



catalog

2007-2008



The ACC Advantage

Alvin Community College



ALVIN COMMUNITY COLLEGE

General Catalog for 2007-2008

Volume 58, No. 1 • August 2007

Alvin Community College is Accredited by:

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

Also Approved and Accredited by:

Texas Higher Education Coordinating Board,
Texas College and University System

Member:

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

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

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2007 fall semester.

Interpretation of Catalog

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

Table of Contents

Academic Calendar	2
ACC Phone Listing	4
General Information	5
Academic Policies & Regulations	10
Student Services	31
Educational Programs	39
Course Descriptions	115
Board of Trustees, Administration, Faculty & Staff	159
Indexes	164
How to Reach ACC/PC	168

ACADEMIC CALENDAR

FALL SEMESTER 2007

Jul 3-Aug 23	Fall Web/Telephone Registration
Jul 28	THEA Test
Aug 16	New Student Orientation
Aug 22	Faculty/Staff Workshop
Aug 23	Campus Registration
Aug 23	Payment Deadline
Aug 24&27	Late registration and schedule changes
Aug 25	Weekend Classes begin
Aug 27	Weekday Classes begin
Aug 27	Audit Registration
Sep 3	Labor Day Holiday
Sep 12	Census date
Oct 13	THEA Test
Oct 19	Application Deadline for December graduation
Oct 24-Jan 10	Spring 2008-Web/Telephone Registration
Nov 16	Withdraw Deadline
Nov 21-23	Thanksgiving Holidays
Dec 1	Weekend Classes end
Dec 7	Weekday Classes end
Dec 8-14	Finals
Dec 17	Grades for all classes due 9am
Dec 19-Jan 2	Winter Break - College closed (except for 3-Week Mini)

8-Week Fall Mini Semesters

First 8-Weeks

Jul 3-Aug 23	Web/Telephone/Campus Registration
Aug 23	Campus Registration
Aug 24&27	Late Registration
Aug 27	Classes begin
Sept 4	Census Date
Oct 3	Withdraw Deadline
Oct 16	Classes end/finals
Oct 17	Grades due 9am

Second 8-Weeks

Sep 25-Oct 16	Web/Telephone/Campus Registration
Oct 17	Classes begin
Oct 17	Late Registration
Oct 24	Census Date
Nov 20	Withdraw Deadline
Dec 10	Classes end/finals
Dec 12	Grades due 9am

Three (3) Week Mini Semester

Nov 19-Dec 25	Web/Telephone/Campus Registration
Dec 26	Classes Begin
Dec 26	Late Registration
Dec 27	Census Date
Jan 4	Withdraw Deadline
Jan 9	Classes end/Finals
Jan 10	Grades due 9am

Spring Semester 2008

Oct 24-Jan 10	Spring Web/Telephone Registration
Dec 19-Jan 2	Winter Break-College closed
Jan 3	College reopens
Jan 9	Faculty/Staff Workshop
Jan 10	Campus Registration
Jan 10	Payment Deadline
Jan 11&14	Late Registration and schedule changes
Jan 14	Classes begin
Jan 21	Martin Luther King, Jr. Day - College closed
Jan 30	Census date
Feb 22	TCCTA Convention
	No day classes on Friday. Weekend classes (Fri. eve., Sat., Sun.) will meet. Offices close 12 noon, Friday
Mar 7	Application Deadline for May Graduation
Mar 17-22	Spring Break-College closed
Mar 24	Spring Holiday-College closed
Apr 8-May 28	Summer One & 11 Week- Web/Telephone Registration
Apr 18	Withdraw deadline
Apr 19	THEA Test
Apr 28	Awards Day
May 2	Weekday Classes end
May 3	Weekend Classes end
May 5-May 10	Finals
May 8	ADN Pinning Ceremony
May 12	Grades due all classes, 9am
May 13	Commencement
May 16	4 Day Week begins
May 19	TDCJ Graduation
May 21	GED Commencement

8-Week Spring Mini Semesters

First 8-Weeks

Oct 24-Jan 10	Web/Telephone/Campus Registration
Jan 10	Campus Registration
Jan 11&14	Late Registration
Jan 14	Classes begin
Jan 22	Census Date
Feb 19	Withdraw Deadline
Mar 4	Classes end/Finals
Mar 5	Grades due 9am

Second 8-Weeks

Feb 12-Mar 4	Web/Telephone/Campus Registration
Mar 5	Classes begin
Mar 5	Late registration
Mar 12	Census Date
Apr 21	Withdraw Deadline
May 1	Classes end/Finals
May 2	Grades due 9am

Three (3) Week Mini Semester

April 14-May 12	Web/Telephone/Campus Registration
May 13	Classes begin
May 13	Late Registration
May 14	Census Date
May 19	Withdraw Deadline
May 27	Classes end/Finals
May 28	Grades due 9am

Summer 2007

Summer I and 11 Week

Apr 8-June 4	Summer One and 11-Week Classes - Web/ Telephone Registration
May 26	Memorial Day Holiday
Jun 4	Campus Registration
Jun 4	Payment deadline
Jun 5&9	Late registration and schedule changes
Jun 9	Classes Begin
Jun 12	Census date- Summer One
Jun 19	Census date-11-Week
Jun 21	THEA Test
Jun 26	Application Deadline for August graduation
Jun 30	Withdraw Deadline - Summer One
Jul 14	Summer One Classes end/Finals
Jul 15	Grades due 9am

Summer II and 11 Week

Jul 15	Campus/Online/Telephone Registration
Jul 16	Classes Begin
Jul 16	Late registration & schedule changes
Jul 22	Census date-Summer Two
Jul 26	THEA Test
Jul 29	Withdraw Deadline- 11 Week & Summer Two classes
Aug 11	11 Week Classes end
Aug 12-18	Finals-11-Week Classes
Aug 15	Last Friday offices are closed
Aug 19	Summer Two Classes end/Finals
Aug 20	Grades due - 11 Week & Summer Two Classes

CONTINUING EDUCATION

Continuing Education Course Registration is conducted on a daily basis. For course offerings contact 281-756-3787

Alvin Community College Phone Listing

281-756-3500 (For numbers not listed)

*Area Code is (281) for all telephone numbers

Administrative Offices



President	756-3598
Assistant to the President/Executive Director of Development	756-3600
Dean of Financial & Administrative & Community Services	756-3594
Dean of Instruction, Student Services	756-3718
Dean of Technical Programs	756-3619
Dean of Pearland Center	756-3990
Dean of Continuing Education	756-3789
Dean of Student Services	756-3517
Division Chair of English & Fine Arts	756-3612
Division Chair of Social Sciences	756-3734
Division Chair of Math & Sciences	756-3749
Division Chair of Technical Division I	756-3782
Division Chair of Technical Division II	756-3642
Division Chair of Technical Division III	756-3658
Director of Information Technology	756-3536
Director of Admissions/Academic Advising	756-3531
Director of Fiscal Affairs/Comptroller	756-3509
Director of Learning Lab	756-3556
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	756-3691

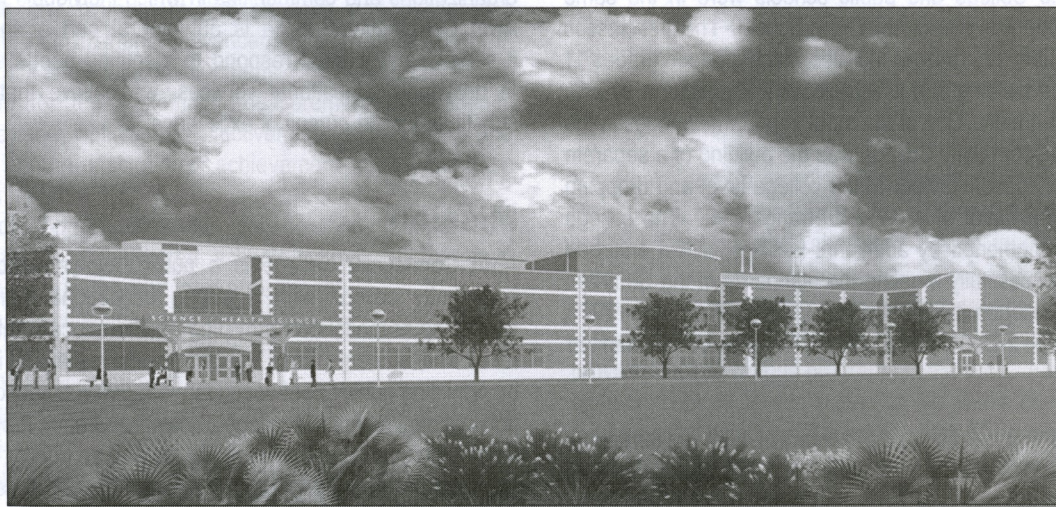
Departmental and Staff Offices

Academic Enhancement Center	756-3565
Accounting	756-3660
Admissions/Academic Advising	756-3531
Agriculture	756-3749
Art	756-3605
Biology	756-3749
Business Programs	756-3660
Business Office/Cashier	756-3516
Campus Café	756-3679
Career Planning and Placement	756-3531
Campus Police	756-3700
Center for Professional & Workforce Development	756-3789
Chemistry	756-3742
Child Development Laboratory School	756-3644
Child Development/Early Childhood	756-3644
Communications	756-3765
Computer Science	756-3782
Continuing Education Office	756-3787
Court Reporting	756-3757
Criminal Justice	756-3779
Culinary Arts	756-3949
Diagnostic Cardiovascular Sonography	756-3656
Distance Education	756-3728
Drafting Technology	756-3784

Drama	756-3607
Emergency Medical Technology	756-3650
English	756-3711
Financial Aid Office	756-3524
Fitness Center	756-3691
Foreign Language	756-3709
Geology	756-3745
Honors Program	756-3736
Information Technology	756-3536
International Students	756-3531
KACC Radio-TV	756-3765
Learning Lab	756-3566
Library	756-3559
Management Development	756-3812
Marketing	756-3550
Mathematics	756-3705
Media Center	756-3567
Mental Health / Addiction Counseling	756-3652
Music	756-3587
Nursing	756-3634
Off-Campus Housing Information	765-3531
Paralegal	756-3642
Office Administration	756-3810
Pearland Center	756-3900
Physical Plant Operations	756-3583
Physics	756-3745
Process Technology	756-3785
Public Relations Office	756-3600
Reading	756-3556
Registrar's 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	756-3734
Speech	756-3607
Sports & Human Performance	756-3696
Student Activities Office	756-3686
Student Employment	756-3560
Technical Programs	756-3619
Testing Center	756-3526
Theater Box Office	756-3609
Upward Bound Program	756-3849
Veteran's Certification Services	756-3531
Vocational Nursing	756-3636
Welding	756-3671

Services for Students with Disabilities

 Voice	756-3531
 TDD	756-3845



Science / Health Science Building

The main campus of Alvin Community College, situated on an 113-acre site in Alvin, Texas, consists of sixteen buildings: Learning Resources Center, Fine Arts Center, Health and Physical Education Technology Center, Business Administration Center, Information Technology Center, Physical Education Center, and the Student Center.

The Alvin Community College District was organized by the Legislature of the State of Texas in 1974. The Alvin Community College District was established in 1974. The Alvin Community College District was established in 1974. The Alvin Community College District was established in 1974.

The Alvin Community College District was organized by the Legislature of the State of Texas in 1974. The Alvin Community College District was established in 1974. The Alvin Community College District was established in 1974. The Alvin Community College District was established in 1974.

History

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

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

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

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

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

Mr. A.G. Welch	1949-1954
Dr. A.B. Templeton	1954-1964
Mr. D.P. O'Quinn	1964-1971
Dr. T.V. Jenkins	1971-1976
Dr. A. Rodney Albright	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 Dean of Student Services, Office of Admissions and Academic Advising, Financial Aid Office, Registrar's 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 Theater/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 Science/Health Science Building opened during the fall of 2007 contains four teaching theaters, laboratories, classrooms and faculty suites. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center. The Court Reporting Center/KACC Radio-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory.

The Nolan Ryan Center for Continuing Education is a 12,000 square foot Center built by the Nolan Ryan Foundation and donated

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

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

Pearland Center

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

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

Public Notice, Compliance Statements, and Student Right to Know

Civil Rights:

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 95-256), Alvin Community College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

Rights of Individuals with Disabilities:

Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans With Disabilities Act (P.L. 101-336), and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with a variety of academic services and resources. ACC supports efforts in making the campus more accessible and encourages students with disabilities to participate in all activities. Students seeking assistance should contact the Office of Admissions and Academic Advising. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Dean of Student 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 Dean of Student Services, (281) 756-3517, or the Director of Human Resources, (281) 756-3639, at 3110 Mustang Road, Alvin, Texas 77511-4898.

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

Persistence, completion and graduation rates of full-time undergraduate certificate or degree-seeking students attending Alvin Community College are available from the Office of Institution Effectiveness and Research. The College also reports beginning **salaries earned by recent graduates.**

Campus crime statistics are reported on the college home page - www.alvincollege.edu.

Family Education Rights and Privacy Act and Access to Student Records: The Family Education Rights and Privacy Act of 1974 (PL 93-380), commonly known as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student.

Release of Directory Information

The following items of directory information may be released without the written consent of the student: name, address, telephone number, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. The student is responsible for notifying the Registrar's Office by the 12th class day of every fall/spring semester and by the 4th class day of the summer sessions if any of the information listed above is not to be released.

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

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment.

Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the United States Department of Education concerning alleged failures by Alvin Community College to comply with the requirements of FERPA.

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, D.C. 20202-4605
 Phone: (202) 260-3887

Photo and Videotape Policy

The ACC Marketing Office takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending events, etc. ACC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at ACC do so with the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

Sex Offender Information: To comply with the Campus Sex Crime Prevention Act (section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students

at institutions of higher education, or working on college campuses, Alvin Community College provides a website: www.alvincollege.edu/police/sexoffenderinfo.htm. To access the website simply click on the address, then read the caveats and agree to the terms. You will be able to search by name or location.

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

Illegal Drugs: In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus. Any student caught with an illegal drug will be liable to disciplinary action as described in the Alvin Community College Student Handbook.

Smoking Policy: ACC is a tobacco free campus. This policy applies to all college facilities (except parking lots), owned or leased, regardless of location, all athletic facilities and college vehicles.

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



Political forums are held on campus to discuss election issues.

Academic Policies & Regulations

Admissions

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

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

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

Admission Requirements

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

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

Admission Categories

- **Graduates from accredited high schools:** Admission Application, high school transcript with graduation date, and THEA, TASP, ACCUPLACER, ASSET or COMPASS, test scores.
- **Students with GED Certificates:** Admission Application, GED scores and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores.
- **College transfer students:** Admission Application, transcripts from previous colleges and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores. Students on probation or suspension must obtain approval from the Dean of Student Services, 281-756-3517.
- **Former ACC students:** All returning students must provide current transcripts from colleges attended since last attending ACC and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores. Former ACC students on academic probation or suspension at another institution must obtain approval from the Dean of Student Services, 281-756-3517. Returning students who have not attended ACC for one or more years must complete a readmission application.
- **Graduates from home school programs:** Admission Application, home school transcript verifying graduation date with school official name and signature and THEA, ACCUPLACER, ASSET or COMPASS test scores.

- **Dual Credit, Concurrently enrolled high school students or home school students.** Admission Application, Concurrent Enrollment Form, official high school transcript and THEA, ACCUPLACER, ASSET or COMPASS test (if not exempt).
- **Individual approval** - includes graduates of non-accredited schools or individuals without a **regionally accredited** high school diploma or GED: Admission Application and THEA, ACCUPLACER, ASSET or COMPASS test scores. Note: Students admitted under Individual Approval should take the ACCUPLACER or COMPASS test if applying for financial aid.
- **International students** (Students born in another country who are not U.S. citizens or resident aliens): Approval from the Counselor for International Students is required. For additional requirements. Call 281/756-3531.

International Student Regulations

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

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

1. A completed application form.
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations. See Credit from Foreign Institutions.
3. A score of at least 500 on the written Test of English as a Foreign Language (TOEFL), 173 on the computerized test and 61 on the IBT (Internet Based Test) test administered by Educational Testing Services, Princeton, NJ, or possess adequate competency in English instruction. **Tests must have been taken within the last two years.**
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country.
5. A health form or physician's statement verifying student's immunization record.
6. For students transferring from another U.S. college or university, the student must have an international students Advisor's Report from the International Student Office at the institution.

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

International students interested in receiving admission information should send an international money order for \$25 to the Office of International Student Affairs, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, or call 281-756-3531.

Credit from Foreign Institutions

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

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

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

Transcript Requirement

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ACC Registrar's Office or when presented in a sealed envelope issued by the institution. Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester unless otherwise noted. Once submitted, transcripts become the property of ACC and cannot be returned. Students applying for financial aid funds must have academic transcripts in the Registrar's Office before funds will be awarded.

Testing Requirement

Although testing is not an admission requirement, it is a requirement for registration. All students who have not provided official documentation for an exemption from TSI (see TSI Exemptions) must have official TASP, THEA, ACCUPLACER, ASSET, or COMPASS test scores prior to registering for classes. Information about test dates, locations and registration may be obtained from class schedules or by calling 281-756-3526. Test scores are used to place students in appropriate courses; they are not used to deny admission to college. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed. An appointment to discuss accommodations can be made by calling 281-756-3531.

Residency Information

When students are admitted, they are informed of their residence classification based on information on their application's Core Residency Questions and supporting documentation, if necessary. Tuition and fees at registration are based on this classification. Transfer students will maintain the residence classification status issued by the last public college or university attended during the 12 months prior to the term for which they are applying at ACC.

Proof of Residence

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

dence documentation including parent's name and address.

