 1302	Business Communications I	3	0	3
		15	3	16
Third Semester				
*LGLA 1380	Cooperative Ed in Legal Assistant	1	20	3
LGLA 2331	Adv Legal Research & Writing	3	0	3
LGLA 1347	Civil Litigation II	3	0	3
		7	20	9

*Capstone Course

Total Credits Required for
Legal Assistant Certificate.....40

Management Development Degree Program

(281) 756-3812

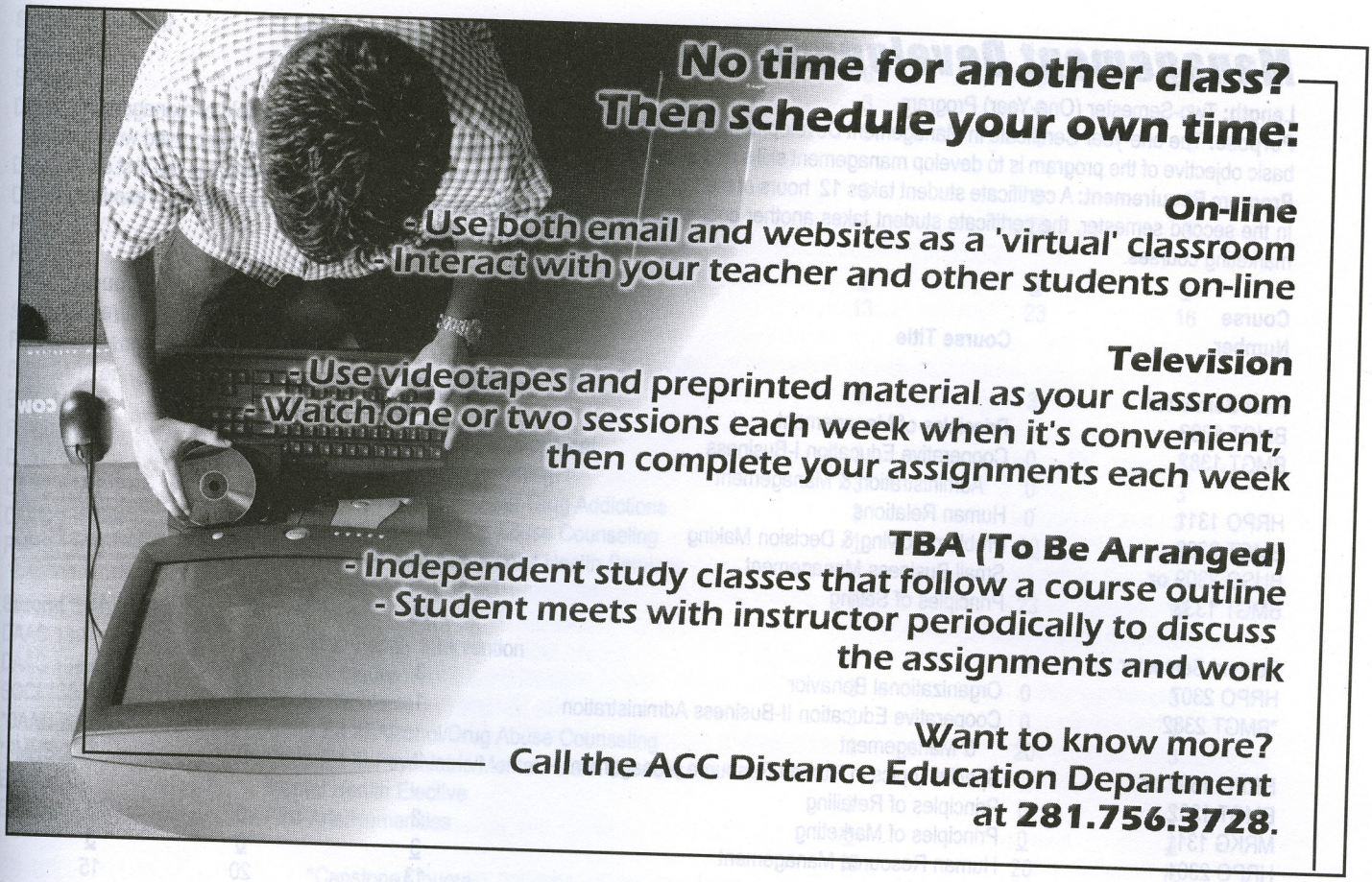
Degree: Associate in Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The management development program prepares individuals for career occupations in the field of general management development. The objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.
Program Requirements: The management development curriculum contains a core of required courses including seven management/human resources courses, three semesters of cooperative education, general education courses, and a recommended list of electives.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
BMGT 1303	Principles of Management	3	0	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	1	20	3
BMGT 2303	Problem Solving & Decision Making	3	0	3
ENGL 1301	Composition & Rhetoric	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		13	23	16
Second Semester				
HRPO 1311	Human Relations	3	0	3
BMGT 2382	Cooperative Education-Business Administration and Management, General II	1	20	3
MATH 1314 **or**	College Algebra	3	0	3
MATH 1332	College Mathematics for Liberal Arts	3	0	3
Elective	College Level	0	3	1
PHED	Physical Activity	3	0	3
Elective	College Level	13	23	16
Third Semester				
HRPO 2307	Organizational Behavior	3	0	3
*BMGT 2383	Cooperative Education-Business Administration and Management, General III	1	20	3
HRPO 1391 **or**	Special Topics imn Human Resource Management	3	0	3
BUSG 2309	Small Business Management	3	0	3
SOCI 1301 **or**	Principles of Sociology			
ECON 2301	Principles of Economics I	3	0	3
SPCH 1315 **or**	Public Speaking			
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	13	20	18
Fourth Semester				
HRPO 2301	Human Resources Management	3	0	3
MRKG 1311	Principles of Marketing	3	0	3
COSC 1401	Introduction to Computers	3	3	4
Elective	Humanities/Fine Arts	3	0	3
Elective	College Level	3	0	3
		15	3	16

