Vocational Nursing Certificate Program

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

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

Admission Requirements: A new class begins each Summer Session I. Enrollment is limited to 40 qualified applicants per class. To be eligible for admission to the program, each applicant must:

be a high school graduate or hold a certificate of equivalency (GED);

meet all College admission requirements;

submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a composite ACT score of 18, or a combined SAT score of 860. Scores must be less than five (5) years old. attend an information meeting with the chairperson of Vocational Nursing before registration;

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. Individuals that have been convicted of a felony may not be licensed in the State of Texas.

Deadline for 2007 class applications is December 1, 2006.

Program Requirements:

Expenses for the entire program are approximately \$4,000. 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.

A passing average of at least 80 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least an 80 average in each component. An average below 80 will constitute grounds for student

Maximum allowable absences is three (3) days per semester. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute grounds for student withdrawal from the program.

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.

Transfer and re-entry students will be admitted only as space permits, and must fulfill current admission criteria, including current physical examination, current CPR certification, and current CDC instruction. Students will be allowed to transfer into the program or re-enter the program one time only. Only courses having a letter grade of B or higher, awarded within 2 years of enrollment in the program, will apply towards the vocational nursing certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing program in order to graduate. Students who withdraw and later wish to re-enroll must reapply within one year from the date of withdrawal in order to finish the curriculum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester - Summe			Labilouis	Credits
VNSG 1122 VNSG 1160	Vocational Nursing Concepts	Records Ind Informal	0	amea niiyo Taba 1 aba
	Clinical - Practical Nurse I	material of 0 to System	5	1-0
VNSG 1420	Anatomy & Physiology for Allied Health	4	Õ	1
VNSG 1423	Basic Nursing Skills	3	1	000.5.4.10
- a.E 0		8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	<u>4</u> 9	<u>4</u> 10
Second Semester - Fall	1 5930	Administrative Process	9	808 10
VNSG 1226	Geriatrics	Public Sugaking	^	FOR 1315
VNSG 1227	Essentials of Medication Administration	Vivita Lapiaya L	0	2
VNSG 1230	Maternal-Neonatal Nursing	1	2	2
VNSG 1331	Pharmacology	2	0	2
VNSG 1234	Pediatrics	3	0	3 2 <u>6</u> 17
VNSG 1660	Clinical - Practical Nurse II	2	0	2
88	Official Tractical Nuise II	<u>0</u>	<u>24</u> 26	6
Third Semester - Spring		10	26	17
VNSG 1136	Mental Health			
VNSG 1219		1	0	1
VNSG 1238	Professional Development Mental Illness	2	0	2
VNSG 1329		2	0	2
VNSG 1332	Medical-Surgical Nursing I	3	0	3
VNSG 1332 VNSG 1661	Medical-Surgical Nursing II	3	0	
V1400 1001	Clinical - Practical Nurse III	0	<u>24</u> 24	3 <u>6</u> 17
		11	24	47

Office Administration - Office Professional Degree Program 281-756-3810

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

Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in

the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.

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

Associate of Applied Science Degree Program

First Semester POFT 1301 ACNT 1303 SOCI 2319 POFT 1429	Business English Introduction to Accounting I	3 3	0 0 0 0	1.81 to 410:
ACNT 1303 SOCI 2319 POFT 1429	Introduction to Accounting I			3
SOCI 2319 POFT 1429			ion meeting with t	3
SOCI 2319 POFT 1429		3	nuoch officer	3
POFT 1429	American Minorities	3	3	4
	Keyboarding and Document Formatting		<u>3</u>	<u>4</u>
POFT 1421	Business Math	<u>3</u> 15	7 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	17
	Dor betail			
Second Semester	S4,000. This includes AGT/SAT tost fee CPR of	3	0	3
ENGL 1301	Composition and Rhetoric	onelisasim jakoo		
MATH 1314 or	College Algebra or	3		3
MATH 1332	College Mathematics for Liberal Arts	3	3	4
POFI 1401	Computer Applications I	2	1000000	3
POFT 1331	Business Machine Applications	3	The Burger is a	4
POFT 2401	Document Formatting and Skillbuilding	<u>3</u> 15	ma (8) 7 ma	17
Third Semester) to levisingture our resolver our office of the	ties or gollines.	laup langued to	4
POFI 1441	Computer Applications II	nue in the progra	is student to conti	
SPAN 2316 or	Career Spanish I or	be adigitted on	try storents will	3
SPAN 2317	Career Spanish II	certification, and	20	3
POFT 1380	Cooperative Education -	nly. Only cours	gram one time o	org am T
	Administrative Assistant/Secretarial Science G	eneral	3	4
POFT 2433	Advanced Document Formatting and Skillbuild	ing 3		mmed in
PHED	Physical Activity	date of Unithdraw	3 28	1 (Marini)
		10 :\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	20 0 18	se Numbi
Fourth Semester	Credit pt. Note ("securities")	3 notice (1.00 to 1.00	** Summer 12 W. S Vo	Semester 9 1122
POFT 1419	Records and Information Management I	1 Isolioc 3 Isoli	0	3 1160
POFT 2331	Administrative Systems	i Boliolo 3	Ž 20	1420
POFT 2380	Cooperative Education - Admin Assistant/ Secretarial Science General	sic Nursing Skills		
POFT 1309	Administrative Procedures I	3	0	
	Public Speaking	3	0	nd Semes 3-1226
SPCH 1315	Physical Activity	<u>0</u>	<u>3</u>	1220
PHED	Thysical Activity	13	26	1230
				1660