Residency Statuses:

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

- 1) A person who;
 - graduated from a public or accredited private high school in Texas or received, as an alternative to a high school diploma, the equivalent (GED) in this state; and
 - maintained a residence continuously in Texas for the 36 months immediately preceding the date of high school graduation or receipt of the GED and continuously maintained a residence in Texas for the 12 months preceding the census date of the academic semester in which the person enrolls at ACC.
- 2) A person who;
 - established a domicile in this state not less than 12 months before the census date or the academic semester in which the person enrolls at ACC; and
 - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls at ACC.
- 3) A dependent of a parent who;
 - established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC; and
 - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

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

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

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

Reclassification Based on Additional or Changed Information

If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Registrar's Office and provide supporting documentation proving the residence classification claimed. Any change made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the census date of that semester. If the change is made prior to or on the census date, it will apply to the current semester.

Out-District to In-District: Independent students must prove residence prior to the census date for the given semester by providing one of the documents listed with their name and address. Dependent students must prove residence prior to the census date for the given semester by providing one of documents listed with their parent's

name and address, in addition to their parent's IRS federal tax return showing the student as a dependent.

- Texas permanent driver's license showing ACC District address (P.O. Box excluded)
- Current tax receipt showing ACC District tax status (available at the Brazoria County Substation on Hwy 35, north of Alvin)
- Texas Voter Registration card showing ACC District address (P.O. Box excluded)
- Lease agreement showing ACC District address and student's name
- Current utility bill showing service at ACC District address (P.O. Box excluded)
- Other third party documentation (check with Registrar)

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

- A) An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistance-ships do not qualify; or
- B) Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one type of document listed in section C.
- Title to real property in Texas
 - Marriage certificate with documentation to support that spouse is a resident of Texas
 - Ownership of business in Texas with documents that evidence the organization or the business as a partnership or corporation and reflect the ownership of the person or dependent's parent.
 - State or local licenses to conduct a business or practice a profession in Texas.
- C) Documentation must accompany at least one type of documents listed in section B.
- Utility bill for the 12 months preceding the census date
 - Texas high school transcript for full senior year preceding the census date
 - Transcript from a Texas institution showing presence in the state for the 12 months preceding the census date

- Texas driver's license or Texas ID card with an expiration date of not more than four years
- Texas voter's registration card that has not expired
- Pay stubs for the 12 months preceding the census date
- Bank statements reflecting a Texas address for the 12 months preceding the census date
- Lease or rental of real property in the name of the person or dependent's parent for the 12 months preceding the census date
- Current credit report that documents the length and place of residence of the person or the dependent's parent
- Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date

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

Admission to Specific Curriculums

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

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

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

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

Texas Success Initiative (TSI)

To give Texas public higher education more flexibility in its efforts to develop better academic skills among students who need them for success in college. The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062).

Alvin Community College academic advisors and counselors will work with students who are skill-deficient, as evidenced through required placement testing, to develop an educational plan to achieve college readiness in weak academic areas.

Successful completion of the required developmental sequence of courses will enable students to become "College Ready."

Required Scores to meet College Readiness Standard

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

PLACEMENT CHART

SUBJECT	THEA (TASP) from 9/95	ACCUPLACER Multiple Choice	WritePlacer or Other essay**
READING			
0309	0-195	0-68.4	
0310	196-229	68.5-77.4	
1312	230+*	77.5+*	
MATH			
0309	0-209	1-50.4	
0310	210-229	50.5-62.4	
0312	230-269**	62.5-85.4**	
1314	270+	85.5+	
ENGLISH			
0309	0-185	0-70.4	0-4
0310	186-219	70.5-79.4	***
1301	220+	79.5+	6+

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

** Remediation not required but Math 0312 to be taken if a math course is selected.

*** Essay scores take precedence over all English scores except THEA (TASP).

**** Placement with an essay score of 5 is based on the multiple choice score.

TSI Exemptions

- ACT - a combined score of 23 or higher with a minimum of 19 on English and math grants a full exemption. A combined score of 23 or higher with a minimum of 19 on English grants a partial exemption in English; a combined score of 23 or higher with a minimum score of 19 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- SAT - a combined score of 1070 or higher with a minimum of 500 on both English and math grants a full exemption. A combined score of 1070 with a minimum of 500 on verbal grants a partial exemption in English; a combined score of 1070 or higher with a minimum score of 500 on math grants a partial exemption in math. Scores must not be more than 5 years old.

- TAKS-minimum score of 2200 on the English Language Arts with a minimum score of 3 on the writing subscore; 2200 on math. Scores must be no more than 3 years old.
- Associate or Baccalaureate degree graduates from a Texas public institution of higher education
- Transfer students from private or independent institutions of higher education or an accredited out of state institution and who have satisfactorily completed college-level course work as determined by the receiving institution.
- Transfer students who have been determined to have met college readiness standards.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or member of the armed forces reserve and has been serving for at least 3 years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, or the Texas National Guard or served as a member of the armed forces reserve.

Waived Level One Certificate Programs

Students enrolled in any waived program are waived from the requirements of the ACC Developmental Education Plan. Course prerequisites will apply. Students concurrently enrolled in an active Associate Degree or Level Two Certificate program are not eligible for this waiver. Eligible certificate programs include:

Basic Law Enforcement Academy	Legal Office Assistant
Child Develop/ Early Childhood	Management Development
Child Develop/ Early Child. Adm	Medical Coding
Computer Data Processing	Medical Transcriptionist
Computer Networking	Office Assistant
Correctional Administration	Paralegal
Correctional Science	Process Technology
Court Reporting Scopist	Radio Broadcasting
Crime Scene Technician	Substance Abuse Counseling
Culinary Arts	Television Broadcasting
Drafting Technology	Texas Peace Officer
Electronic Technology	Vocational Nursing
Emergency Medical Technology	Word Processing

Developmental Course Requirement

Students who fail one or more sections of the THEA (TASP) or an approved placement test must enroll and attend a developmental course for at least one of the failed sections until all sections are passed or required developmental courses are completed with a grade of "C or better". **Students could be withdrawn from ALL courses for non-attendance of the developmental class.**

Individual Educational Plan

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

The Individual Educational Plan shall include:

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

TSI Developmental Sequence

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

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

Developmental Courses

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

Developmental Courses:

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

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

Responsibility for Course Selection

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

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

Placement Regulations

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

Prerequisites and corequisites are identified in the Course Descriptions section of this catalog.

Texas Common Course Numbering System

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

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

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

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

Evaluation of Previous Education

Traditional Education

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

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

Courses are freely transferable to Alvin Community College from regionally accredited institutions of post secondary education when content and credit hours are equivalent to ACC courses. If the core curriculum is completed at a single Texas public institution, the core will transfer to ACC and satisfy ACC's core curriculum. Individual core courses transfer to ACC on a one-for-one basis, e.g. math for math, science for science, etc., until ACC's core requirement is met. College-level course work for which there is no ACC equivalent may be transferred as elective credit. Course work credit obtained through a variety of non-traditional methods including continuing education non-regionally accredited private and technical course work, military training and credit by examination is not directly transferrable to ACC. Transferred grades must meet departmental degree criteria.

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

Tech-Prep Education

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

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

Currently approved Tech Prep programs at ACC:

Child Development & Early Childhood
Communications – Radio and/or Television
Computer Science-Networking
Computer Science-Computer Programming
Communications-Television Broadcasting
Criminal Justice -Correctional Science
Culinary Arts
Diagnostic Cardiovascular Sonography - Echocardiography
Diagnostic Cardiovascular Sonography - Non-Invasive Vascular
Drafting Technology
Emergency Medical Technology
Licensed Vocational Nursing

Management Development
Nursing Degree
Nursing Transition (LVN to RN)
Office Professional
Paralegal

Nontraditional Education

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

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

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

- TSI requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- The fees for the award of nontraditional credit are charged according to the type of credit being requested. Fees for all types of nontraditional credit are waived for veterans with honorable or general conditions discharge upon presentation of military documentation.
- A maximum of 21 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to an ACC matriculated student after the census date of the first semester.
- Credit is noted as nontraditional on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and overlay courses.
- Applicants seeking nontraditional credit for courses that do not meet SACS criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of ACC Continuing Education overlay classes.

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

Continuing Education Overlay Courses

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

- Students enrolling in an overlay class with known intent to request conversion to academic credit should take the class for academic credit.

Credit by Exam - Advanced Placement /CLEP

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Financial		50	3	ACCT 2301
American Government		50	3	GOVT 2302
American Literature		50	3	ENGL 2326
Analyzing & Interpreting Literature		50	6	ENGL 2332 / 2333
Art / History of Art	3		6	ARTS 1303 / 1304
Art / Studio Art	3		6	ARTS 1316 / 1317
Biology	3		8	BIOL 1406 / 1407
Biology, General		50	4	BIOL 1406
Business Law, Introductory		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	3		4	MATH 2413
Calculus BC	3		8	MATH 2413 / 2414
Chemistry		50	4	CHEM 1411
Chemistry	3		8	CHEM 1411 / 1412
College Algebra		50	3	MATH 1314
College Mathematics		50	3	MATH 1332
English Composition (with or without essay)		50	6	ENGL 1301 / 1302
English Literature		50	6	ENGL 2322 / 2323
French Language, Level I		50	8	FREN 1411 / 1412
French Language, Level II		62	14	FREN 1411 / 1412
French Language	3		8	FREN 2311 / 2312
French Literature	3		14	FREN 1411 / 1412
				FREN 1411 / 1412
				FREN 2311 / 2312
Freshman Composition		50	6	ENGL 1301 / 1302
German Language, Level I		50	8	GER 1411 / 1412
German Language, Level II		63	14	GERM 1411 / 1412
				GERM 2311 / 2312
				GERM 1411 / 14/12
German Language	3		8	GOVT 2302
Government & Politics / US	3		3	HIST 1301
History of the US I: US to 1877		50	3	HIST 1302
History of the US II: 1865 to present		50	3	HIST 1302
Human Growth and Development		50	3	PSYC 2314
Information Systems & Computer Applications		50	4	COSC 1401
Language & Composition Test	3		6	ENGL 1301 / 1302
Literature & Composition Test	3		6	ENGL 1301 / 1302
Macroeconomics	3		3	ECON 2301
Macroeconomics, Principles		50	3	ECON 2301
Management, Principles		50	3	BMGT 1303
Marketing, Principles		50	3	MRKG 1311
Microeconomics	3		3	ECON 2302
Microeconomics, Principles		50	3	ECON 2302
Natural Science		50	6	BIOL 1308 / 1309
Physics B	3		8	PHYS 1401 / 1402
Physics C Electricity and Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Psychology, Introductory	3	50	3	PSYC 2301
Sociology, Introductory		50	3	SOCI 2301
Spanish Language, Level I		50	8	SPAN 1411 / 1412
Spanish Language, Level II		66	14	SPAN 1411 / 1412
				SPAN 2311 / 2312
				SPAN 1411 / 1412
Spanish Language	3		8	SPAN 1411 / 1412
Spanish Literature	3		14	SPAN 1411 / 1412
				SPAN 2311 / 2312
Statistics	3		3	MATH 1342
US History	3		6	HIST 1301 / 1302
Western Civilization I: Ancient East to 1648		50	3	HIST 2311
Western Civilization I:1648 to present		50	3	HIST 2312

- CLEP general exams are not accepted.
- Credit will be evaluated from an official score report sent directly to the Registrar's Office from the testing service.
- Credit will be based upon ACC recommended passing scores. A letter grade of S (satisfactory) will be awarded.
- If credit is approved, the student must pay the current hourly tuition rate for each course before credit is posted to a transcript.

International Baccalaureate Diploma Program

The International Baccalaureate Diploma Program is a pre-college course of study for secondary school students. The IB program leads to examinations that provide documentation of achievement that qualifies a student for advanced standing. Students who successfully complete the IB Diploma Program will receive 24 semester credit hours of college credit, if certain score levels are met. The student must request that the IB office send official scores to the Alvin Community College Registrar's Office. The credit is not posted automatically, therefore, the student must request that the scores be evaluated for credit by completing the Credit by Examination Form at the Registrar's Office. Students will not be charged for this evaluation of credit. After the evaluation, IB credit will be posted to the student's transcript as credit by examination depicting the course articulated and an S (satisfactory) grade. Credit awarded by another college or university for the IB coursework is not considered transferable without an official report. The courses and the examination scores used as the basis for credit are listed below:

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

- Overlay classes will carry the same tuition and associated fees as credit classes. However, there is no charge for converting CE units to academic credit.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form in the ACC Registrar's Office.
- Academic credit awarded will count as resident credit.
- A grade of A, B, or C will be assigned.

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

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

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

Departmental Credit by Examination

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

- apply for Credit by Exam at the Registrar's Office and
- pay the current hourly tuition rate for each course prior to attempting credit by examination.

Credit and a letter grade of A, B, or C are awarded and posted to the student's transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript.

Life Work Experience

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

Procedures for Requesting Credit for Nontraditional Education

1. The student initiates the request in the Registrar's Office by completing the appropriate form, presenting the appropriate documentation and paying required fees.
2. The Registrar's Office sends the form to the appropriate department chair for evaluation. Departmental approval is not normally required for AP/CLEP, IBD, and ACE Guide recommendations.
3. The form is returned to the Registrar's Office and a copy of the completed evaluation and transcript depicting posted credit is mailed to the student.
4. The form is returned to the Registrar's Office and a copy of the completed evaluation is mailed to the student along with an invoice if credit is based on CLEP/AP and ACE guidelines.
5. After payment is received, the nontraditional credit is posted to the student's academic record. A transcript showing posted credit is mailed to the student.

Core Curriculum

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

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

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

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

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

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

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

Perspectives in the Core Curriculum

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

1. Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibilities of living in a culturally and ethnically diverse world;
2. Acquire the capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be responsible members of society;
3. Recognize the importance of maintaining health and wellness;
4. Develop a capacity to use knowledge of how technology and science affect their lives;

CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective June 2007

Core Component	Course Options	Required Semester Hours
Communication 010	Required (6 hours): ENGL 1301 and ENGL 1302 Select one (3 hours): SPCH 1315 or SPCH 1318	9
Mathematics 020	Select one (3 hours): MATH 1314, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 2412, MATH 2413, or MATH 2414	3
Natural Sciences 030	Select two (8 hours): BIOL 1406, BIOL 1407, 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, or PHYS 2426	8
Visual and Performing Arts 050	Select one (3 hours): ARTS 1301, ARTS 1303, ARTS 1304, ARTS 2348, DRAM 1310, DRAM 1351, DRAM 1352, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310	3
Humanities 040	Select one (3 hours): ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2332, ENGL 2333, HUMA 1301 HUMA 1302, PHIL 1301, PHIL 2306, or any sophomore level French, German, or Spanish course	3
Social and Behavioral Sciences 070,060,080	Required (6 hours): GOVT 2301 and GOVT 2302 Select two (6 hours): HIST 1301, HIST 1302, or HIST 2301 Select one (3 hours): ANTH 2346, ECON 2301, ECON 2302, GEOG 1301, GEOG 1303, PSYC 2301, PSYC 2314, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, or SOCI 2319	15
Basic Computer Literacy 090	Select one (4 hours): BCIS 1405, BCIS 1431, COSC 1401, COSC 1418, COSC 1420, or COSC 2420	4
TOTAL CORE CURRICULUM CREDITS		45

Academic Policies
& Regulations

5. Develop personal values for ethical behavior;
6. Develop the ability to make aesthetic judgments;
7. Use logical reasoning in problem solving; and
8. Integrate knowledge and understand the interrelationships of the scholarly disciplines.

Instruction and Content in the Core Curriculum

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

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

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

Core 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, expository, 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 de
proble
touch
5. To de
scienc
contrib

HUMANI

The object
a core cur
condition
ideas, and
thought. T
and the vi
analysis, f
the arts ar
of any soc
and huma

Education

1. To c
work
2. To u
and
3. To re
4. To
perfe
dem
artis
5. To a
arts
6. To
that
7. To
phil

SOCIA

The obje
core cur
and bel
behavio
events,
underst
issues f

Educate

1. To
da
the
2. To
ran
3. To
th
4. To
sc
5. To
ed
st
6. To
Te

- To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch on ethics, values, and public policies.
- 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

- To demonstrate awareness of the scope and variety of works in the arts and humanities.
- To understand those works as expressions of individual and human values within a historical and social context.
- To respond critically to works in the arts and humanities.
- 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.
- To articulate an informed personal reaction to works in the arts and humanities.
- To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
- 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

- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.
- To use and critique alternative explanatory systems or theories.
- To develop and communicate alternative explanations or solutions for contemporary social issues.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- 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.

- To understand the evolution and current role of the U.S. in the world.
- To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To analyze, critically assess, and develop creative solutions to public policy problems.
- 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.
- To identify and understand differences and commonalities within diverse cultures.

Core Curriculum and Transfer

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

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

Resolution of Transfer Disputes

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

- 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.
- 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.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

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

Field of Study Curriculum

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

Field of study curriculums are available at Alvin Community College for the following departments:

- Business Administration
- Criminal Justice
- Music
- Nursing

Students are encouraged to seek advisement from the department chair or an ACC academic advisor regarding transfer of these courses.