*Capstone Course

Total Credits Required for A.A.S. Management Development Degree.....66



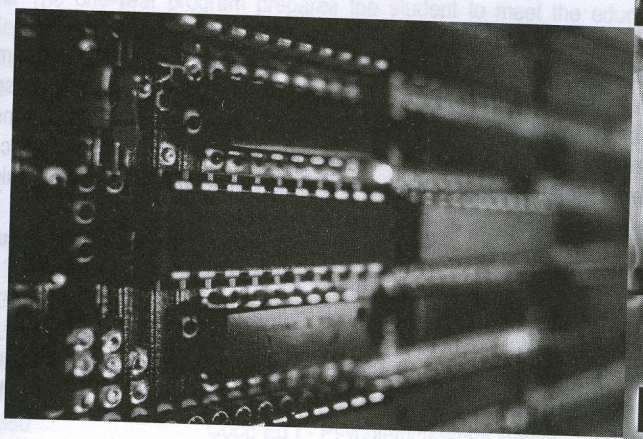
No time for another class?
Then schedule your own time:

On-line
- Use both email and websites as a 'virtual' classroom
- Interact with your teacher and other students on-line

Television
- Use videotapes and preprinted material as your classroom
- Watch one or two sessions each week when it's convenient, then complete your assignments each week

TBA (To Be Arranged)
- Independent study classes that follow a course outline
- Student meets with instructor periodically to discuss the assignments and work

Want to know more?
Call the ACC Distance Education Department at **281.756.3728.**



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Management Development Certificate Program

Length: Two-Semester (One-Year) Program
Purpose: The one-year Certificate in Management Development prepares the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.
Program Requirement: A certificate student takes 12 hours of management courses and 3 hours of cooperative education in the first semester. In the second semester, the certificate student takes another cooperative education, and twelve hours of management/human resources and marketing courses.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
BMGT 1303	Principles of Management	3	0	3
BMGT 1382	Cooperative Education I-Business Administration & Management	1	20	3
HRPO 1311	Human Relations	3	0	3
BMGT 2303	Problem Solving & Decision Making	3	0	3
BUSG 2309 **or** BMGT 1333	Small Business Management / Principles of Selling	3	0	3
		13	20	15
Second Semester				
HRPO 2307	Organizational Behavior	3	0	3
*BMGT 2382	Cooperative Education II-Business Administration & Management	1	20	3
HRPO 1391 **or** BMGT 1302	Special Topics in Human Resource Management / Principles of Retailing	3	0	3
MRKG 1311	Principles of Marketing	3	0	3
HRPO 2301	Human Resource Management	3	0	3
		13	20	15