Office Administration- Legal Office Professional Degree Program

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

Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the 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 of Applied Science Degree in Office Administration.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR			_u. 110u13	Credits
First Semester				
POFT 1301	Pusinosa Facilists			
HIST 1302 or	Business English	dalibu 3 saevisna	0	10813
GOVT 2302	The United States Since 1877 or			305 ETT 1305
LGLA 1311	American National and State Governments II	distribut 3 LegipeM	0	3
POFL 1305	Introduction to Law	00 bas 3 1600/9)	0	3 0
PHED	Legal Terminology	3	0	3
POFT 1429	Physical Activity	0	3	1
10111429	Keyboarding and Document Formatting	<u>3</u>	<u>3</u>	<u>4</u>
Second Semester		15	6	ome2 617
ACNT 1303	Introduction to Accounting I	Could a second s		
LGLA 1301	Logal Research & Maiting	3 IsabaM	1	3
Math 1314 or	Legal Research & Writing	Physical 8 1919	0	3
Math 1332	College Algebra or	ullerino 3nemuooO	0	3
POFI 1401	College Mathematics for Liberal Arts			PSYÖ 2314
PHED	Computer Applications I	Career Signish Lot	3	4 2010
POFT 2401	Physical Activity	0	3	SPA 2317
1 01 1 2401	Document Formatting and Skillbuilding	<u>3</u>	<u>3</u>	<u>4</u>
Summer Semester		 15	10	18
LGLA 1355			94	EY GMOORE
POFL 1303	Family Law	3	0 18	3
	Legal Office Procedures	3 aman9	ő	3
POFT 1419	Records and Information Management I	of galba leakeM	<u>3</u>	
SECOND VEAD		Occepatel 6 Ed Ma	3	<u>4</u> 10
SECOND YEAR		Records and Inform	J	10
First Semester				
LGLA 1347	Civil Litigation II	3	0	0
POFI 1441	Computer Applications II	3	0	3
SPAN 2316 or	Career Spanish I or	3	2	4
SPAN 2317	Career Spanish II	3	0	3
POFL 1380	Cooperative Ed – Legal Adm Asst/Secretary	10 ander A enelin	20	
Second Samester	al A landel to as	10	<u>20</u>	3
Second Semester		dteM associated	22	13
LGLA 2305	Interviewing & Investigating	00000	•	
ENGL 1301	Composition and Rhetoric I	M had on the control of	0	3
SPCH 1315	Public Speaking photons	l hac on	0	3
POFL 2380	Cooperative Ed – Legal Adm Asst/Secretary	4	0	3
	Logar Aum Assisectedary	1	<u>20</u>	<u>3</u>
		10	20	12
Total Credits Required for Legal Of	fice Professional	lical Office Profession		70
	Cafford ewing & Investigating			70
Enhanced Skills Certificate - Leg	al Office Professional			
LGLA 2309				
LGLA 2303	Real Property	3	0	3
LGLA 2303	Torts and Personal Injury Law	3	0	3
LOLA 1000	Wills, Trust, and Probate Administration	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	<u>~</u>
		9	U	9

Office Administration - Medical Office Professional Degree Program

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

Length: Four-Semester (Two-Year) Program Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in

the medical secretarial field. The program is designed to meet the need for efficient medical secretaries in the medical field.