Teacher Preparation

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

Physical Activity Requirement

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

Registration

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

Schedule Changes

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

Registration Requirements for Transfer Students

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

Class Schedules

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

Audit Registration

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

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

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

Senior Citizens Audit Registration

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

Refund Policy

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

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

Refund-Withdrawing from Courses

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

Fall and Spring Semesters:	
Through Late Registration	100% refund
2nd through 15th class day of semester term	70% refund
16th through 20th class day of semester term	25% refund
After 20th class day of semester term	No refund

Summer Sessions (5-week classes):

Through Late Registration	100% refund
2nd through 5th class day of semester term70% refund
5th through 6th class day of semester term25% refund
After 6th class day of semester term	No refund

Summer Session (11-week classes):

Through Late Registration	100% refund
2nd through 10th class day of semester term70% refund
11th through 14th class day of semester term25% refund
After 14th class day of semester term	No refund

Refunds-Schedule Changes

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

Academic Classifications

Academic classification is determined as follows:

- Freshman:** less than 30 semester hours
- Sophomore:** 30 - 60 semester hours
- Unclassified:** more than 60 semester hours

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

Full-time Load:

- Fall and Spring semester - 12 or more semester hours
- Summer 11-Week session - 8 -14 semester hours
- Summer Six-Week session - 4 - 7 semester hours

NOTE:

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

Maximum Course Load

- Fall and Spring semester - 18 semester hours
- Summer 11-Week session - 14 hours
- Summer Six-Week session - 7 semester hours
- Combined Summer Six-Week and 11-Week sessions - 14 semester hours
- 8-Week Mini session - 6 semester hours
- 3-Week Mini session - 3 semester hours

Student Overload Policy

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

Tuition and Fees

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

Higher Tuition Charged for Third Attempt Classes

Most college level courses (excluding developmental) taken at Alvin Community College for the third time since the fall of 2002, will be billed an additional \$58 per credit hour. This includes courses with grades of W (withdrawn).

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

Courses which are exempt from Third Attempt Charges:

ARTS-1311	MUAP-1257	MUAP-2272
ARTS-1312	MUAP-1258	MUAP-2281
ARTS-1317	MUAP-1261	MUAP-2282
ARTS-2317	MUAP-1262	MUSI-1125
ARTS-2327	MUAP-1271	MUSI-1126
ARTS-2334	MUAP-1272	MUSI-1127
ARTS-2342	MUAP-1281	MUSI-1128
ARTS-2357	MUAP-1282	MUSI-1141
ARTS-2367	MUAP-1291	MUSI-1142
CRTR-1404	MUAP-1292	MUSI-1143
CRTR-1406	MUAP-2231	MUSI-1144
CRTR-2331	MUAP-2232	MUSI-2125
CRTR-2401	MUAP-2241	MUSI-2126
CRTR-2403	MUAP-2242	MUSI-2127
CRTR-2435	MUAP-2257	MUSI-2128
MUAP-1231	MUAP-2258	MUSI-2141
MUAP-1232	MUAP-2261	MUSI-2142
MUAP-1241	MUAP-2262	MUSI-2143
MUAP-1242	MUAP-2271	MUSI-2144

Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree

Students who graduate from a state supported university may pay a higher tuition rate for taking excessive courses.

In accordance with Texas Education Code: Students who have attempted 45 or more credit hours beyond the amount required for their (baccalaureate) degree at Texas public colleges or universities

Fall 2007 - Spring 2008

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

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee	Stu. Serv.	Sec. Fee	Total Charges		
	Res-In	Res-Out	Non-Res						Res-In	Res-Out	Non-Res
1	\$90	\$174	\$330	\$5	\$20	\$21	\$17	\$10	\$163	\$247	\$403
2	\$90	\$174	330	10	20	21	17	10	168	252	408
3	\$90	\$174	330	15	20	21	17	10	173	257	413
4	\$120	232	440	20	20	21	17	10	208	320	528
5	\$150	290	550	25	20	21	17	10	243	383	643
6	180	348	660	30	20	21	17	10	278	446	758
7	210	406	770	35	30	21	17	10	323	519	883
8	240	464	880	40	30	21	17	10	358	582	998
9	270	522	990	45	30	21	17	10	393	645	1,113
10	300	580	1,100	50	30	21	17	10	428	708	1,228
11	330	638	1,210	55	30	21	17	10	463	771	1,343
12	360	696	1,320	60	30	21	17	10	498	834	1,458
13	390	754	1,430	65	30	21	17	10	533	897	1,573
14	420	812	1,540	70	30	21	17	10	568	960	1,688
15	450	870	1,650	75	30	21	17	10	603	1,023	1,803
16	480	928	1,760	80	30	21	17	10	638	1,086	1,918
17	510	986	1,870	85	30	21	17	10	673	1,149	2,033
18	540	1,044	1,980	90	30	21	17	10	708	1,212	2,148

*Other specific course fees may apply

Summer One and Summer Two, 2008

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg. Fee	Stu. Serv.	Sec. Fee	Total Charges*		
	Res-In	Res-Out	Non-Res						Res-In	Res-Out	Non-Res
1	\$90	\$174	\$330	\$5	\$20	\$21	\$6	\$5	\$147	\$231	\$387
2	90	174	330	10	20	21	6	5	152	236	392
3	90	174	330	15	20	21	6	5	157	241	397
4	120	232	440	20	20	21	6	5	192	304	512
5	150	290	550	25	20	21	6	5	227	367	627
6	180	348	660	30	20	21	6	5	262	430	742
7	210	406	770	35	30	21	6	5	307	503	867
8	240	464	880	40	30	21	6	5	342	566	982
9	270	522	990	45	30	21	6	5	377	629	1,097
10	300	580	1,100	50	30	21	6	5	412	692	1,212
11	330	638	1,210	55	30	21	6	5	447	755	1,327
12	360	696	1,320	60	30	21	6	5	482	818	1,442
13	390	754	1,430	65	30	21	6	5	517	881	1,557
14	420	812	1,540	70	30	21	6	5	552	944	1,672

*Other specific course fees may apply

Course-Related Fees

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

Definitions for Column Headings

- Res-In:** Resident-In District
- Res-Out:** Resident-Out of District
- Non-Res:** Non-resident
- Gen. Svc. Fee:** General Service Fee
- Tech Fee:** Technology Fee
- Reg. Fee:** Registration Fee
- Stu. Serv:** Student Service Fee
- Sec. Fee:** Security Fee

may be ch
This inclu
the officia
courses,
census da
paid out-
any hours
Fresh Sta
degree. S
prior to r
resident a

Students
if they ha
required
which are
toward th
out-of-sta

Exces
Students
Commun
fee equa

Paym
Students
installme
tuition ar
two equa
set by th
the insta
2nd or 3
for non p
withdraw
collected
are assign
following

The inst
18 years
must sig
with earl

Tuiti
Tax
College
resident
a waiver
prove el
by provi
status (a
depende
previous

may be charged additional tuition, up to the level of out-of-state tuition. This includes all credit hours in which a student was registered as of the official census day for the semester (i.e. repeated courses, failed courses, and courses from which the student withdrew after the census day): this does not include credit hours for which the student paid out-of-state tuition, courses designated as developmental, any hours removed from admission consideration under Academic Fresh Start, or hours accumulated toward a previous baccalaureate degree. Students who entered higher education for the first time prior to fall 1999 while classified for tuition purposes as a Texas resident are exempt.

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. (Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the excell hours, not do any courses taken at a private or out-of-state institution.)

Excess Developmental Education/Courses

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

Payment Plan

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

The installment plan is a legally binding contract. Students must be 18 years of age to sign the installment plan, or a parent/guardian must sign in their place. Installment plans are available beginning with early registration through late registration.

Tuition Adjustment for Ad Valorem Tax Payers

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

Tuition Rebate for Baccalaureate Degree

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

Tuition Rebate for Early High School Graduation

Students who graduate in three years from a Texas public high school and are Texas residents may be entitled up to \$3,000 in tuition credit for college level courses. The tuition credit can be used in multiple semesters until the full amount is used. Contact your high school counselor for information on how to apply.

Inclement Weather & Closing of the College

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

Emergency Student Notification

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

Attendance Policy

Students may not attend classes without completing registration, including payment of all tuition and fees. Students who fail to meet payment deadlines will be withdrawn.

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

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

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

Administrative Withdrawal

Instructors may administratively withdraw students who exceed course absence standards. Absences of 6 hours or more (unless otherwise stipulated by the Student Information Plan for a specific course) constitute excessive absences.

Classroom Conduct

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

Cell Phones and Pagers

Cell phones and other electronic devices are prohibited. Violators are subject to disciplinary action as outlined in the Alvin Community College Student Handbook and Alvin Community College Procedures Manual.

Children in Class / Unattended Minors

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

Withdrawing from Classes

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

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

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

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

Military Service Policy for Withdrawals

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

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

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

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 Registrar's 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.

Grades for Repeated Courses

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

Grading

GRADE-POINT VALUE

- A Excellent – Four grade points per semester hour
- B Good – Three grade points per semester hour
- C Average – Two grade points per semester hour
- D Poor – One grade point per semester hour
- F Failure – No grade points per semester hour
- AU Audit – Grade points not assigned
- I Incomplete – Grade points not assigned
An I may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D or F) by the end of the following semester (December, May, August) will automatically be changed to an F. An instructor may extend an Incomplete grade deadline for one additional semester by submitting an **Incomplete Grade Extension** form to the Registrar's Office. If a valid grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F.
- IP In Progress – Grade points not assigned
An IP is a temporary notation that appears on a student's official transcript. It indicates semester hours in progress.
- R Re-enroll – Grade points not assigned
The R grade is used with all court reporting machine shorthand courses, CRTR 2331 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG course with a related clinical component will receive the "R" grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.
- S Satisfactory – Grade points not assigned
The S grade is used only for noncourse-based developmental instruction and nontraditional education.
- U Unsatisfactory – Grade points not assigned
The U grade is used only for noncourse-based developmental instruction.
- W Withdrawn – Grade points not assigned
Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.

Calculation

Grade point value of a course is multiplied by the credit value of a course to determine the grade point value. The sum of all grade point values is divided by the total number of credit hours to determine the cumulative grade point average.

Grade

Cumulative total grade point average is calculated by dividing the total number of grade points earned by the total number of credit hours attempted in all courses. Honors are used in calculating GPA's are not used in calculating Semester Grade Point Average.

Semester

Grade Point Average is calculated by dividing the total number of grade points earned by the total number of credit hours attempted in all courses. Honors are used in calculating GPA's are not used in calculating Semester Grade Point Average.

Graduation

Students must complete all required courses and maintain a minimum cumulative grade point average of 2.0. If a student fails a course, it is repeated, and the grade is used to determine the cumulative grade point average for each degree program. The Registrar's Office will issue a transcript. Graduation requirements are listed in the Student Handbook.

Grade Rang

As a general rule, a student's cumulative grade point average is used to determine the percentage of students in each grade range. The Registrar's Office will issue a transcript. Graduation requirements are listed in the Student Handbook.

Exceptions to the general rule are listed in the Student Handbook.

Grade Report

Grades are a reflection of a student's performance in a course. Factors such as departmental grading requirements, (SIP) distribution, and other factors are used to determine a student's grade. Grades are available through the Registrar's Office.

Grade C

Students have the right to appeal a grade. The Registrar's Office will issue a transcript. Graduation requirements are listed in the Student Handbook.

Calculation of Grade Points

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

Grade Point Averages

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

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

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

Grade Range

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

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

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

Grade Reporting

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

Grades are available to students by the following means:

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

Grade Change Petition

Students have one year from date of assignment to challenge a grade.

Grade change requests begin with the course instructor and must be approved by the instructor and the Division Chair or Dean of Technical Programs (technical courses) or Dean of Instruction, Student and Community Services (academic courses).

A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the Department or Division Chair. Further appeals will be directed through the appropriate Division Chair, the Dean of Technical Programs and/or the Dean of Instruction, Student and Community Services, and the Academic Affairs committee. The decision of the Academic Affairs Committee is final.

Academic Honors

Presidential Scholar

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

- Completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-transfer courses, excluding sports and human performance activity credits,
- earned a 3.90 grade point average on all college-level courses taken at ACC,
- no grade below a B on any course taken at ACC, and
- completed at least 12 college-level semester hours at ACC during the previous calendar year.
- No record or pending charges of disciplinary action or academic dishonesty.

Dean's List

Through the Dean's List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, it contains the names of all students who have earned 12 or more resident, college-level semester hours during the semester with a minimum 3.50 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

Merit List

Through the Merit List, the College honors the scholastic achievement of part-time students. Issued each fall and spring semester, it contains the names of all students who have earned 7-11 resident college-level semester hours during the semester with a minimum 3.50 grade-point average with no F or U grades. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

Academic Suspension/Probation

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

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

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

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

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

Name or Address Change

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

Challenge to Accuracy of Records

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

Records Restriction

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

Transcript Requests

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

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

Student Grievance Procedure

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

Graduation

Commencement Ceremony

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

Graduation Requirements

The College may award a degree or certificate when a student has completed the requirements. To receive a diploma for the degree or certificate, a student must apply for graduation in the Registrar's Office. Deadlines and fees for graduation are published in the semester class schedule.

To graduate at ACC, a student must:

1. complete 24 college-level semester hours in residence at Alvin Community College for an associate degree; complete 12 college-level semester hours in residence for a certificate. In either program, at least half the hours in residence must be the student's major. Semester hours granted for nontraditional education, including credit by examination, do not apply toward hours in residence required for graduation.
2. earn a minimum 2.0 grade point average in courses completed which apply to the student's particular degree or certificate.
3. file an application for graduation with the Registrar's Office by the published deadline.
4. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have a restriction placed on their records, prohibiting graduation.

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

Graduation Under A Particular Catalog

To graduate, students must complete the requirements of the ACC Catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Registrar's Office. Students who interrupt their studies at Alvin Community College for more than four consecutive semesters (fall, spring, summer 1 and summer 2) must meet the requirements of the catalog under which they are readmitted. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate program.

Transfer Graduation Policy

Former Alvin Community College students may graduate under the AAT, AA or AS degree plan and catalog year that was on file at the time they transferred to another college/university if:

- the remaining credits were completed at an accredited college or university.
- the credit was completed within three years from the date of last attendance at ACC.
- the student has met all remaining conditions for graduation as published in the institutional catalog.

Course Substitution

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

Graduation with Honors GPA

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

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

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

Educational Guarantee**Programs – Transfer Credit**

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

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

The transfer plan must include:

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

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

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

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

Technical Programs – Competent Job Skills

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

1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter in a technical or occupational program listed in ACC's catalog.
2. The student must complete the program within four (4) years prior to the date of graduation and earn, as a minimum, 75% of the credits at ACC.
3. The student must be employed full time within six (6) months of graduation in an occupation directly related to the specific program completed at ACC.
4. The employer must certify in writing that the student lacks the entry-level skills identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the Dean of Technical Programs and other appropriate personnel.
6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The student and/or employee is responsible for the cost of books, insurance, uniforms, fees and other course related expenses.
9. The guarantee does not imply that ACC graduates will pass any licensing or qualifying examination for a particular career.
10. A student's sole remedy against ACC and its employees for skill deficiencies shall be limited to nine tuition-free credit hours under conditions described above.

Degrees & Certificates

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

THE ASSOCIATE OF ARTS (AA) DEGREE:

- Art
- Drama
- General Liberal Arts
- General Studies
- Music-Instrumental Concentration
- Music-Voice Concentration
- Musical Theater
- Psychology
- Sociology
- Sports and Human Performance

THE ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE

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

THE ASSOCIATE OF SCIENCE (AS) DEGREE:

- Biological Science
- Business Administration
- Communications/Radio and Television Broadcasting
- Health Science
- Mathematics
- Physical Science

THE ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE:

- Business Technology - Legal Office Professional
- Business Technology - Medical Office Professional
- Business Technology - Office Professional
- Child Development/Early Childhood
- Communications-Radio Broadcasting
- Communications-Television
- Computer Science - Computer Programming
- Computer Science - Networking
- Court Reporting
- Criminal Justice-Correctional Science
- Criminal Justice-Law Enforcement & Police Administration
- Culinary Arts
- Diagnostic Cardiovascular Sonography-Echo
- Diagnostic Cardiovascular Non/Invasive Vascular
- Drafting Technology
- Emergency Medical Technology
- Management Development

- Mental Health / Addiction Counseling
- Nursing
- Nursing Transition
- Paralegal
- Polysomnography
- Process Technology
- Respiratory Care

THE ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE WITH ENHANCED SKILLS CERTIFICATE:

- Court Reporting
- Emergency Medical Technology
- Diagnostic Cardiovascular Sonography
- Polysomnography

THE CERTIFICATES:

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

SECOND DEGREE OR CERTIFICATE

Alvin Community College grants credit for all previously completed courses which also meet the requirements of an additional degree or certificate.



Student Services

Advising
 The first step in a student's college career is going through the admissions and advising process. The staff in the Office of Admissions and Academic Advising works to ensure that the first step is thorough and that areas of concern are addressed. All students in college are required to meet with a counselor or academic advisor prior to their first registration. Office of Admissions and Academic Advising staff are encouraged to maintain contact with the college counselors and advisors. The academic advising services provided by both the Admissions and Academic Advising Office are available for an advising student in selecting a program of study.

Assistance for an advising student in selecting a program of study

1. Assistance in the selection of a program of study.
2. Assistance in the selection of a program of study.
3. Assistance in the selection of a program of study.
4. Assistance in the selection of a program of study.
5. Assistance in the selection of a program of study.
6. Assistance in the selection of a program of study.
7. Assistance in the selection of a program of study.
8. Assistance in the selection of a program of study.

Job Placement
 The Career Services staff provides job placement assistance for students. For more information about these services call 281-758-3534. Information regarding upcoming job fairs and events is available on the Career Services website.

Job Fairs and Career Events
 The Career Services staff provides job placement assistance for students. For more information about these services call 281-758-3534. Information regarding upcoming job fairs and events is available on the Career Services website.



Student Services

Career Services
 The Career Services staff provides job placement assistance for students. For more information about these services call 281-758-3534. Information regarding upcoming job fairs and events is available on the Career Services website.