*Capstone Course

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

Mental Health Degree Program

(281) 756-3652

Degree: Associate in Applied Science (A.A.S.)
Length: Four-Semester (Two-Year) Program
Purpose: The Associate in Applied Science Degree curriculum in Mental Health provides theory, skills and knowledge used in the field of mental health-mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or as a part of a service team, including agencies that provide counseling services, rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency, and psychiatric care. Students who complete courses and field work required by the Texas Commission on Alcohol and Drug Abuse will be eligible to take the licensure exam for Licensed Chemical Dependency Counselors.
Program Requirements: In addition to the general requirements for admission to the college, entry into a mental health internship requires a personal interview with the Department Chairperson.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
FIRST YEAR				
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
PMHS 1301	Intro to Mental Health and Retardation	3	0	3
DAAC 1317	Basic Counseling Skills	3	0	3
DAAC 1304	Pharmacology of Addiction	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16

Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
DAAC 1309	Assessment Skills of Alcohol and Other Drug Addictions	3	0	3
DAAC 1311	Counseling Theories	3	0	3
DAAC 1380 **or** PMHS 1380	Coop Ed I - Alcohol/Drug Abuse Counseling Coop Ed I - Psychiatric/Mental Health Services	1	20	3
PHED	Physical Activity	0	3	1
		13	23	16
SECOND YEAR				
First Semester				
BIOL 2401 **or** BIOL 1408	Anatomy and Physiology **or** General Biology	3	3	4
PSYC 2314	Life-Span Growth and Development	3	0	3
DAAC 1314	Dynamics of Group Counseling	3	0	3
DAAC 1341	Counseling Alcohol & Other Drug Addictions	3	0	3
DAAC 1381 **or** PMHS 1381	Coop Ed II-Alcohol/Drug Abuse Counseling Coop Ed II-Psychiatric/Mental Health Services	1	20	3
		13	23	16
Second Semester				
DAAC 1307	Addicted Family Intervention	3	0	3
DAAC 1343	Current Issues	3	0	3
SOCI 1306	Social Problems	3	0	3
*DAAC 2380 **or** *PMHS 2380	Coop Ed III-Alcohol/Drug Abuse Counseling Coop Ed III-Psychiatric/Mental Health Services	1	20	3
Elective	Mental Health Elective	3	0	3
Elective	Fine Arts/Humanities	3	0	3
	*Capstone Course	16	20	18

Total Credits Required for A.A.S. Mental Health Technology.....66

Mental Health Certificate Program

Length: Two-Semester (One-Year) Program

Purpose: The one-year program prepares the student to meet the educational requirements for eligibility to test for Licensed Chemical Dependency Counselors.

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
PMHS 1301	Introduction to Mental Health and Retardation	3	0	3
DAAC 1304	Pharmacology of Addiction	3	0	3
DAAC 1309	Assessment and Procedures	3	0	3
DAAC 1341	Counseling Alcohol and Other Drug Addictions	3	0	3
DAAC 1380 **or** PMHS 1380	Coop Ed I - Alcohol/Drug Abuse Counseling Coop Ed I - Psychiatric/Mental Health Services Technician	1	20	3
		13	20	15

Second Semester				
CMSW 1341	Behavior Modification and Cognitive Disorder	3	0	3
DAAC 1343	Current Issues	3	0	3
DAAC 1391 **or**	Special Topics in Alcohol/Drug Abuse Counseling (Children of Alcoholics)	3	0	3
PMHS 1391	Special Topics in Psychiatric/Mental Health Service Technician	3	0	3
DAAC 1307	Addicted Family Intervention	1	20	3
DAAC 1381 **or**	Coop Ed II - Alcohol/Drug Abuse Counseling			
PMHS 1381	Coop Ed II - Psychiatric/Mental Health Services Technician	13	20	15