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

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester		0	1	3
ACNT 1303	Introduction to Accounting I	3	Ö	3
POFT 1301	Business English	nalign 3 kaanlaud	0	3
HITT 1305	Medical Terminology I	2 actors 3 amu ent	•	3
POFM 1317	Medical Administrative Support	s (cherici 3 asonemA	0	1
POFT 1429	Keyboarding and Document Formatting	3	3	1161 4 6 9 0
	Physical Activity		3	8081 1 709
PHED	1 Hydrodividenty	15	7	17
Second Semester		3	3	4.42
POFI 1401	Computer Applications I	3 3	0	3
HITT 2331	Medical Terminology Advanced		3	1 1 15 I
PHED	Physical Activity	W 2 done 0 coll lane 1	3	4
POFT 2401	Document Formatting and Skillbuilding	College A Sebra or	0	3
PSYC 2314	Life Span-Growth & Development	3 2		<u>3</u>
SPAN 2316 or	Career Spanish I or	<u>3</u>	<u>0</u>	
SPAN 2317	Career Spanish II	Physical <u>A</u> ctivity	9	18
SI AIN 2011	and Skilibuilding	15	9	1000
SECOND YEAR				
First Semester		3	0	3
HITT 1349	Pharmacology	3	0	3
POFM 1300	Medical Coding Basics		20	3
POFM 1380	Cooperative Ed Medical Admin Assistant/Se	3	3	4
POFT 1419	Records and Information Management I	<u>3</u>	<u>2</u>	4
POFI 1441	Computer Applications II	<u>3</u> 13	25	17
		13	20	
Second Semester		arear Spanish II	0	7155 KASS
MATH 1314 or	College Algebra or	ooperati 6 , Ed - Legs	0	0881 9404
MATH 1332	College Mathematics for Liberal Arts		•	
POFT 1421	Business Math	3	3	4
SPCH 1315	Public Speaking	oltaevni & c3 weivret	0	3
POFM 2380	Cooperative Ed Medical Admin Assistant/S	Secretary 1	20	
ENGL 1301	Composition and Rhetoric I	900 <u>3</u> 00 0101	<u>0</u>	<u>3</u>
ENGL 1301	and Angel Angel and A	13	23	16

Office Administration - Office Assistant Certificate Program

Length: Two-Semester (One-Year) Program

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester ACNT 1303 POFT 1301 SPAN 2316 or SPAN 2317 POFT 1421 POFT 1429 Second Semester POFI 1401 POFT 1331 POFT 1419 POFT 2401	Introduction to Accounting I Business English Career Spanish I or Career Spanish II Business Math Keyboarding and Document Formatting Computer Applications I Business Machine Applications Records and Information Management I Document Formatting and Skillbuilding	3 3 3 3 15 3 3 3 3	1 0 0 3 3 7 3 1 3 3 10	3 3 4 4 17 4 3 4 4
Third Semester POFT 1382 POFT 2331 POFT 1309	Cooperative Ed - Gen Office/Clerical Administrative Systems Administrative Office Procedures I	1 3 3 7	20 0 <u>0</u> 20	15 3 3 3 9

Office Administration - Legal Office Assistant Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester POFT 1419 LGLA 1311 POFL 1305 POFT 1429	Records and Information Management I Introduction to Law Legal Terminology Keyboarding and Document Formatting	3 3 3 3	3 0 0 3 6	4 3 3 4 14
Second Semester POFT 1301 LGLA 1301 POFL 1303 POFI 1401 POFT 2303	Business English Legal Research & Writing Legal Office Procedures Computer Applications I Speed and Accuracy Building	3 3 3 3 3 15	0 0 0 3 1 4	3 3 3 4 3 16
Third Semester LGLA 2305 LGLA 1347 SPAN 2316 or SPAN 2317 POFT 1382	Interviewing & Investigating Civil Litigation II Career Spanish I or Career Spanish II Cooperative Ed – Gen Office/Clerical	3 3 3 1 10	0 0 0 0	3 3 3 3
Total Credits Required for Lawyer's	s Assistant Certificate			40

Office Administration - Medical Coding and Billing Specialist Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester		ORSTOOR DESTROY	s bas notomer	onist combine in
HITT 1305	Medical Terminology I	3	0	adi men 3 10 16
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			edilifix asinor
POFM 1317	Medical Administrative Support	3	0	3
POFT 1329	Keyboarding and Document Formatting	3	1	3
HPRS 2301	Pathophysiology	3 10 10 10 11 11 11 11 11 11 11 11 11 11	<u>0</u>	<u>3</u> 15
HFK3 230 I	1 dataphysiology	15	1	15
Second Semester				
POFM 1300	Medical Coding Basics	3	0	3
	Medical Terminology Advanced	3	0	3
HITT 2331	Computer Applications I	3	3	4
POFI 1401	Pharmacology	3	0	3
HITT 1349	Coding and Classification Systems	<u>3</u>	<u>0</u>	<u>3</u>
HITT 1341	Couling and Glassification Cycleme	15	<u>0</u> 3	16
<u>4904</u>				
Third Semester	Advanced Medical Coding	3	0	3
HITT 2346	Coding and Reimbursement Methodologies	13 3 ·····	0	3
HITT 2335	Cooperative Ed – Medical Admin Assistant	and the second	<u>20</u>	<u>3</u>
POFM 1380	Cooperative Ed – Medical Admin Assistant	7	20	9
		J Double to Mandamine		
9 0	Coding and Billing Specialist Certificate			40
Total Credits Required for Medica	Coding and Billing Specialist Certificate			



ACC students take time from classes to de-stress during our "Big Event" day.