Assistance for an advising student in selecting a program of study

1. Assistance in the selection of a program of study.
2. Assistance in the selection of a program of study.
3. Assistance in the selection of a program of study.
4. Assistance in the selection of a program of study.
5. Assistance in the selection of a program of study.
6. Assistance in the selection of a program of study.
7. Assistance in the selection of a program of study.
8. Assistance in the selection of a program of study.

Career Services
 The Career Services staff provides job placement assistance for students. For more information about these services call 281-758-3534. Information regarding upcoming job fairs and events is available on the Career Services website.

Assistance for an advising student in selecting a program of study

1. Assistance in the selection of a program of study.
2. Assistance in the selection of a program of study.
3. Assistance in the selection of a program of study.
4. Assistance in the selection of a program of study.
5. Assistance in the selection of a program of study.
6. Assistance in the selection of a program of study.
7. Assistance in the selection of a program of study.
8. Assistance in the selection of a program of study.

Office of Admissions and Academic Advising

The first step in a person's collegiate career is going through the admissions and advising process. The staff in the Office of Admissions and Academic Advising works to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with a counselor or academic advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college counselors and advisors. 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 TSI or approved placement test scores
- Assistance with the registration process
- Assistance with course selection
- Transfer information for those who plan to attend another institution of higher education
- Orientation to college services and resources
- Assistance with the career planning process
- Assistance with college study skills

Counseling Services

The Office of Admissions, Academic Advising and Testing employs counselors who can assist students with issues that may impact academic success. Consultation and referrals are kept confidential. An exception to confidentiality is if there is evidence of danger to oneself or others then the proper authorities will be notified. Texas state law requires that Licensed Professional Counselors report abuse or neglect of a child, elder or a disabled person to the appropriate state agency.

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

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

Career Services

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

The Career Planning Program can help define and explore career options which are compatible with an individual's personal goals,

abilities, and interests. It includes two online assessments you can do at home. Completion of a workbook and individual career counseling sessions are required to develop an action plan. For more information about this program contact the Academic Advising and Testing Office.

Other Career Services

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

Job Placement

Job Fairs and Career Events

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

JobLink - Job Database

Students and alumni of all college and continuing education programs can register and access an online job database, JobLink. This is a free service and is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part-time, full-time, internship, work-study and temporary positions. Access to JobLink will require a resume within two weeks. Many of these employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post multiple resumes and cover letters for employers to view, search jobs, send online inquiries, locate job fair information, and receive employment bulletins. To access JobLink go to www.alvincollege.edu and click on Current Students, click on Career Planning and Job Placement Services, and then Student/Alumni services. For questions or assistance regarding JobLink call 281-756-3560.

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

Employers Services

Employers may list their current job openings in the college employment database, JobLink. Access to JobLink is located on the Alvin Community college webpage. There is no fee for this service. To post a job go to www.alvincollege.edu click on Community, click on Career Services and Employers Services. Once a job posting is

approved by Career Services, students and alumni will have access to the information about the company and their current employment opportunities. If a student or graduate chooses, registered employers can print out their resumes or contact Career Services for a packet of resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. For information about job fairs and career expos contact 281-756-3560. All jobs posted in JobLink are approved and viewed by compliance with federal laws enforced by the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements

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

- Web based program found on the college home page
- Attend New Student Orientation held prior to the beginning of the fall term

Honors Program

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

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

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

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

To earn Honors Program Graduate status, a student must have at least a 3.0 grade point average on all college-level courses, including all attempts of repeated courses, must complete a minimum of 12 semester hours of honors courses, and must earn a grade of B or higher in all honors courses taken. For more information, call 281-756-3736.

SMART START PROGRAM - College Enrollment for High School Students

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

Steps to Enroll:

1. Meet with a H.S. counselor to determine eligibility for the Dual Credit Program.
2. Take a TSI approved exam or be exempt from TSI requirements.
3. Obtain a passing score on an approved exam in the subject or area related to the college-level course to be taken.
4. Complete the High School Concurrent Enrollment Form, available from high school counselors.
5. Complete the ACC Admission Application.
6. Provide an official high school transcript.
7. Meet with an academic advisor at the Alvin or Pearland college campus.
8. Students less than Junior year standing must obtain the approval of ACC's Dean of Instruction, Community and Student Services.
9. Register for college classes.

Students are restricted to six semester hours in the fall and spring and 14 in the combined summer terms. Students requesting enrollment in more than two courses in the fall or spring semesters must attain the approval of the high school principal and ACC's Dean of Instruction, Community and Student Services.

Dual Degree Program

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

Services for Students with Disabilities

Alvin Community College complies with the ADA and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities. Students requesting accommodations due to a qualifying disability should make an appointment with the ADA Counselor at least 60 days prior to the beginning of the semester. Services provided are based on fundamental limitations reported in documentation.

Resources regarding transition, documentation guidelines and ODS forms can be found on the Alvin Community College web site under the Office of Disability Services.

Information and assistance is available by calling 281-756-3531, TTY 281-756-3845 or e-mailing ODS@alvincollege.edu.

Department of Assistive and Rehabilitative Services and Texas Commission for the Blind

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Department of Assistive and Rehabilitative Services (DARS) and the DARS - Blind Division provide tuition assistance, diagnostic testing and counseling for eligible individuals. Prospective DARS students should contact the nearest DARS office at least six weeks prior to college registration to discuss eligibility and vocational objectives. Call first to set up an appointment. For phone numbers, call the Office of Admissions and Academic Advising at 281-756-3531. For contact information go to the ACC website which links to these agencies.

Upward Bound Program

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

Financial Aid

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

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

Students who apply for financial aid must:

- complete 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. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

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

Federal Assistance Programs

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

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

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

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

Return of Federal Title IV Funds:

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

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

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.

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

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

Federal Satisfactory Progress Guidelines

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

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

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

2. **Quantitative Standard**
Students must successfully complete (see 1 above) at least 6 semester hours each semester of enrollment. This standard must be met even if no financial aid funds are used to pay for

the tuition and fees. For financial aid purposes, Summer 1 and Summer 2 sessions combined are considered one semester. Therefore, students may take six semester hours in Summer 1, or six semester hours in Summer 2, or three semester hours in each session and satisfy the Quantitative Standard.

3. "Maximum Time Frame" Standard

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

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

State Assistance Programs

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

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

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

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

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted semester credit hours of eligibility using the Hazlewood benefit. Eligibility is determined from an original or certified copy of the veteran's DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran's Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill.

Application for Hazlewood benefits is made through the Registrar's Office. Applicants should begin the application process at least two months prior to registration to establish eligibility. Hazlewood students must obtain a Tuition Exemption Form from the Registrar's Office before the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

Other Assistance Programs

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

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

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

- Art
- Business Administration
- Business Technolog
- Cardiovascular
- Child Development/Early Childhood
- Communications
- Computer Science
- Court Reporting
- Criminal Justice
- Drafting Technology
- English
- Foreign Languages
- Law Enforcement
- Math
- Management Development
- Mental Health
- Music
- Nursing-ADN
- Paralegal
- Process Technology
- Respiratory Care
- Social Science
- Science
- Vocational Nursing

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

Veterans Administration Benefits

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

Standards Of Academic Progress For Students Receiving VA Benefits

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

Associate Degree and Certificate Students:

Probation: Failure to achieve a CGPA of 2.0 results in the student being placed on "first probation" the next semester. First Probation students who achieve a 2.0 GPA for their first semester on probation, but do not achieve a CGPA of 2.0 are placed on "second probation".

Students will remain on "second probation" for the following semesters as long as the semester GPA remains above a 2.0 and the student does not receive punitive grades (F), or until the CGPA is raised to a 2.0 or higher.

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

Reinstatement of VA Education Benefits:

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

Transfer and Returning Students:

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

Learning Lab

The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, tape player/recorders/copiers and computer usage and printing, including internet service. The Learning Lab also serves as a testing facility for TBA and other distance education classes. The Academic Enhancement Center (AEC) is located in the Learning Lab, office A210. This center is the central office for developmental education at ACC. The AEC offers a variety of academic support services such as tutoring in English, and Reading, and designing Customized Study Plans for students enrolled in developmental classes. The Learning Lab/AEC hours are available each semester in the Learning Lab, A232.

Library

The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has over 25,000 books, 200 current periodical subscriptions, videotapes, a scanner, and a coin-operated photocopier. Computer print jobs are sent to the central server with coin-operated print control software. Printing is done at the cost of ten cents per page. Study rooms are available for individual and group study as well as viewing course dvd's and videos. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to

borrow materials or use the computers. A classroom is available in the library where PowerPoint and Internet instruction is offered to any individual or groups of students. Laptops are available for a one week check out. Contact the Library for more information. **Wireless Internet access is available in the library and throughout the campus.** See an assistant in the Cyber-Student Computer Lab to register for this service.

ACC belongs to Texshare, a statewide system allowing reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Internet or bibliographic instruction is provided to patrons in the college's electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations.

Students are responsible for clearing their library records before the end of each semester. Failure to do so will result in the student's records being placed on hold. Official transcripts will not be released or registration allowed until the hold is cleared in the library.

Campus Services

CAFETERIA - CAMPUS CAFÉ

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

CHILD DEVELOPMENT LABORATORY SCHOOL

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

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

PARKING

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

STUDENT ACTIVITIES

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These 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, workshops, concerts, programs and student organizations. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights and The Big Event. The Student Activities Office maintains a calendar of campus events which are announced in the bi-monthly campus newsletter.

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 (SGA). 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. Contact the Student Activities Office located in the Student Center for more information. The following is a list of student organizations and their sponsors:

- ACC Soccer Club
- Alvin Paralegal Association
- Alvin Nursing Student Association
- Animal Rescue
- Anime Club
- Baptist Student Ministries
- Broadcasting Students Association
- Catholic Newman Association
- Church of Christ Student Fellowship
- Health and Medical Society (HAMS)
- Phi Theta Kappa
- Student Organization for Disability Awareness
- Student Government Association
- Student Organization for Respiratory Care
- Word Droppers
- Writer's Club

ATHLETICS

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

STUDENT HANDBOOK

The student handbook provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the official publication of the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The student handbook is available online at www.alvincollege.edu and in the Office of Admissions and Academic Advising.

my ACC

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

Communicate:

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

Collaborate:

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

Learn:

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

Access Campus Services:

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

The screenshot shows the myACC website interface. At the top, there is a navigation menu with "General" and "Offices" options. Below the menu, the page title is "Campus > General > Welcome". The main content area is divided into several sections:

- Campus Announcements:** Lists two items: "The Music of Art" Choir Concert Offered Free to C and "Get Plugged In!".
- Log In:** Contains input fields for "Log In ID" and "Password", a "Log In" button, and a "Need More Info ..." link.
- Mini Calendar:** Displays a calendar for April 2007. The date 26 is highlighted in a box.
- Campus Schedule:** Shows "Today (4/26)" with a "7:00p-10:00p Board Meeting".
- Weather by Yahoo:** Displays "Yahoo! Weather - Alvin, TX" with conditions for Alvin, TX at 10:53 am CDT.

On the right side of the page, there is a "Chat Room" section with the heading "Get you" and "For you". Below this, there are numbered steps: "1. If you", "2. Enter", "3. Enter". Further down, it says "For you", "Your init", "myACC.", "be 0905". At the bottom right, there is a section for "ACC Stu" and "ACC Stu", followed by "New to students" and "The new informat informat".

Art Degree Program

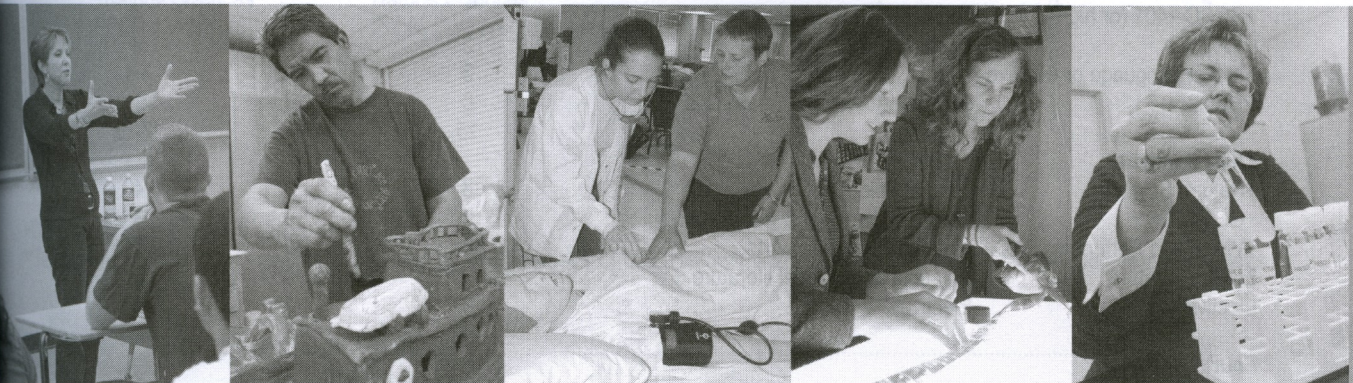
Students who wish to pursue an art degree should consult with their advisor for the following degree requirements.

Course Number	Course Title	Prerequisites
1001	Art Appreciation	None
1002	Art History	None
1003	Art Studio I	None
1004	Art Studio II	1003
1005	Art Studio III	1004
1006	Art Studio IV	1005
1007	Art Studio V	1006
1008	Art Studio VI	1007
1009	Art Studio VII	1008
1010	Art Studio VIII	1009
1011	Art Studio IX	1010
1012	Art Studio X	1011
1013	Art Studio XI	1012
1014	Art Studio XII	1013
1015	Art Studio XIII	1014
1016	Art Studio XIV	1015
1017	Art Studio XV	1016
1018	Art Studio XVI	1017
1019	Art Studio XVII	1018
1020	Art Studio XVIII	1019
1021	Art Studio XIX	1020
1022	Art Studio XX	1021
1023	Art Studio XXI	1022
1024	Art Studio XXII	1023
1025	Art Studio XXIII	1024
1026	Art Studio XXIV	1025
1027	Art Studio XXV	1026
1028	Art Studio XXVI	1027
1029	Art Studio XXVII	1028
1030	Art Studio XXVIII	1029
1031	Art Studio XXIX	1030
1032	Art Studio XXX	1031

Educational Programs

Students who wish to pursue an educational program should consult with their advisor for the following degree requirements.

Course Number	Course Title	Prerequisites
1001	Education I	None
1002	Education II	1001
1003	Education III	1002
1004	Education IV	1003
1005	Education V	1004
1006	Education VI	1005
1007	Education VII	1006
1008	Education VIII	1007
1009	Education IX	1008
1010	Education X	1009
1011	Education XI	1010
1012	Education XII	1011
1013	Education XIII	1012
1014	Education XIV	1013
1015	Education XV	1014
1016	Education XVI	1015
1017	Education XVII	1016
1018	Education XVIII	1017
1019	Education XIX	1018
1020	Education XX	1019
1021	Education XXI	1020
1022	Education XXII	1021
1023	Education XXIII	1022
1024	Education XXIV	1023
1025	Education XXV	1024
1026	Education XXVI	1025
1027	Education XXVII	1026
1028	Education XXVIII	1027
1029	Education XXIX	1028
1030	Education XXX	1029



Educational Programs

Course Number	Course Title	Prerequisites
1001	Education I	None
1002	Education II	1001
1003	Education III	1002
1004	Education IV	1003
1005	Education V	1004
1006	Education VI	1005
1007	Education VII	1006
1008	Education VIII	1007
1009	Education IX	1008
1010	Education X	1009
1011	Education XI	1010
1012	Education XII	1011
1013	Education XIII	1012
1014	Education XIV	1013
1015	Education XV	1014
1016	Education XVI	1015
1017	Education XVII	1016
1018	Education XVIII	1017
1019	Education XIX	1018
1020	Education XX	1019
1021	Education XXI	1020
1022	Education XXII	1021
1023	Education XXIII	1022
1024	Education XXIV	1023
1025	Education XXV	1024
1026	Education XXVI	1025
1027	Education XXVII	1026
1028	Education XXVIII	1027
1029	Education XXIX	1028
1030	Education XXX	1029

ACADEMIC PROGRAMS

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

Associate of Arts Degree

Degree: Associate of Arts (A.A.)