Total Credits Required for Mental Health Certificate.....30

Nursing Degree Program

(281) 756-3634

Degree: Associate in Applied Science (A.A.S.)
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 competencies 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 Accrediting Commission (NLNAC). The NLNAC is recognized as the accrediting body for nursing programs and serves as a resource for information. The NLNAC can be contacted at 61 Broadway, New York, NY 10006, 212/363-5555.

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 graduate from an accredited high school or have a certificate of equivalency (GED);
   b. make application to ACC and fulfill the admission requirements of the college;
   c. make application to the ADN department;
   d. score 19 or higher on ACT composite or a minimum combined math and verbal SAT score of 750 if taken prior to 4-1-95, or a combined math and verbal score of 870 if taken after 4-1-95, or complete 13 credit hours with a minimum grade point average (GPA) of 2.5. Courses must include BIOL 2401, ENGL 1301, PSYC 2301 and PSYC 2314.
   e. submit official copies of transcripts of all previous college work to the ADN department;
   f. attend an information session with the ADN director or designate for a review of program requirements and policies;
   g. not currently be on suspension or academic probation from Alvin Community College or another college or university.
2. Any nursing curriculum science* course or Life-Span Growth and Development 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** or **F** in a nursing curriculum science* course taken within five (5) years of the date of acceptance into the ADN program. This includes anatomy and physiology and microbiology courses which have been repeated and a passing grade (**A**, **B**, or **C**) received in a subsequent attempt regardless of the college or university where an initial grade of **D** or **F** was received. Applicants who have had a repetition of more than one (1) science and/or nursing course within five (5) years of application are ineligible.
4. Transcripts may not reflect more than one (1) **D** or **F** in a nursing course or nursing curriculum science* course taken within five (5) years of the date of application to the ADN program. This includes courses which have been repeated and a passing grade (**A**, **B**, or **C**) received in a subsequent attempt regardless of the college or university where an initial **D** or **F** was received. An applicant will be ineligible for admission and/or enrollment in nursing courses if transcripts reflect more than one (1) **D** or **F** in a nursing course or nursing curriculum science* course.
5. No academic course with a grade below **C** will be accepted for transfer credit. Academic courses include composition/written communication, social/behavioral sciences, humanities, visual/performing arts, literature, and physical education.

Transfer of Nursing Credits:

1. Applicants seeking to transfer nursing credits will be admitted only if space is available. Transfer students must:
   a. meet above admission criteria;
   b. have a written recommendation from the Dean/Director of their previous nursing program;
   c. have a cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum;

d. not currently be on suspension or academic probation from another college or university;
e. demonstrate competency in previously completed nursing courses prior to admission through a written examination;
f. must meet the criteria for admission to the ADN program at Alvin Community College.

2. Any nursing course completed more than five (5) years prior to the time the student is accepted, will not be accepted for transfer.
3. No grade below a **B** in any nursing course will be accepted for transfer. Courses equivalent to RNSG 1215, 1108, 1513, 1262, 1443, 1560 are the only nursing courses that will be considered for transfer.
4. Any nursing curriculum science* or Life-Span Growth and Development course completed more than five (5) years prior to the time the student is admitted may not be accepted for transfer credit.
5. Courses accepted for transfer must be similar in content and credit to the ACC course(s).

NOTE: A person who has been convicted of a crime other than a minor traffic violation or has been hospitalized or treated for certain mental illness and/or chemical dependency within the past five (5) years must contact the Board of Nurse Examiners for the State of Texas to determine their eligibility to take the NCLEX-RN (National Council Licensure Examination for Registered Nurses)

*Anatomy and Physiology I and II and Microbiology

Readmission of Former ACC ADN Students:

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

1. A student who has withdrawn from the ADN Program and now wishes to reenter must:
   a. abide by the current admission and curriculum requirements of the department;
   b. notify the Director at least eight (8) weeks prior to the requested date of readmission and submit a readmission application;
   c. provide the ADN Department with a completed up-to-date physical examination form (form to be supplied by ADN Department), and proof of current CPR certification (American Heart Association Health Care Provider).
2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through a written examination. This exam will be taken during final exam week.
3. Former students will be readmitted on a space available basis. Following a second (2nd) withdrawal from the program, a student may not be readmitted.