Length: Four-Semester (Two-Year) Program

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

Art	Foreign Language	Mathematics	Pre-Law
Child Dev./Early Childhood	Government	Music	Psychology
Economics	History	Musical Theater	Sociology
Education	Journalism	Philosophy	Speech
English	Library Science	Physical Education	

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

General Liberal Arts Degree

Associate of Arts Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
+ENGL 1301	Composition & Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Math	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Communication	3	0	3
Foreign Language or Elective		3	3	3-4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		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)	Microcomputer Applications	3	3	4
+MATH	Math	3	0	3
Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	6-8	17-18
Third Semester				
+Natural Science	Natural Science	3	3	4
+GOVT 2301	American National & State Govt. I	3	0	3
+Visual and Performing Arts	Visual & Performing Arts	3	0	3
ENGL Literature	Any sophomore level literature	3	0	3
Elective	Elective	<u>3</u>	<u>2</u>	<u>3</u>
		15	5	16
Fourth Semester				
+ Humanities	Humanities	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	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

+Denotes core requirement; see p. 19

**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 Degree65

Art Degree Program

Associate of Arts Degree Program

281-756-3605

Course Number	Course Title	Lecture Hours	Lab Hours	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	3	3	3
ARTS 1316	Drawing I	3	3	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		15	9	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	3	3	3
ARTS 1317	Drawing II	3	3	3
PHED	Physical Activity	0	3	1
		12	9	13
Summer I Semester				
+GOVT 2301	American National & State Govt. I	3	0	3
+Humanities	Humanities	3	0	3
		6	0	6
Summer II Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
+COSC 1401 (or Higher)	Microcomputer Applications	3	3	4
		6	3	7
Third Semester				
ARTS 2316	Painting I	3	3	3
+Social/Behavioral Sciences	Social & Behavioral Science	3	0	3
+Natural Sciences	Natural Science	3	3	4
+MATH 1314	College Algebra	3	0	3
		12	9	13
Fourth Semester				
ARTS 2326	Sculpture I	3	3	3
+Natural Sciences	Natural Sciences	3	3	4
SPCH 1315/1318	Public Speaking/Interpersonal Communications	3	0	3
		09	6	10

+Denotes core requirement; see p. 19

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

Total Minimum Credits Required for an Arts Degree.....65

Educational Programs

Drama Degree Program

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition and Rhetoric I	3	0	3
DRAM 1220	Theatre Practicum I	0	6	2
DRAM 1322	Stage Movement & Dance	1	3	3
DRAM 1310	Introduction to Theater	3	2	3
+MATH 1314 or +MATH 1332 or +Natural Science		<u>3</u>	<u>3-4</u>	<u>4</u>
		10	14-15	15
Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
DRAM 1221	Theatre Practicum II	0	6	2
DRAM 1351	Acting I	2	4	3
DRAM 1341	Stage Makeup	2	4	3
+DRAM 2361 or	History of Theatre I	3	0	3
+DRAM 2362	History of Theatre II	<u>3</u>	<u>0</u>	<u>3</u>
+**HIST 1301	The U.S. to 1877	13	14	17
Third Semester				
+Humanities	Humanities Core	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
DRAM 2120	Theatre Practicum III	0	6	1
DRAM 1330	Stagecraft I	2	4	3
DRAM 1352	Acting II	<u>2</u>	<u>4</u>	<u>3</u>
		13	14	16
Fourth Semester				
+COSC 1401	Microcomputer Applications	3	3	4
(or higher)				
DRAM 2331	Stagecraft I	3	3	3
+DRAM 2336 ^a	Voice for Theatre	3	0	3
DRAM 2121	Theatre Practicum IV	0	6	1
+GOVT 2302	American National & State Govt. II	3	0	3
+Social/Behavioral Science	Social/Behavioral Science Core	<u>3</u>	<u>0</u>	<u>3</u>
		15	12	17

+Denotes core requirement; see p. 19

**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 Speech Core requirement

Total Minimum Credits Required for Drama Degree 65

Educational Programs

+Den
*MUA
**Tex
***Co
a Stu
b Sati
c Sati

Total

7 Music - Instrumental Concentration Degree Program

281-756-3587

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
***MUSI 1211 ^a	Music Theory I	3	0	2
***MUSI 1216	Elementary Sight Singing & Ear Training I	0	3	2
*MUSI 1181	Class Piano I	1	1	1
MUAP	Appl. Principal Instr.	1	4	2
MUEN 1122	Concert Band	0	5	1
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1301	US History I	<u>3</u>	<u>0</u>	<u>3</u>
		11	13	14
Second Semester				
***MUSI 1212 ^a	Music Theory II	3	0	2
***MUSI 1217	Elementary Sight Singing & Ear Training II	0	3	2
*MUSI 1182	Class Piano II	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUEN 1123	Concert Band	0	5	1
+ENGL 1302	Composition and Rhetoric II	3	0	3
+**HIST 1302	US History II	3	0	3
+MATH 1314 or MATH 1332 or Natural Science		<u>3</u>	<u>0-3</u>	<u>3-4</u>
		14	13-16	17-18
Third Semester				
***MUSI 2211 ^a	Music Theory III	3	0	2
***MUSI 2216	Advanced Sight Singing & Ear Training I	0	3	2
*MUSI 2181	Class Piano III	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUEN 2122	Concert Band	0	5	1
MUSI 1308 ^{ab}	Survey of Music Literature I	3	0	3
+GOVT 2301	American Government I	3	0	3
+SPCH 1315 ^c or +SPCH 1318 ^c	Public Speaking or Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17
Fourth Semester				
***MUSI 2212 ^a	Music Theory IV	3	0	2
***MUSI 2217	Advanced Sight Singing & Ear Training II	0	3	2
*MUSI 2182	Class Piano IV	1	1	1
MUAP	Applied Principle Instr.	1	4	2
MUEN 2123	Concert Band	0	5	1
+MUSI 1309 ^{ab}	Survey of Music Literature II	3	0	3
+GOVT 2302	American Government II	3	0	3
+Social/Behavioral Science	Social/Behavioral Sciences	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17

+Denotes Core Requirement; see p.19

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

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

***Corequisite

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

^b Satisfies Visual/Performing Arts Core requirements

^c Satisfies Speech core requirement

Total Minimum Credits Required for Music-Instrumental Concentration Degree 65-66

Music - Voice Concentration Degree Program

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
***MUSI 1211 ^a	Theory I	3	0	2
***MUSI 1216	Elementary Sight Singing & Ear Training I	0	3	2
*MUSI 1181	Class Piano I	1	1	1
MUAP 1281	App. Music: Voice	1	4	2
MUEN 1141	Concert Choir	0	5	1
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1301	US History I	3	0	3
		11	13	14
Second Semester				
***MUSI 1212 ^a	Music Theory II	3	0	2
***MUSI 1217	Elementary Sight Singing & Ear Training II	0	3	2
*MUSI 1182	Class Piano II	1	1	1
MUAP 1282	App. Music: Voice	1	4	2
MUEN 1142	Concert Choir	0	5	1
+ENGL 1302	Comp and Rhetoric II	3	0	3
+**HIST 1302	US History II	3	0	3
+MATH 1314 or MATH 1332 or Natural Science	Contemporary Math I	3	0-3	3-4
		14	13-16	17-18
Third Semester				
***MUSI 2211 ^a	Music Theory III	3	0	2
***MUSI 2216	Advanced Sight Singing & Ear Training I	0	3	2
*MUSI 2181	Class Piano III	1	1	1
MUAP 2281	App. Music: Voice	1	4	2
MUEN 2141	Concert Choir	0	5	1
MUAP 1308 ^{ab}	Survey of Music Lit I	3	0	3
+GOVT 2301	American Government I	3	0	3
+DRAM 2336 ^c	Theater Speech	3	0	3
		14	13	17
Fourth Semester				
***MUSI 2212 ^a	Music Theory IV	3	0	2
***MUSI 2217	Advanced Sight Singing & Ear Training II	0	3	2
*MUSI 2182	Class Piano IV	1	1	1
MUAP 2282	App. Music: Voice	1	4	2
*MUEN 2142	Concert Choir	0	5	1
+MUSI 1309 ^{ab}	Survey of Music Lit II	3	0	3
+GOVT 2302	American Government II	3	0	3
+Social/Behavioral Science	Social/Behavioral Sciences	3	0	3
		14	13	17

+Denotes core requirement; see p. 19

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

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

***Corequisites

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

^b Satisfies Visual/Performing Arts core requirement.

^c Speech core requirement.

Total Minimum Credits Required for Music - Voice Concentration Degree 65

Field of Study Curriculum for Music

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music.

Field of Study Courses

The field of study curriculum shall consist of 27 to 35 lower-division semester credit hours (31 without the keyboard course described below) that are fully transferable. Transfer of credit in ensemble, applied study and theory/aural skills shall be on a course-for-course basis.

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

Keyboard (Piano) Competency

Because keyboard (piano) competency is a requirement for most baccalaureate degrees in music, up to four additional semester credit hours of course work pertaining to keyboard (piano) may transfer by agreement between institutions. Keyboard competency courses approved for transfer are courses in group piano or applied lessons that concentrate specifically on skills development for passing keyboard proficiency examinations. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purposes of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirement at a receiving institution.

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Courses for Specific Degree Programs

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lower-division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the field of study curriculum.

Full Academic Credit

Academic credit shall be granted on a course-for-course basis in the transfer of theory/aural skills, applied music, and ensemble courses and will be accepted at the credit-hour level of the receiving institution. Full academic credit shall be granted on the basis of comparable courses completed, not on specific numbers of credit hours accrued.

General Education Courses

In addition to the course work listed above, the maximum recommended transfer credit from the general education core curriculum is 31-39 semester credit hours. Students shall complete the general education core curriculum in effect at the institution that will grant the baccalaureate degree.

The Associate's Degree in Music

The field of study curriculum should serve as the basis for structuring the associate's degree in music. Each two-year college should determine which courses from its approved general education core curriculum to include with the music field of study curriculum in order to constitute a 66-semester credit hour transfer block. In order to receive the baccalaureate degree, a transferring student shall complete the general education core at the receiving institution.



College president, Dr. A. Rodney Albright, meets with students annually.

Music Associate

Course M

First Sem

- +ENGL 1
- +DRAM 2
- MUSI 121
- MUSI 122
- MUAP 12
- MUSI 115
- +MATH 1
- MATH 1
- Natural S

Second

- +**HIST
- DRAM 1
- DRAM 1
- MUSI 121
- MUSI 122
- MUAP 12
- +Social/
- Science

Third Sem

- +ENGL 1
- +Human
- +GOVT
- DRAM 1
- MUSI 11
- MUAP 2
- MUSI 21

Fourth Sem

- DRAM 1
- MUAP 2
- +**HIST
- +GOVT
- MUSI 11
- +DRAM
- +MUSI
- +DRAM

- +Denote
- *MUAP
- **Texas
- a Satisf
- b Satisf
- are tr

Total Mi

Musical Theatre Degree Program

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition and Rhetoric I	3	0	3
+DRAM 2336 ^a	Voice for Theatre	3	0	3
MUSI 1211	Music Theory I	3	0	2
MUSI 1216	Elementary Sight Singing & Ear Training I	3	0	2
MUAP 1281	Applied Music: Voice	1	4	2
MUSI 1159	Musical Theatre I	1	4	1
+MATH 1314 or MATH 1332 or Natural Science		<u>3</u> 17	<u>0-3</u> 8-11	<u>3-4</u> 16-17
Second Semester				
+**HIST 1301	The U.S. to 1877	3	0	3
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
MUSI 1212	Music Theory II	3	0	2
MUSI 1217	Elementary Sight Singing & Ear Training II	3	0	2
MUAP 1282	Applied Music: Voice	1	4	2
+Social/Behavioral Science	Social/Behavioral Science Core p. 19	<u>3</u> 16	<u>0</u> 11	<u>3</u> 18
Third Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
+Humanities	Humanities Core p.18	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
DRAM 1341	Stage Makeup	2	4	3
MUSI 1181	Class Piano I	1	1	1
MUAP 2281	Applied Music: Voice	1	4	2
MUSI 2159	Musical Theatre II	<u>1</u> 14	<u>4</u> 13	<u>1</u> 16
Fourth Semester				
DRAM 1352	Acting II	2	4	3
MUAP 2282	Applied Music: Voice	1	4	2
+**HIST 1302	The U.S. Since 1877	3	0	3
+GOVT 2302	American National & State Govt. I	3	0	3
MUSI 1182	Class Piano II	1	1	1
+DRAM 2360 or +MUSI 1308/9b or +DRAM 1310	Modern Theatre Literature or Survey of Music Literature I or II or Introduction to Theater	<u>3</u> 13	<u>0</u> 9	<u>3</u> 15

+Denotes core requirement; see p. 19.

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

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

^a Satisfies Speech Core requirement

^b Satisfies Visual/Performing Arts Core requirement. Students should choose based on requirements of the senior institution to which they are transferring.

Total Minimum Credits Required for Musical Theatre Degree 65-66

Psychology Degree Program

Associates in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition & Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Math	5	0	3
PSYC 2301	General Psychology	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Comm.	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16
Second Semester				
+ENGL 1302	Composition & Rhetoric II303	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+COSC	Computer Science	3	3	4
PSYC 2317	Statistical Methods in Psychology	3	0	3
PSYC 2314	Life-Span Growth & Development	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
+Humanities	Humanities	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
+Natural Science	Natural Science	3	3	4
+Visual and Performing Arts	Visual and Performing Arts	3	0	3
PSYC Elective	Elective	15	3	16
Fourth Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
+Natural Science	Natural Science	3	3	4
PSYC Elective	Elective	3	0	3
PSYC Elective	Elective	3	0	3
		12	3	13

+Denotes Core Requirement; see p.19

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

Total Minimum Credits Required for a Psychology Degree62

Sociology Degree Program

Associates in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition & Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Math	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Comm.	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16
Second Semester				
+ENGL 1302	Composition & Rhetoric II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+COSC	Computer Science	3	3	4
PSYC 2317	Statistical Methods in Psychology	3	0	3
SOCI 1306	Social Problems	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
+Humanities	Humanities	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
+Natural Science	Natural Science	3	3	4
+Visual and Performing Arts	Visual and Performing Arts	3	0	3
SOCI Elective	Elective	3	0	3
		15	3	16
Fourth Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
+Natural Science	Natural Science	3	3	4
SOCI Elective	Elective	3	0	3
SOCI Elective	Elective	3	0	3
		12	3	13

+Denotes Core Requirement; see p.19

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

Total Minimum Credits Required for a Sociology Degree 62

Sports and Human Performance

Associate of Arts Degree Program

281-756-3691

Assoc

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+BIOL 1406	General Biology I	3	3	4
PHED 1302	Intro. to Sports & Human Performance	3	0	3
+COSC 1401	Microcomputer Applications	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
		12	3	13
Summer Semester				
+MATH 1314	College Algebra	3	0	3
		3	0	3
Third Semester				
+Visual/Performing	Visual & Performing Arts	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
		15	3	16
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	3	0	3
+Humanities	Humanities	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		15	3	16

+Denotes core requirement; see p. 19

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

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

Associate of Arts - General Studies

Degree: Associate of General Studies (A.G.S.)

Length: Four-Semester (Two-Year) Program

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

Associate of Arts - General Studies Degree

* Select required credit hours from the Core Curriculum on page 19.

Core Curriculum	Course Title	Credits
Communication		9
Mathematics		3
Natural Sciences		8
Visual & Performing Arts		3
Humanities		3
History		6
Government		6
Social and Behavioral Sciences		3
Basic Computer		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 of Arts - General Studies Degree		65

Associate of Arts in Teaching Program

Length: Four –Semester (Two Year) Program

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ENGL 1301	Composition and Rhetoric I	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
SPCH 1315	Public Speaking	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
MATH 1314	College Algebra or higher (excludes Math 1332)	3	0	3
MATH 1350	Fundamentals of Math I	3	0	3
MATH 1351	Fundamentals of Math II	3	0	3
BIOL	Select from: BIOL 1406, 1407 or 2401	3	3	4
Earth Science or	Select from: GEOL 1401, 1403, 1404			
CHEM or PHYS	Select from: CHEM: 1405, 1411, PHYS 1401	3	3	4
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Govt. I	3	0	3
GOVT 2302	American National & State Govt. II	3	0	3
Humanities	Select from: ENGL literature(sophomore level) or HUMA, or PHIL	3	0	3
Elective	Visual & Performing Arts Elective			
	ARTS, DRAM or MUSC (see Core for selection)	3	0	3
Social/ Behavioral Science	GEOG 1303 (preferred)	3	0	3
PHED	Physical Activity (2)	0	6	2
Pre-Major/Early Childhood Courses:				
TECA 1303	Family, School & Community	3	1	3
TECA 1311	Educating Young Children	3	1	3
TECA 1318	Wellness & the Young Child	3	1	3
TECA 1354	Child Growth & Development	3	0	3

Total Minimum Credits Required 65

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ENGL 1301	Composition and Rhetoric I	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
SPCH 1315	Public Speaking	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
MATH 1314	College Algebra or higher (excludes Math 1332)	3	0	3
MATH 1350	Fundamentals of Math I	3	0	3
MATH 1351	Fundamentals of Math II	3	0	3
BIOL	Select from: BIOL 1406, 1407 or 2401	3	3	4
CHEM	Select from: CHEM:1405, 1411	3	3	4
PHYS/GEOL	PHYS 1401, PHYS 2425, GEOL 1401, 1403 or 1404 (for Grades 4-8 Science Certification: Two lab sciences must be in same discipline)	3	3	4
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6

GOVT 2301	American National & State Govt. I	3	0	3
GOVT 2302	American National & State Govt. II	3	0	3
Humanities	Select from: ENGL literature(sophomore level) or HUMA, or PHIL	3	0	3
Elective	Visual & Performing Arts Elective ARTS, DRAM or MUSC (see Core for selection)	3	0	3
Social/ Behavioral Science	GEOG 1303 (preferred)	3	0	3
PHED	Physical Activity (1)	0	3	1
Pre-Major Required Courses:				
EDUC 1301	Introduction to Teaching Profession	3	1	3
EDUC 2301	Introduction to Special Populations	3	1	3
Total Minimum Credits Required				62

Important Note: Bilingual Certification also requires SPAN 2311-2312 at some universities.

Associate of Arts in Teaching

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ENGL 1301	Composition and Rhetoric I	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
SPCH 1315	Public Speaking	3	0	3
COSC 1401	Microcomputer Applications	3	3	4
MATH 1314*	College Algebra	3	0	3
BIOL	Select from: BIOL 1406, 1407 or 2401	3	3	4
Earth Science or CHEM or PHYS	Select from: GEOL 1401, 1403 Select from: CHEM: 1405, 1411 PHYS 1401, PHYS 2425	3	3	4
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Govt. I	3	0	3
GOVT 2302	American National & State Govt. II	3	0	3
Humanities	Select from: ENGL literature(sophomore level), or HUMA or PHIL	3	0	3
Elective	Visual & Performing Arts Elective ARTS, DRAM or MUSC (see Core for selection)	3	0	3
Social/ Behavioral Science**	Social & Behavioral Science (see Core page)	3	0	3
PHED	Physical Activity (2)	0	6	2
Pre-major Courses				
EDUC 1301	Introduction to the Teaching Profession	3	1	3
EDUC 2301	Introduction to Special Populations	3	1	3
*** Content area teaching fields/academic disciplines (12 hours) (See Dept. Chair of Child Development & Early Childhood)				12
Total Minimum Credits Required				65

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

** Specific course may be required. Consult the catalog from the accepting university.

*** Area Teaching Field/Academic Discipline:

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

Associate of Science Degree Program

281-756-3746

Busin
Associat

Degree: Associate of Science (A.S.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of Science Degree (A.S.) is awarded to students who fulfill the requirements of the biological science, business administration, mathematics, or physical science curriculum. Students who complete these curriculums normally transfer to a four-year college where they may major in one of the following subject areas:

Biology
Business Administration
Chemistry
Communications-Radio & Television Broadcasting
Conservation

Engineering
Forestry
Geology
Mathematics
Pharmacy

Physics
Pre-Dentistry
Pre-Medicine
Pre-Veterinary

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

Biological Science Degree Program

281-756-3746

Associate of Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+BIOL 1406	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition 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	18
Second Semester				
+BIOL 1407	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)	Microcomputer Applications	3	3	4
**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	13	19
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	3	0	3
		15	4-7	16-17
Fourth Semester				
BIOL 2420 or BIOL 2402	Microbiology Anatomy and Physiology II	3	3	4
+Social/Behav. Sciences	Social/Behavioral Science	3	0	3
+GOVT 2302	American National & State Govt. I	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		12	3	13

+Denotes core requirement; see p. 19

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

Total Minimum Credits Required for Biological Science Degree 66-67

Business Administration Degree Program

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

281-756-3660

Course Number	Course Title	Lecture Hours	Lab Hours	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	3	3-4	4
+Visual/Performing Arts	Visual/Performing Arts	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	Math for Business & Social Science I	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+Natural Science	Natural Sciences	3	3-4	4
+Humanities	Humanities	3	0	3-4
PHED	Physical Activity	0	3	1
		15	6-7	17-18
Third Semester				
***BCIS 1405	Business Computer Applications	3	3	4
***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	4	16
Fourth Semester				
+SPCH 1315 or	Public Speaking	3	0	3
***SPCH 1321	Business Speaking	3	1	3
***ACCT 2302	Managerial Accounting	3	0	3
+GOVT 2302	American National & State Govt. II	3	0	3
***ECON 2302	Principles of Economics II	3	0	3
***MATH 1325	Math for Business & Social Science II	3	0	3
		15	1	15

+Denotes core requirement; see p. 19

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

^aSatisfies Social/Behavioral Science Core Requirement

***Field of Study Curriculum; see p. 21

Total Minimum Credits Required for Business Administration Degree.....65-66

This degree plan is designed to meet the needs of students who major in Business and transfer to a four-year college/university. It was approved by the Texas Higher Education Coordinating Board with the intention that transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Receiving institutions are not required to accept a grade below "C" in transfer and may require additional lower-division courses that may be necessary for specific degree programs.

The following courses, totaling 22 hours have been adopted by the THECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 1405, SPCH 1315 or SPCH 1321 (one speech course only, ACCT 2301 and 2302).

Communications/Radio and Television Broadcasting

281-756-3765

Degree Program

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

Associate of Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	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	3	3-4	4
COMM 1307	Introduction to Mass Communication	3	0	3
PHED	Physical Activity	0	3	1
		15	6-7	17
Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
COMM 2311	News Gathering & Writing I	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+Natural Science	Natural Sciences	3	3-4	4
COMM 2331	Radio/Television Announcing	3	0	3
PHED	Physical Activity	0	3	1
		15	6-7	17
Third Semester				
ENGL 2322 or ENGL 2326 or ENGL 2332	Survey of English Literature American Literature Survey of Literature I	3	0	3
COMM 2303	Audio/Radio Production	2	2	3
+GOVT 2301	American National & State Govt. I	3	0	3
+ECON 2301 ^a	Principles of Economics I	3	0	3
COMM 1336	Television Production I	2	3	3
		13	5	15
Fourth Semester				
+SPCH 1315 or SPCH 1318	Public Speaking Interpersonal Communication	3	0	3
COMM 2366	Introduction to Film	2	3	3
+GOVT 2302	American National & State Govt. II	3	0	3
COMM 2332 or COMM 1337	Radio/Television News Television Production II	3	0	3
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
		14	6	16

+Denotes core requirement; see p. 19

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

^aSatisfies Social/Behavioral Science Core Requirement

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree65

Health Science Degree Program

Associate of Science Degree Program

281-756-3531

This is a recommended course of study for students who plan to pursue a baccalaureate degree in nursing or other allied health field. It does not prepare students for direct entry into a health related career field. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+BIOL 2401	Anatomy and Physiology I	3	3	4
+ENGL 1301	Composition and Rhetoric I	3	0	3
+PSYC 2301	General Psychology	3	0	3
+**HIST 1301	US History to 1877	3	0	3
+COSC 1401	Microcomputer Applications	4	3	4
		16	6	17
Second Semester				
+BIOL 2402	Anatomy and Physiology II	3	3	4
+ENGL 1302	Composition and Rhetoric II	3	0	3
PSYC 2314	Lifespan Growth & Development	3	0	3
+HUMA/PHIL 2306	Intro to Ethics (recommended)	3	0	3
+**HIST 1302	US History Since 1877	3	0	3
PHED	Physical Activity	1	3	1
		16	6	17
Third Semester				
BIOL 2420	Microbiology	3	3	4
HECO 1322	Nutrition and Diet Therapy	3	0	3
+GOVT 2301	American National & State Govt II	3	0	3
SOCI 1301	Sociology	3	0	3
+MATH 1314	College Algebra	3	0	3
		15	3	16
Fourth Semester				
CHEM 1405 or 1411	Chemistry	3	3	4
+GOVT 2302	American National & State Govt II	3	0	3
+SPCH 1315	Public Speaking	3	0	3
MATH 1342	Statistical Methods	3	0	3
(PSYC 2317 will also fulfill this requirement)				
+VISUAL & PERF ARTS	Visual/ Performing Arts	3	0	3
		15	3	16

+Denotes Core Requirement; see p. 19

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

Total Minimum Credits Required for Health Science Degree.....66

Mathematics Degree Program

Associate of Science Degree Program

281-756-3705

Phys
Associat

Course Number	Course Title	Lecture Hours	Lab Hours	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
PHED	Physical Activity	0	3	1
+Visual/Performing Arts	Visual/Performing Arts	3	0	3
		<u>12</u>	3	13
Second Semester				
+ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 2412	Pre-Calculus	4	0	4
+**HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
+Humanities	Humanities	3	0	3
+Social/Behavioral Sciences	Social/Behavioral Sciences	3	0	3
		<u>16</u>	3	17
Third Semester				
ENGL 2332 or	Survey of Literature I	3	0	3
ENGL 2322	Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Govt. I	4	0	4
MATH 2413	Calculus I	3	0	3
+SPCH 1315	Public Speaking	3	3-4	4
+Natural Sciences	Natural Sciences	3	3-4	4
		<u>16</u>	6-7	17
Fourth Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
MATH 2414	Calculus II	4	0	4
+Natural Science	Natural Sciences	3	3-4	4
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
		<u>13</u>	6-7	15

+Denotes Core Requirement; see p. 19

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

Total Minimum Credits Required for Mathematics Degree 62

Physical Science Degree Program

281-756-3745

Associate of Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	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)	Microcomputer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		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 2412	Pre-Calculus Math	4	0	4
+Visual/Perform. Arts	Visual/Performing Arts	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		16	7	18
Third Semester				
+***Science	Recommended for Majors	3	3-4	4
+ENGL 2332 or ENGL 2322	Survey of Literature I	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
MATH 2413	Calculus I	<u>4</u>	<u>0</u>	<u>4</u>
		13	3-4	14
Fourth Semester				
+***Science	Second half of science courses taken third semester	3	3-4	4
+GOVT 2302	American National & State Govt. II	3	0	3
MATH 2414	Calculus II	4	0	4
+Social/Behav. Science	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
		13	3-4	14

+Denotes core requirement; see p. 19

***Chemistry majors should take CHEM 2423 and either PHYS 2425 or BIOL 1406.

Geology majors should take GEOL 1403, and either GEOL 1404 or GEOL 1405. Physics majors should take PHYS 2425 and either BIOL 1406 or GEOL 1403.

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

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

Total Minimum Credits Required for Physical Science Degree64

Associate of Applied Science Degree Programs

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

Length: Four-Semester (Two-Year) Program

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

Business Technology - Legal Office Professional
Business Technology - Office Professional
Business Technology - Medical Office Professional
Child Development/Early Childhood
Communications-Radio Broadcasting
Communications-Television Broadcasting
Computer Science - Networking
Court Reporting
Computer Science Technology - Computer Programming
Criminal Justice - Correctional Science
Criminal Justice - Law Enforcement & Police Administration
Culinary Arts
Diagnostic Cardiovascular Sonography-Echocardiography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular

Technology
Drafting Technology
Emergency Medical Technology
Management Development
Mental Health/Addiction Counseling
Nursing ADN
Nursing Transition (LVN to ADN)
Polysomnography
Business Technology - Office Professional
Paralegal
Process Technology
Respiratory Care

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

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

Advanced Technical Certificate Programs

(Associate of Applied Science Degree in an Allied Health Program required prior to earning these certificates.)

Diagnostic Cardiovascular Sonography-Echocardiography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
Polysomnography

Certificate Programs

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

Accounting Clerk
Child Development/Early Childhood
Child Development/Early Childhood Admin.
Communications-Radio Broadcasting
Communications-Television
Computer Science-Data Processing
Computer Science-Networking
Court Reporting
Court Reporting Scopist
Criminal Justice-Correctional Administration
Criminal Justice-Correctional Science
Criminal Justice-Crime Scene Technician
Criminal Justice-Law Enforcement Police Administration
Criminal Justice-Basic Law Enforcement
Culinary Arts
Culinary Management

Drafting Technology
Emergency Medical Technician
Emergency Medical Technician - Intermediate
Law Enforcement & Police Administration
Legal Office Assistant
Management Development
Marine Robotics
Medical Coding & Billing Specialist
Mental Health/Addiction Counseling
Office Assistant
Paralegal
Process Technology
Vocational Nursing

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

Business Technology - Legal Office Professional Degree Program

(formerly Office Administration)

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

Length: Five-Semester (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum in Business Technology offers courses which prepare the student for employment in the legal secretarial field.

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

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
HIST 1302 or GOVT 2302	The United States Since 1877 or American National and State Governments II	3	0	3
LGLA 1311	Introduction to Law	3	0	3
POFL 1305	Legal Terminology I	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
		15	4	16
Second Semester				
POFT 2312	Business Correspondence & Communication	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
Math 1333	Contemporary Mathematics for Tech	3	0	3
POFI 1401	Computer Applications I - Office 2007	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		15	6	17
Summer Semester				
LGLA 1355	Family Law	3	0	3
POFL 1303	Legal Office Procedures	3	0	3
POFT 1419	Records and Information Management I	3	3	4
		9	3	10
SECOND YEAR				
First Semester				
LGLA 1344	Texas Civil Litigation	3	0	3
POFI 2401	Word Processing Word 2007	3	3	4
SPAN 2316 or SPAN 2317	Career Spanish I or Career Spanish II	3	0	3
POFL 1380	Cooperative Ed - Legal Adm Asst/Secretary	1	20	3
		10	23	13
Second Semester				
LGLA 2305	Interviewing & Investigating	3	0	3
ENGL 1301	Composition I	3	0	3
SPCH 1315 OR SPCH 1318	Public Speaking or Interpersonal Communications	3	0	3
POFL 2380	Cooperative Ed - Legal Adm Asst/Secretary	1	20	3
		10	20	12
Total Credits Required for Legal Office Professional				68

Educational Programs

Business Technology - Medical Office Professional Degree Program

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum in Business Technology offers courses which prepare the student for employment in the medical secretarial field. The program is designed to meet the need for efficient medical secretaries in the medical field.

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

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
PSYC 2314	Life Span-Growth & Development	3	0	3
HITT 1305	Medical Terminology I	3	0	3
POFM 1317	Medical Administrative Support	3	0	3
POFT 1429	Keyboarding and Document Formatting	<u>3</u>	<u>3</u>	<u>4</u>
		15	4	16
Second Semester				
POFI 1401	Computer Applications I - Office 2007	3	3	4
HITT 2331	Medical Terminology Advanced	3	0	3
POFT 2401	Document Formatting and Skillbuilding	3	3	4
POFT 2312	Business Correspondence & Communication	3	0	3
SPAN 2316 or	Career Spanish I or	<u>3</u>	<u>0</u>	<u>3</u>
SPAN 2317	Career Spanish II	15	6	17
SECOND YEAR				
First Semester				
HITT 1349	Pharmacology	3	0	3
POFM 1300	Medical Coding Basics (CPT)	3	0	3
POFM 1380	Cooperative Ed Medical Admin Assistant/Secretary	1	20	3
POFT 1419	Records and Information Management I	3	0	4
POFI 2401	Word Processing	<u>3</u>	<u>0</u>	<u>4</u>
		13	20	17
Second Semester				
MATH 1333	Contemporary Mathematics for Tech	3	0	3
POFT 1421	Business Math	3	3	4
HIST 1302 or	The United States Since 1877 or	3	0	3
GOVT 2302	American National State Governments	1	20	3
POFM 2380	Cooperative Ed Medical Admin Assistant/Secretary	<u>3</u>	<u>0</u>	<u>3</u>
ENGL 1301	Composition I	13	20	16

Total Credits Required for A.A.S. Medical Office Professional 66

Business Technology - 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 Business Technology offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.

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

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1331	Business Machine Applications	3	2	3
Math 1333	Contemporary Mathematics for Tech	3	0	3
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
POFT 1421	Business Math	3	3	4
		15	9	17
Second Semester				
ENGL 1301	Composition I	3	0	3
POFI 1401	Computer Applications I - Office 2007	3	3	4
POFT 1419	Records and Information Management I	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		12	9	15
Third Semester				
POFI 2401	Word Processing - Word 2007	3	3	4
POFT 2312	Business Correspondence Communication	3	0	3
SOCI 2319	Minorities Studies	3	0	3
POFT 1309	Administrative Office Procedures I	3	0	3
POFT 1382	Cooperative Education – Office Occupations and Clerical Services	1	20	3
		13	23	16
Fourth Semester				
POFT 2331	Administrative Systems – Voice Recognition	3	0	3
POFI 2431	Desktop Publishing	3	3	4
POFT 2382	Cooperative Education - Office Occupations and Clerical Services	1	20	3
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
HIST 1302 or	The United States Since 1877 or			
GOVT 2302	American National State Governments	3	0	3
		13	23	16
Total Credits Required for A.A.S. Office Professional.....				64

Business Technology - Accounting Clerk Certificate Program (formerly Office Administration)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1309	Administrative Office Procedures I	3	0	3
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1329	Keyboarding and Document Formatting	3	1	3
POFT 1421	Business Math	<u>3</u>	<u>3</u>	<u>4</u>
		12	5	13
Second Semester				
POFI 1401	Computer Applications I - Office 2007	3	3	4
POFT 1419	Records and Information Management I	3	3	4
ACNT 1311	Introduction to Computerized Accounting	<u>3</u>	<u>1</u>	<u>3</u>
	QuickBooks 2007	<u>9</u>	<u>7</u>	<u>11</u>
		9	7	11
Third Semester				
ACNT 2302	Accounting Capstone	3	20	3
ACNT 1382	Cooperative Education - Accounting Technician	<u>1</u>	<u>0</u>	<u>3</u>
		4	20	6

Total Credits Required for Accounting Clerk Certificate 30

Business Technology - Legal Office Assistant Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1419	Records and Information Management I	3	3	4
LGLA 1311	Introduction to Law	3	0	3
POFL 1305	Legal Terminology	3	0	3
POFT 1429	Keyboarding and Document Formatting	<u>3</u>	<u>3</u>	<u>4</u>
		12	6	14
Second Semester				
POFT 2312	Business Correspondence & Communication	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
POFL 1303	Legal Office Procedures	3	0	3
POFI 1401	Computer Applications I - Office 2007	3	3	4
POFT 2303	Speed and Accuracy Building	<u>3</u>	<u>1</u>	<u>3</u>
		15	4	16
Third Semester				
LGLA 2305	Interviewing & Investigating	3	0	3
LGLA 1344	Texas Civil Litigation	3	0	3
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
POFL 1380	Cooperative Ed - Legal Adm. Asst./Secretary	<u>1</u>	<u>0</u>	<u>3</u>
		10	0	12

Total Credits Required for Legal Office Assistant Certificate 42

Business Technology - Medical Coding and Billing Specialist Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
HITT 1305	Medical Terminology I	3	0	3
SPAN 2316 or SPAN 2317	Career Spanish I or Career Spanish II	3	0	3
POFM 1317	Medical Administrative Support	3	0	3
POFT 1329	Keyboarding and Document Formatting	3	1	3
HPRS 2301	Pathophysiology	<u>3</u>	<u>0</u>	<u>3</u>
		15	1	15
Second Semester				
POFM 1300	Medical Coding Basic (CPT)	3	0	3
HITT 2331	Medical Terminology Advanced	3	0	3
POFI 1401	Computer Applications I - Office 2007	3	3	4
HITT 1349	Pharmacology	3	0	3
HITT 1341	Coding and Classification Systems	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16
Third Semester				
HITT 2346	Advanced Medical Coding	3	0	3
HITT 2335	Coding and Reimbursement Methodologies	3	0	3
POFM 1380	Cooperative Ed – Medical Admin Assistant	<u>1</u>	<u>0</u>	<u>3</u>
		7	0	9
Total Credits Required for Medical Coding and Billing Specialist Certificate				40