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. The program must be completed within five (5) years of the initial acceptance.
3. No grade below a **C** in nursing curriculum science* and nursing courses will be acceptable for progression.
4. In order to receive a grade of **C**, a minimum grade of 75% must be attained in each nursing course having a clinical component.
5. A student who received a **D**, **F**, or **W** in a nursing course or drops a nursing course, must, if eligible, reenroll in that course before enrolling in a subsequent nursing course.
6. A student who receives a grade of **D** or **F** in a nursing course with a related clinical component must, if eligible, reenroll in both the theory and clinical sections of that course.
7. Each semester's corequisite RNSG courses must be completed with a minimum grade of **C** in order to progress.
8. A student must achieve an overall GPA of 2.0 in all courses in the nursing curriculum in order to progress to the next nursing course.
9. A student who receives a grade of **D**, **F**, or **W** in a nursing course or who is not enrolled in a nursing course for one (1) or more semesters (excluding summer) is termed a withdrawal and must apply for readmission. Consideration for readmission will be on an individual basis and as space permits. Following a second withdrawal from the program, a student may not be readmitted. Any student not enrolled in a nursing course for one or more semesters (excluding summer) will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of a written examination.
10. A student will be terminated from the ADN program if they have received more than one (1) **D** or **F** in nursing and/or nursing curriculum science* courses. This includes courses which have been repeated and a passing grade (**A**, **B** or **C**) received in a subsequent attempt, regardless of the college or university where the initial grade (**D** or **F**) was received.

*Anatomy and Physiology I and II and Microbiology.

Associate In Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester (Summer)				
(Must be completed prior to enrollment in RNSG 1215, RNSG 1108, RNSG 1315, and RNSG 1262)				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
PSYC 2314	Life-Span Growth & Development	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
		12	3	13

Second Semester (Fall)				
RNSG 1215	Health Assessment	1	2	2
RNSG 1108	Dosage Calculations for Nursing	1	0	1
RNSG 1513	Foundations for Nursing Practice	4	3	5
RNSG 1262	Clinical Nursing: Foundations for Nursing Practices	0	6	2
BIOL 2402	Anatomy and Physiology II	3	3	4
		9	14	14
Third Semester (Spring)				
RNSG 1431	Principles of Clinical Decision Making	3	2	4
RNSG 1560	Clinical Nursing: Principles of Clinical Decision Making	0	16	5
BIOL 2420	Microbiology	3	3	4
PHED	Physical Activity	0	3	1
		6	24	14
SECOND YEAR				
First Semester (Summer)				
RNSG 2213	Mental Health Nursing	2	0	2
RNSG 2162	Clinical Nursing: Mental Health Nursing	0	3	1
		2	3	3
Second Semester (Fall)				
RNSG 1447	Concepts of Clinical Decision Making	3	2	4
RNSG 2560	Clinical Nursing: Concepts of Clinical Decision Making	0	16	5
RNSG 2131	Management of Client Care	1	0	1
ENGL 1302	Composition and Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
		7	21	14
Third Semester (Spring)				
RNSG 1512	Nursing Care of the Childbearing & Childrearing Family	4	2	5
RNSG 1461	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
RNSG 1246	Legal and Ethical Issues for Nurses	2	0	2
Elective	Fine Arts/Humanities	3	0	3
		9	14	14

Total Credits Required for A.A.S. Nursing.....72

Nursing Transition (LVN to RN) Program

Degree: Associate in Applied Science (A.A.S.)
Length: One-Year Program
Purpose: The transition program is designed to provide an abridged pathway from Licensed Vocational Nurse (LVN) to Registered Nurse (RN). The graduate is prepared to manage and give direct patient care as a member of the health team in hospitals and other health care facilities. Upon successful completion of the program, the graduate is eligible to make application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
Program Requirements: A new class will begin in May each year. Qualified applicants will be admitted according to space available. To be considered for admission to the Transition Pathway of the Associate Degree Nursing program, the applicant must:

1. make application to ACC and fulfill the admission requirements of the college;
2. make application to the ADN Program and meet all admission requirements for that program;
3. hold a valid license to practice vocational nursing in the State of Texas;
4. have a minimum of six (6) months of recent work experience as a licensed vocational nurse in an acute care setting;
5. have satisfactory completion of all the following courses:

BIOL 2401 - Anatomy and Physiology I	4 credits
BIOL 2402 - Anatomy and Physiology II	4 credits
BIOL 2420 - Microbiology	4 credits
PSYC 2301 - General Psychology	3 credits
PSYC 2314 - Lifespan Growth & Development	3 credits
ENGL 1301 - Composition & Rhetoric I	3 credits
PHED - Physical Activity	1 credit

6. have a cumulative GPA of 2.0 or better.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Prerequisites (Must be completed prior to enrollment in RNSG 1215, RNSG 1108, RNSG 1315, and RNSG 1262)				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
PSYC 2314	Life-Span Growth and Development	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	3	3	4
BIOL 2420	Microbiology	3	3	4
PHED	Physical Activity	0	3	1
		18	12	22
3 Week Mini Semester				
RNSG 1215	Health Assessment	1	2	2
		1	2	2
First Semester (Summer)				
RNSG 1417	Concepts of Nursing Practice I for Articulating Students	3	2	4
RNSG 1263	Clinical Nursing: Concepts of Nursing Practice for Articulating Students	0	6	2
	Credit for Prior Learning	0	0	14
		3	8	20
Second Semester (Fall)				
RNSG 1447	Concepts of Clinical Decision Making	3	2	4
RNSG 2560	Clinical Nursing: Concepts of Clinical Decision Making	0	16	5
RNSG 2121	Management of Client Care	1	0	1
ENGL 1302	Composition & Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
		7	21	14
Third Semester (Spring)				
RNSG 1512	Nursing Care of the Childbearing and Childrearing Family	4	2	5
RNSG 1461	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
RNSG 1246	Legal & Ethical Issues for Nurses	2	0	2
Elective	Fine Arts/Humanities	3	0	3
		9	14	14

Total Credits Required for A.A.S. Nursing.....72

Note: Lecture, lab, and clinical hours are the number of contact hours per week in a semester.

Vocational Nursing Certificate Program

(281) 756-3636

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

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

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

Admission Requirements: A new class begins each Summer Session I. Enrollment is limited to 24 qualified applicants per class. To be eligible for admission to the program, each applicant must:

1. be a high school graduate or hold a certificate of equivalency (GED);
2. meet all College admission requirements;
3. submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a composite ACT score of 18, or a combined SAT score of 830. Scores must be less than five (5) years old.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;

5. upon registration, provide documentation of: (1) a physical examination which includes blood studies, serology, tuberculosis screening, and immunization updates in accordance with the department's immunization guidelines; and (2) current certification in American Heart Association Class "C" CPR for Healthcare Providers.
6. Individuals that have been convicted of a felony may not be licensed in the State of Texas.

Program Requirements:

1. Expenses for the entire program are approximately $3,000. This includes ACT/SAT test fee, CPR certification requirement, all tuition and fees, malpractice insurance, books, miscellaneous supplies, uniforms, and costs related to graduation and licensure. Additional costs of health insurance and transportation are the student's responsibility.
2. A passing average of at least 75 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least a 75 average in each component. An average below 75 will constitute grounds for student withdrawal from the program.
3. Maximum allowable absences is four (4) days per semester. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute grounds for student withdrawal from the program.
4. The Vocational Nursing department reserves the right to at any time request the withdrawal or dismissal of any student whose attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue in the program.
5. Transfer and re-entry students will be admitted only as space permits, and must fulfill current admission criteria, including current physical examination, current CPR certification, and current CDC instruction. Students will be allowed to transfer into the program or re-enter the program one time only. Only courses having a letter grade of C or higher, awarded within 5 years of enrollment in the program, will apply towards the vocational nursing certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing program in order to graduate. Students who withdraw and later wish to re-enroll must reapply within one year from the date of withdrawal in order to finish the curriculum.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester - Summer 12 Week				
VNSG 1122	Vocational Nursing Concepts	1	0	1
VNSG 1160	Clinical - Practical Nurse I (Fundamentals)	0	5	1
VNSG 1420	Anatomy & Physiology for Allied Health	4	0	4
VNSG 1423	Basic Nursing Skills	3	4	4
		8	9	10
Second Semester - Fall				
VNSG 1227	Essentials of Medication Administration	1	2	2
VNSG 1330	Maternal-Neonatal Nursing	3	0	3
VNSG 1331	Pharmacology	3	0	3
VNSG 1334	Pediatrics3	0	3	
VNSG 1660	Clinical - Practical Nurse II (Maternal-Child)	0	24	6
		10	26	17
Third Semester - Spring				
VNSG 1136	Mental Health	1	0	1
VNSG 1219	Professional Development	2	0	2
VNSG 1238	Mental Illness	2	0	2
VNSG 1329	Medical-Surgical Nursing I	3	0	3
VNSG 1332	Medical-Surgical Nursing II	3	0	3
VNSG 1661	Clinical - Practical Nurse III (Med-Surg)	0	24	6
		11	24	17

Total Credits Required for Vocational Nursing Certificate.....44

Office Administration
- Office Professional Degree Program

(281) 756-3810

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
POFT 1302	Business Communications I	3	0	3
POFT 1419	Records and Information Management I	3	3	4
POFT 1425	Business Math and Machine Application	3	3	4
POFT 1429	Keyboarding & Document Formatting	3	3	4
		12	9	15
Second Semester				
MATH 1314	College Algebra	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFI 2401	Word Processing	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
Elective	Fine Arts/Humanities	3	0	3
		15	9	18
SECOND YEAR				
First Semester				
POFI 1441	Computer Applications II	3	3	4
POFT 1309	Administrative Procedures I	3	0	3
POFT 1380	Cooperative Ed - Adm Assistant/Sec Science	1	20	3
POFT 2433	Adv Document Formatting and Skillbuilding	3	3	4
PHED	Physical Activity	0	3	1
		10	29	15
Second Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
*POFT 2380	Cooperative Ed - Adm Assistant/Sec Science	1	20	3
SOCI 2319	American Minorities	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		13	24	16

*Capstone Course

Total Credits Required for
A.A.S. Office Professional.....64

Office Administration
- Legal Office Professional Degree Program

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
BUSI 2301	Business Law I	3	0	3
POFL 1305	Legal Terminology	3	0	3
POFT 1302	Business Communications I	3	0	3
POFT 1429	Keyboarding & Document Formatting	3	3	4
PHED	Physical Activity	0	3	1
		15	7	17
Second Semester				
MATH 1314	College Algebra	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFL 2305	Legal Research	3	0	3
POFT 2401	Document Formatting and Skillbuilding	3	3	4
Elective	Fine Arts/Humanities	3	0	3
PHED	Physical Activity	0	3	1
		15	9	18
SECOND YEAR				
First Semester				
POFL 1303	Legal Office Procedures	3	0	3
POFL 1380	Cooperative Ed - Legal Adm Asst/Secretary	1	20	3
POFT 1441	Computer Applications II	3	1	3
POFT 2433	Adv Document Formatting and Skillbuilding	3	3	4
SPCH 1315	Public Speaking	3	0	3
		13	24	16
Second Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
POFL 1459	Legal Transcription	3	2	4
*POFL 2380	Cooperative Ed - Legal Adm Asst/Secretary	1	20	3
POFT 1419	Records and Information Management I	3	3	4
SOCI 2319	American Minorities	3	0	3
		13	25	17

*Capstone Course

Total Credits Required for Legal Office Professional.....68