Business Technology - Office Assistant Certificate Program

Length: Two-Semester (One-Year) Program

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1419	Records and Information Management I	3	3	4
POFT 1421	Business Math	3	3	4
POFT 1429	Keyboarding and Document Formatting	<u>3</u>	<u>3</u>	<u>4</u>
		12	10	15
Second Semester				
POFI 1401	Computer Applications I - Office 2007	3	3	4
POFT 1331	Business Machines Applications	3	1	3
POFT 2312	Business Correspondence & Communication	3	0	3
POFT 2401	Document Formatting and Skillbuilding	3	3	4
POFT 2331	Administrative Systems –Voice Recognition	<u>3</u>	<u>0</u>	<u>3</u>
		15	7	17
Third Semester				
POFT 1309	Administrative Office Procedures I	3	0	3
POFT 1382	Cooperative Ed – Office Occupations and Clerical Services	1	20	3
POFT 2401	Word Processing - Word 2007	<u>3</u>	<u>3</u>	<u>4</u>
		7	23	10
Total Credits Required for Office Assistant Certificate				42

Child Development/Early Childhood Degree Program

281-756-3644

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

Length: Four-Semester (Two-Year) Program

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

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

Program Requirements: Approximately two-thirds of the curriculum includes courses in child development and early childhood with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in child development and early childhood or related activities. Students are urged to consult with their faculty advisor and the Office of Admissions and Academic Advising in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate of Applied Science Degree Program-TECH PREP

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
CDEC 1270	Early Childhood: Games & Recreation	1	2	2
TECA 1311 or *CDEC 1313	Educating Young Children	3	1	3
CDEC 1317	Curriculum Resources for Early Childhood Prog.	2	3	3
*CDEC 1358	Child Development Associate Training I	2	3	3
ENGL 1301	Creative Arts for Early Childhood	3	0	3
EDUC 1301	Composition and Rhetoric I	3	0	3
	Introduction to the Teaching Profession	14	9	17
Second Semester				
TECA 1354	Child Growth and Development	3	0	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
*CDEC 1384 or CDEC 2322	Cooperative Ed. in Child Development I	1	20/8	3
COSC 1401	Child Development Assoc. Training II	3	3	4
SPCH 1315	Microcomputer Applications	3	0	3
PHED	Public Speaking	0	3	1
	Physical Activity	12	17/29	17
SECOND YEAR				
First Semester				
BIOL 2306	Environmental Conservation	3	0	3
TECA 1303	Family, School and Community	3	1	3
CDEC 1319	Child Guidance	3	1	3
CDEC 1359	Children with Special Needs	3	0	3
***CDEC 2324 or ***CDEC 2384	Child Development Associate Training III	1	8/20	3
	Cooperative Ed. in Child Development II	13	10/22	15
Second Semester				
TECA 1318	Wellness of the Young Child	3	1	3
CDEC 2307	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	4	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 Degree64

Child Development/Early Childhood Certificate

Degree: Certificate

Length: 35 Semester Hours

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CDEC 1270	Early Childhood: Games & Recreation	1	2	2
TECA 1311 or CDEC 1313	Educating Young Children	3	1	3
CDEC 1317	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 CDEC 1384	Child Development Associate Training II			
CDEC 1384	Cooperative Ed. in Child Development I	1	8/20	3
		12	17/29	17
Second Semester				
TECA 1318	Wellness of the Young Child	3	1	3
TECA 1354 or CDEC 1321	Child Growth and Development or The Infant and Toddler	3	0	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 2307	Math & Science for Early Childhood	2	3	3
*CDEC 2324 or *CDEC 2384	Child Development Associate Training III	1	8/20	3
*CDEC 2384	Cooperative Ed. in Child Development II			
Elective	College Elective	3	0	3
		14	15/27	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 of Child Development/Early Childhood Administration is designed for mature persons working in the early childhood field. A certificate represents the completion of 26 hours of approved course work.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CDEC 1313	Curriculum Resources for Early Childhood	3	0	3
CDEC 1317	Child Development Training I	2	3	3
CDEC 2322 or CDEC 1384	Child Development Training II	1	8/20	3
CDEC 2426	Cooperative Ed. in Child Development I			
CDEC 2426	Administration of Program for Children I	3	2	4
		9	13/25	13
Second Semester				
TECA 1318	Wellness of the Young Child	3	1	3
*CDEC 2324 or *CDEC 2384	Child Development Training III	1	8/20	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	11/23	13

*Capstone Course Required: CDEC 2324 or CDEC 2384.

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

Communications - Radio/TV Broadcasting Degree Program

281-756-3765

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

Length: Four-Semester (Two-Year) Program

Purpose: The program is designed to prepare the student for 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. Students planning on transferring to a four year academic institution would consult with the department chair, and enroll under the COMM rubric.

OPTION I - Radio Broadcasting

Associate of Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
RTVB 1301	Broadcast News Writing	2	4	3
RTVB 1310	Introduction to Mass Communication	3	0	3
RTVB 1329	Scriptwriting	2	4	3
		13	11	16
Second Semester				
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
		8	30	13
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 1447	Audio/Radio Production II	2	6	4
SPCH 1315	Public Speaking	3	0	3
		11	30	16
Second Semester				
MATH 1314	College Algebra	3	0	3
COMM 2330	Introduction to Public Relations	3	0	3
RTVB 2431	Audio/Radio Production III	2	6	4
RTVB 1391	Special Topics in Radio/TV Broadcasting	2	4	3
Elective	Visual & Performing Arts/Humanities	3	0	3
		13	10	16

*Capstone Course

Total Credits Required for Communications-Radio Broadcasting Degree 61

OPTION II - Television Broadcasting

Associate of Applied Science Degree Program - Tech Prep

281-756-3765

OPTION II - Television Broadcasting

Associate of Applied Science Degree Program - Tech Prep

281-756-3765

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
RTVB 1310	Introduction to Mass Communication	3	0	3
RTVB 1325	TV Studio Production	2	4	3
RTVB 1329	Scriptwriting	2	4	3
		13	14	17
Second Semester				
RTVB 1355	Radio and Television 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				
COMM 2366	Introduction to Film	2	3	3
HIST 1301	The United States to 1877	3	0	3
COMM 2330	Introduction to 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	Visual & Performing Arts/Humanities	3	0	3
		11	7	13

*Capstone Course

Total Credits Required for Communications-Television Broadcasting Degree 61

Educational Programs

Communications - Radio/TV Broadcasting Certificate

281-756-3765

Length: Two-Semester (One-Year) Program

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

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

OPTION 1 - Radio Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
RTVB 1301	Broadcast News Writing	2	4	3
RTVB 1310	Introduction to Mass Communication	3	0	3
RTVB 1329	Scriptwriting	2	4	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1409	Audio/Radio Production I	<u>2</u>	<u>6</u>	<u>4</u>
		10	34	16
Second Semester				
RTVB 1447	Audio/Radio Production II	2	6	4
RTVB 1355	Radio and Television Announcing	2	4	3
*RTVB 2380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 2339 or	Broadcast Sales	<u>2/3</u>	<u>4/0</u>	<u>3</u>
COMM 2330	Introduction to Public Relations	<u>7/8</u>	<u>34/30</u>	<u>13</u>

*Capstone Course

Total Credits Required for Communications-Radio Broadcasting Certificate.....29

OPTION 2 - Television Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
RTVB 1310	Introduction to Mass Communications	3	0	3
RTVB 1325	TV Studio Production	2	4	3
RTVB 1329	Scriptwriting	2	4	3
RTVB 1421	TV Field Production	2	6	4
RTVB 2339	Broadcast Sales	<u>2</u>	<u>4</u>	<u>3</u>
		11	18	16
Second Semester				
COMM 2366	Introduction to Film	2	3	3
COMM 2330	Introduction to 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	<u>2</u>	<u>4</u>	<u>3</u>
		10	31	15

*Capstone Course

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

Computer Science Technology - Computer Programming Degree 281-756-3782

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

Length: Four-Semester (Two-Year) Program

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

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

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
ITSE 1410 or	Pascal Programming or	3	3	4
ITSE 1422 (or BCIS 1420) 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 1431	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 2412 or	Pre-Calculus Math or	3/4	0	3/4
MATH 1324	Math for Business & Social Sciences I	15/16	6	17/18
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	Visual & Performing Arts/Humanities	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

* Capstone Course

Total Credits Required for A.A.S. Computer Programming Degree 66-67

Educational Programs

Computer Science Technology Field of Study Curriculum

Course Number	Course Title	Semester	Credits	Hours
COSC 1336 or 1436	Programming Fundamentals I		3 or 4	
COSC 1337 or 1437	Programming Fundamentals II		3 or 4	
COSC 2336 or 2436	Programming Fundamentals III		3	
COSC 2325 or 2425	Computer Organization and Machine Language		3 or 4	
MATH 2313 or 2413	Calculus I		3 or 4	
MATH 2314 or 2414	Calculus II		4	
PHYS 2425	Physics I		4	
PHYS 2426	Physics II		4	
			26-32 SCH Total	

Computer Science Technology - Networking

Length: Four Semesters (Two Year) Program

Purpose: The Computer Science Networking program would prepare students for careers in many areas of LAN/WAN administration and design. ACC is a valued member of the Microsoft IT Academy program and thus holds a leveraged position for success in a variety of career opportunities (e.g. installing, managing and maintaining Microsoft servers and networks worldwide). This 65 credit A.A.S. program is designed to include the Microsoft Certified System Administrator (MCSA) and/or Microsoft Certified System Engineer (MCSE) sequence. Program graduates will be prepared for both of these industry leading certification examinations as well as the more basic CompTIA Network+ generic certification. This College has one networked classroom lab on the main campus dedicated exclusively to the Network Administrator/Engineer curriculum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
POFT 1301	Business Communications	3	0	3
ITNW 1321	Introduction to Networking	3	1	3
ITNW 1325	Fundamentals of Networking	3	1	3
CPMT 1411	Intro to Computer Maintenance	3	3	4
MATH 1333	Contemporary Math for Tech	3	0	3
		<u>15</u>	<u>5</u>	<u>16</u>
Second Semester				
CPMT 2445	Computer Systems Troubleshooting	3	3	4
ITMC 1358	Supp MS Windows Client NOS	2	2	3
ITMC 1341	Implementing MS Windows 2003 OS	2	2	3
ITNW 2321	Networking with TCP/IP	2	2	3
ITSY 1342	Information Technology Security	2	2	3
		<u>11</u>	<u>11</u>	<u>16</u>
SECOND YEAR				
First Semester				
Elective	Visual & Performing Arts/Humanities	3	0	3
ENGL 1301	Composition I	3	0	3
ITMC 1342	Implementing MS Windows Networking Infrastructure	2	2	3
ITMC 1343	Implementing and Administering MS Directory Services	2	2	3
		<u>10</u>	<u>4</u>	<u>12</u>
Second Semester				
ENGL 2311	Technical Communication	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
ITMC 2331	Designing Windows Directory Services Infrastructure	2	2	3
ITMC 2333	Designing a Secure Windows Network	2	2	3
ITMC 2355	Deploy-Manage Microsoft ISA Server	2	2	3
*ITMC 2371	Managing a Windows Network	2	2	3
		<u>15</u>	<u>8</u>	<u>18</u>

* Capstone Course

Total Credits Required for A.A.S of Computer Networking62

Computer Science Technology - General Computer Data Processing Certificate Program

Length: Two-Semester (One-Year) Program

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
ITSE 1410 or	Pascal Programming or	3	3	4
ITSE 1422 (or BCIS 1420) 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 1431	Programming in 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

*Capstone Course

Total Credits Required for General Computer Data Processing Certificate 31

Computer Science Networking Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
CPMT 1411	Introduction to Computer Maintenance	3	3	4
ITNW 1321	Introduction to Networking	2	2	3
ITNW 1325	Fundamentals of Networking	2	2	3
		10	10	14
Second Semester				
ITSY 1342	Information Technology Security	3	3	3
ITMC 1319	Installing & Administering Windows Server Operating Systems	2	2	3
*ITMC 1341	Implementing MS Windows Professional and Server	2	2	3
CPMT 2445	Computer System Troubleshooting	3	3	4
		10	10	13

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1321 and ITNW 1325)

CompTIA A+ Certification (CPMT 1411 and CPMT 2445)

Microsoft Certified Professional (MCP) Certification (ITMC 1341 and/or ITMC 1358)

This plan provides courses for preparation for 2 out of the 4 exams required for the Microsoft Certified Systems Administrator (MCSA) certification and 2 of the 7 exams required for the Microsoft Certified Systems Engineer (MCSE).

*Capstone Course

Total Credits Required for Computer Science Networking Certificate 28

Court Reporting Degree Program

281-756-3757

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

Length: Six-Semester Program

Purpose: The Associate of Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting and for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters and captioning/CART providers throughout the nation, and the lack of institutions to provide the necessary training.

Program Description: The curriculum is two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, 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 exceeding the standards of the National Court Reporters Association (NCRA). Accompanying objectives are the attainment of the Court Reporting Scopist Certificate for those students who desire it and an enhanced skills certificate in captioning/CART.

Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
 - a. complete TSI requirements in Reading and English prior to admission into Court Reporting Program;
 - 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 Registrar's Office;
 - f. be able to type 45 words per minute with not more than 5 errors on a five-minute test before entering Machine Shorthand Theory.

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. CRTR students may be limited to two semesters of CRTR 1404 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades will be issued on the following basis:

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

No grade below a C (75%) in any CRTR English class (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 Registrar's 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 courses: all machine courses, Legal Terminology, Medical Reporting, Reporting Communications I.
 - c. complete TSI requirements in Reading and English prior to admission into the Court Reporting Program.

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

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

Court Reporting Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Fall)				
CRTR 1213	Reporting Orientation	2	0	2
CRTR 1404	Machine Shorthand I	2	8	4
*CRTR 1312	Reporting Communications I	2	3	3
CRTR 1302	Law and Legal Terminology	3	0	3
PHED	Physical Activity	0	3	1
		9	14	13
Second Semester (Spring)				
CRTR 1406	Machine Shorthand II	2	8	4
*CRTR 2311	Reporting Communications II	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 1314	Reporting Technology I	2	3	3
		9	14	13
Third Semester (Summer)				
CRTR 2401	Intermediate Machine Shorthand	2	8	4
SOCI 1301	Principles of Sociology	3	0	3
CRTR 1308	Realtime Reporting I	2	3	3
PHED	Physical Activity	0	3	1
		7	14	11
SECOND YEAR				
First Semester (Fall)				
CRTR 2403	Advanced Machine Shorthand	2	8	4
CRTR 1310	Realtime Reporting II	2	3	3
CRTR 2343	Simulated Courtroom Procedures	2	3	3
GOVT 2301 or HIST 1301	American National & State Government I The U.S. to 1877	3	0	3
		9	14	13
Second Semester (Spring)				
CRTR 2435	Accelerated Machine Shorthand	2	8	4
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2315	Reporting and Office Procedures	2	3	3
MATH 1314 or MATH 1333	College Algebra Contemporary Mathematics for Tech	3	0	3
		9	14	13
Third Semester (Summer)				
SPCH 1318	Interpersonal Communications	3	0	3
Elective	Visual & Performing Arts/Humanities	3	0	3
CRTR 2381	Cooperative Education	1	20	3
		7	20	9

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

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

- The student shall pass the following exams:
 - One 180 wpm five-minute literary test with no more than 20 errors-97.8%
 - One 180 wpm five-minute testimony test with no more than 20 errors-97.8%
 - One 200 wpm five-minute jury charge test with no more than 25 errors-97.5%
 - One 200 wpm five-minute testimony test with no more than 25 errors-97.5%
 - Two 225 wpm five-minute testimony tests with no more than 25 errors-97.8%
 - Two mock CSR/RPR 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%
- Each student shall complete an internship (CRTR 2381) of at least 15 verified hours per week for one semester with a practicing reporter plus 5 hours per week transcribing proceedings taken during the internship

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

Court Reporting Enhanced Skills Certificate (Captioning)

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
CRTR 1346	Captioning Reporting I	2	3	3
CRTR 2333	Captioning Reporting II	<u>2</u>	<u>3</u>	<u>3</u>
		4	6	6

Total Credits Required Court Reporting Enhanced Skills Certificate78

Court Reporting Certificate Program

Length: Six-Semester Program

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

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Fall)				
CRTR 1213	Reporting Orientation	2	0	2
CRTR 1404	Machine Shorthand I	2	8	4
*CRTR 1312	Reporting Communications I	2	3	3
CRTR 1302	Law and Legal Terminology	<u>3</u>	<u>0</u>	<u>3</u>
		9	11	12

Second Semester (Spring)				
CRTR 1406	Machine Shorthand II	2	8	4
*CRTR 2311	Reporting Communications II	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 1314	Reporting Technology I	<u>2</u>	<u>3</u>	<u>3</u>
		9	14	13

Third Semester (Summer)				
CRTR 2401	Intermediate Machine Shorthand	2	8	4
CRTR 1308	Realtime Reporting I	<u>2</u>	<u>3</u>	<u>3</u>
		4	11	7

SECOND YEAR				
First Semester (Fall)				
CRTR 2403	Advanced Machine Shorthand	2	8	4
CRTR 1310	Realtime Reporting II	2	3	3
CRTR 2343	Simulated Courtroom Procedures	<u>2</u>	<u>3</u>	<u>3</u>
		6	14	10

Second Semester (Spring)				
CRTR 2435	Accelerated Machine Shorthand	2	8	4
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2315	Reporting and Office Procedures	<u>2</u>	<u>3</u>	<u>3</u>
		6	14	10

Third Semester (Summer)				
*CRTR 2381	Cooperative Education	1	20	3

*Capstone Course

Total Credits Required for Court Reporting Certificate55

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.

Program Requirements: Students entering this program must be high school graduates or possess a GED equivalency certificate. Students entering the scoping program must possess keyboarding skills of at least 50 words per minute. Each student is urged to consult with the Office of Admissions & Academic Advising 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	Credits
FIRST YEAR				
First Semester (Fall)				
CRTR 1213	Reporting Orientation	2	0	2
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
		9	11	12
Second Semester (Spring)				
CRTR 1314	Reporting Technology I	2	3	3
CRTR 1406 or	Machine Shorthand II or			
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 or	Cooperative Education or			
CRTR Elective	Court Reporting Elective	1	20	3
*Capstone Course				
Total Credits Required for Court Reporting Scopist Certificate				28

Educational Programs

Criminal Justice - Correctional Science Degree

281-756-3779

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

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

Admission Requirements: In addition to the general requirements for admission to the College, entry into the correctional science program requires the following:

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

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

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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	Microcomputer Applications	3	3	4
		15	3	16
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	Visual & Performing Arts/Humanities	3	0	3
MATH 1314 or MATH 1332	College Algebra Contemporary Mathematics I	3 15	0	3 15
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
CJCR 1300	Basic Jail Course	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
CJSA1325	Criminology	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	24	15

Total Minimum Credits Required for the Correctional Science Degree61

Criminal Justice - Law Enforcement and Police Administration Degree

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

1. General requirements for admission to the College.
2. Degree plan approved by the Criminal Justice Department Chairperson.

Program Requirements:

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

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

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CRIJ 1301 or CJLE 1506	Introduction to Criminal Justice or Basic Peace Officer I	3	0	3
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	Microcomputer Applications	3	0	3
		<u>3</u>	<u>0</u>	<u>4</u>
		15	3	16
Second Semester				
CRIJ 2323 or CJLE 1512	Legal Aspects of Law Enforcement or Basic Peace Officer II	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
Elective	Visual & Performing Arts/Humanities	3	0	3
MATH 1314 or MATH 1332	College Algebra	3	0	3
SOCI 1301	Contemporary Mathematics I Principles of Sociology	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
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
		<u>3</u>	<u>0</u>	<u>3</u>
		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
		<u>3</u>	<u>0</u>	<u>3</u>
		12	21	15

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

Total Credits Required for Law Enforcement and Police Administration Degree61

Criminal Justice - Field of Study

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

Length: Four-Semester (Two-Year) Program

Purpose: This degree plan is a field of study approved by the Texas Higher Education Coordinating Board which is designed to meet the needs of students who plan to major in Criminal Justice and transfer all of the hours to a four year university or college. Although, this plan has been approved for transfer the student should still verify the transferability of this plan with the intended university or college.

Admission Requirements: The student must meet the general admission requirements which include completion of the Core Curriculum.

Program Requirements: The student must complete the college graduation requirements which include completion of the Core Curriculum, the Field of Study Curriculum for Criminal Justice for a total of 60 hours.

Associate in Arts Degree with a Field of Study in Criminal Justice Program

45 Credits
15 Credits

Core Curriculum
Field of Study Curriculum for Criminal Justice (below)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems & Practice	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2313	Correctional Systems & Practices	3	0	3
CRIJ 2328	Police Systems & Practice	3	0	3
	Core Curriculum	45	0	45

Note: Core Curriculum course are found on page 19 of this catalog. All courses in this degree plan which begin with the numbers 1 (eg. CRIJ 1301) should be taken during the First and Second Semester and courses which begin with numbers 2 (eg. CRIJ 2313) should be taken during the Third and Fourth Semester.

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

Criminal Justice - Correctional Administration Certificate

Length: Thirty-One Semester Hours

Purpose: The certificate program is designed for individuals who are working in the correctional field in management-type positions. Interested non-inservice persons should obtain permission from the Criminal Justice Department Chairperson.

Program Requirements: The certificate program includes required courses in correctional science and management development.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BMGT 1303	Principles in Management	3	0	3
COSC 1401	Microcomputer Applications	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

Total Credits Required for Correctional Administration Certificate 31

Criminal Justice - Correctional Science Certificate

Length: Two Semester (One-Year) Program

Purpose: The certificate program is designed for individuals working in the correctional field.

Program Requirements: A certificate student takes thirty (30) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Correctional Science Certificate. Interested non-inservice persons should obtain permission from the Criminal Justice Chairperson.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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
		<u>15</u>	<u>0</u>	<u>15</u>
Second Semester				
CJCR 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
		<u>15</u>	<u>0</u>	<u>15</u>

Total Credits for Correctional Science Certificate 30

Criminal Justice - Crime Scene Technician Certificate

Length: Thirty-Three Semester Hours

Purpose: This course provides the student with the goals and principles of physical evidence and defines the application of forensic sciences to the criminal investigation. It identifies the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented, as are the methods utilized for requesting laboratory analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.

Program Requirements: A certificate student takes thirty-three (33) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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
		<u>18</u>	<u>0</u>	<u>18</u>
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
		<u>13</u>	<u>8</u>	<u>15</u>

Total Credits Required for Crime Scene Technician 33

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

Length: Thirty-four semester hours

Purpose: The certificate program offers Law Enforcement/Criminal Justice students the opportunity to complete all Texas Commission on Law Enforcement Officer Standards and Education basic training requirements as part of their regular associate or baccalaureate program courses of study.

Program Requirements: The Texas Peace Officer Academic Certificate program consists of a sequence of eleven courses. The first seven are those stipulated by the Texas College and University System Coordinating Board as a Criminal Justice transfer curriculum. The remaining four are also Coordinating Board approved. After successful completion of the Certificate Program, a student may be eligible to take the TCLEOSE Basic Peace Officer Licensing Exam, provided there are no rule changes implemented by TCLEOSE and the student has completed an Associate Degree or better. However, after September 2003, in addition to the below listed curriculum, all of the Texas Commission on Law Enforcement rules which are listed in the "Criminal Justice - Basic Law Enforcement Academy Certificate" apply to courses with asterisks (*). Also special fees, rules and dress will apply to the courses with two asterisks. All the required information can be obtained from the Criminal Justice Department. Requires Department Chairperson approval.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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
CRIJ 2314	Criminal Investigation	3	0	4
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	18
Second Semester				
*CJLE 2420	Texas Peace Officer Procedures	3	4	4
*CJLE 2421	Texas Peace Officer Law	3	4	4
*CJLE 2522	Texas Peace Officer Skills	4	4	5
CRIJ 2328	Police Systems and Practices	3	0	3
**CJLE 2424	Texas Peace Officer Capstone	3	4	4
		19	16	20

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

** Capstone Course

Total Credits Required for Law Enforcement & Police Administration Certificate 38

Criminal Justice - Basic Law Enforcement Academy Certificate

Length: Approximately 16 weeks - The day academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday, however, Defensive Driving and other skills classes may be conducted occasionally on weekends or at night. The night academy starts in the Fall Semester and completed with the Spring Semester. Classes are 6 pm to 10 pm, Monday thru Friday, however some classes may occasionally be conducted on weekends.

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

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

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

1. Be a high school graduate or hold a certificate of equivalency (GED) with 12 college hours;
2. Be 21 years of age at the time of completion of the course or seek special approval from the Department Chair;
3. Agree to purchase during the pre-registration and then wear the prescribed uniform;
4. Complete and negotiate the TCLEOSE L-2 Declaration of medical condition during the pre-registration;
5. Complete and accurately answer a personal history statement during pre-registration;
6. Sign waiver forms as presented by the college during pre-registration;

7. Abide by the special written rules of the Academy and administrative orders issued during special circumstances;
8. Meet the minimal standards for licensing as required by TCLEOSE (Texas Administrative Code 217.1) which are applicable to a training environment. (TCLEOSE rules are subject to change without notice)

The following is a summary of the standards and should any conflict occur between the summarized standards and the TCLEOSE standards, then the TCLEOSE standards will govern: (TCLEOSE rules are subject to change without notice)

- a. Be 21 years of age upon graduation of the Academy or fall within an exception (see department chair).
 - b. Be fingerprinted and pay the necessary fees **during pre-registration**.
 - c. Not be on probation for any offense above a class "C" misdemeanor.
 - d. No convictions in past 10 years for misdemeanor offenses above a Class "C".
 - e. No felony convictions.
 - f. No convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
 - g. Be of good moral character.
 - h. Prior military must have honorable discharge.
9. Pay special fees associated with the Academy courses **during pre-registration**.

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

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

Course Requirements:

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

Special fees charged by the College:

1. Ammunition \$195.00
2. Driving \$ 15.00
3. Criminal history check \$ 15.00

Purchases expected by the student:

1. TCLEOSE - testing fee-currently \$25.00
2. Uniforms: (3) shirts, (3) pants, (5) t-shirts, (1) shoes, (1) Jacket optional, (1) belt
3. Books/Course Information at the book store
4. PE clothes, shoes
3. General supplies
4. Handgun approved by the Co-Coordinator/Commander

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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

Total Credits Required for Basic Law Enforcement Academy Certificate. 22

Culinary Arts Degree Program

281-756-3949

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

Length: Five – Semester (Two – Year) Program

Purpose: The culinary arts program prepares individuals for a wide variety of entry level positions in the food service industry. This program provides all of the educational components required for certification through the American Culinary Federation. The objective of the program is to give students an array of culinary and management skills that are utilized in today's food service industry.

Program Requirements: The culinary arts curriculum contains a core of eight culinary arts classes, six management classes, two semesters of practicum and general education classes from the common core curriculum. **Students are required to enroll in all of the classes listed, for a semester, during semesters 1 and 2. Exceptions require prior approval from the program coordinator.**

Culinary Arts - Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CHEF 1301	Basic Food Preparation	2	3	3
PSTR 1301	Fundamentals of Baking	2	3	3
CHEF 2302	Saucier	2	3	3
CHEF 2301	Intermediate Food Preparation	2	3	3
CHEF 1305	Sanitation and Safety	3	0	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
		14	12	18
Second Semester				
CHEF 1345	International Cuisine	2	3	3
CHEF 1341	American Regional Cuisine	2	3	3
CHEF 1302	Principles of Healthy Cuisine	2	3	3
CHEF 1310	Garde Manger	2	3	3
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
		13	12	17
Third Semester				
COSC 1401	Microcomputer Applications	3	3	4
	OR			
BCIS 1405	Business Computer Applications	3	3	4
CHEF 1364	Practicum	0	30	3
		3	33	7
Fourth Semester				
ENGL 1301	Composition 1	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
Elective	Math/Science Core Curriculum	3	0	3
HAMG 1321	Introduction to the Hospitality Industry	3	0	3
PHED	Physical Education Elective	0	0	1
		11	0	12
Fifth Semester				
Elective	Humanities Elective	3	0	3
Elective	Social Science/Behavioral Science Core Curriculum	3	0	3
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
*CHEF 1365	Practicum	0	23	3
PHED	Physical Education Elective	0	0	1
		9	23	13

*Capstone Course

Total Credits Required for A.A.S. Culinary Arts Degree67

Culinary Arts Certificate Program

281-756-3949

Length: Three Semester (One Year) Program

Purpose: The one - year certificate in culinary arts prepares students for entry level positions in the food service industry. This certificate can lead to certification through the American Culinary Federation. The objective of the program is to give the student basic culinary and management skills that are utilized in today's food service industry.

Program Requirements: The program includes 24 hours of culinary arts classes, 11 hours of management classes, a computer science class and a semester long practicum. **Students are required to enroll in all of the classes listed, for a semester, during semesters 1 and 2. Exceptions require prior approval from the program coordinator.**

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CHEF 1301	Basic Food Preparation	2	3	3
PSTR 1301	Fundamentals of Baking	2	3	3
CHEF 2302	Saucier	2	3	3
CHEF 2301	Intermediate Food Preparation	2	3	3
CHEF 1305	Sanitation and Safety	3	3	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		14	12	18
Second Semester				
CHEF 1345	International Cuisine	2	3	3
CHEF 1341	American Regional Cuisine	2	3	3
CHEF 1302	Principles of Healthy Cuisine	2	3	3
CHEF 1310	Garde Manger	2	3	3
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
		<u>2</u>	<u>0</u>	<u>2</u>
		13	12	17
Third Semester				
COSC 1401	Microcomputer Applications OR	3	3	4
BCIS 1405	Business Computer Applications	3	3	4
*CHEF 1364	Practicum	0	30	3
		<u>0</u>	<u>33</u>	<u>7</u>
		3	33	7
Total Credits Required for Culinary Arts Certificate				42

* Capstone Course

Total Credits Required for Culinary Arts Certificate

Culinary Arts - Culinary Management Certificate

281-756-3949

Length: Three - Semester (One Year) Program

Purpose: To provide students with basic management skills utilized in today's food service industry. This certificate is designed to compliment the culinary arts certificate and can lead to certification through the American Culinary Federation. The objective is to prepare students for entry level kitchen management positions.

Program Requirements: The certificate program includes 19 hours of culinary management classes, a computer science class and a semester long practicum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
CHEF 1305	Sanitation and Safety	3	0	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
HAMG 1321	Introduction to the Hospitality Industry	3	0	3
		<u>3</u>	<u>0</u>	<u>11</u>
		11	0	11
Second Semester				
HAMG 1324	Hospitality Human Resources Management	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
COSC 1401 OR	Microcomputer Applications OR	3	3	4
BCIS 1405	Business Computer Applications	3	3	4
		<u>11</u>	<u>3</u>	<u>12</u>
		11	3	12
Third Semester				
*CHEF 1364	Practicum	0	23	3
		<u>0</u>	<u>23</u>	<u>3</u>
		0	23	3
Total Credits Required for Culinary Management Certificate				26

* Capstone Course

Total Credits Required for Culinary Management Certificate

Diagnostic Cardiovascular Sonography Degree Program 281-756-3656

Degree: Associate Degree of Applied Science (A.A.S.) in either Echocardiography or Vascular Technology

Length: 24 months, New program begins each summer semester.

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

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

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

1. Be a high school or GED graduate and provide copies of transcripts.
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and interview with the Program Director.
4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
5. Composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. A&P credits must be within the past 5 years. If you're A&P is expired please choose from the following options:
 - a. Re-take A&P II (which includes the heart and blood vessels)
 - b. Take the A&P renewal test (from the office of academic advising) to determine if you still have that knowledge.
 - c. Take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program. (Offered every summer)
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in both Echocardiography and Vascular Technology is required.
7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status.
8. Not currently on suspension or academic probation from ACC or any other college.
9. Complete all pre-requisites with a grade of C or better including: ENGLISH 1301, BIOLOGY 2401, MATH 1314, PHYSICS 1401 (or any college level Physics can be accepted.)
10. Submit two (2) letters of references.
11. Once accepted, pass a criminal background check and drug screen.

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

C. Transfer and non-traditional students must:

1. Meet the above criteria
2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
3. Provide program and Registrar's Office with official transcripts from each prior institution.
4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
5. Not currently on suspension or academic probation from another college.
6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
7. Transfer students must complete a minimum of 24 credit hours at ACC to be awarded a Degree from this institution.

II. Alternate Enrollment:

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

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

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

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

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

III. Progression Policies:

- A. Students will abide by the admission and curriculum requirements of the Diagnostic Cardiovascular Sonography department at the time they are admitted or re-admitted to the program.
- B. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan, or must have prior approval of the program director.
- C. A grade of C or better is required in all core and academic courses for progression.

- D. A student may be terminated from the program if clinical or class/lab performance is unsatisfactory as determined by the instructor and the program director. This action may be taken at any time during the semester.
- E. A student who makes a D or F in any core or academic course may repeat that course once in order to obtain a satisfactory grade of C or better. If the failing course is one of the program core courses, the student may have to sit out for a year until that course is offered again depending on pre and co-requisites for that course.
- F. Any student requiring hospitalization, pregnant, or injured will be required to obtain written documentation from his/her physician verifying the health status of the student before returning to clinical. A student may not be allowed to return to clinical if taking medication or if health status may interfere with the ability to perform satisfactorily.
- G. Students have five years to complete the program after initial acceptance.

A.A.S. Diagnostic Cardiovascular Sonography - Echocardiography

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Program Pre-requisites				
ENGL 1301	Composition and Rhetoric I	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
PHYS 1401	General Physics (or any Applied Physics, 4 credits + lab)	3	2	4
		12	5	14
FIRST YEAR				
First Semester (Summer 12 weeks)				
DSAE 1407	Basic Patient Care Skills	3	2	4
DMSO 1210	Introduction to Sonography	2	0	2
DSAE 2303	Cardiovascular Concepts	3	1	3
		8	3	9
Second Semester (Fall)				
ELECTIVE or	Fine Arts/Humanities or			
SPAN 2316	Career Spanish I (Spanish for Healthcare Providers)	3	0	3
BIOL 2402	Anatomy and Physiology II	3	3	4
DSAE 1340	Diagnostic Electrocardiography	2	4	3
CVTT 1161	Clinical - Cardiovascular Technology	0	6	1
		8	13	11
Third Semester (Spring)				
DSAE 1318	Sonographic Instrumentation	2	2	3
DSAE 1303	Intro to Echocardiography Techniques	2	4	3
DSAE 1360	Clinical - DMST, Intro Echocardiography	0	16	3
		4	22	9
SECOND YEAR				
First Semester (Summer 12 weeks)				
DSAE 2404	Echocardiography Evaluation of Pathology I	2	4	4
DSAE 2361	Clinical - DMST, Echocardiography I	0	12	3
PHED	Physical Activity	0	3	1
		2	19	8
Second Semester (Fall)				
DSAE 2437	Echocardiography Evaluation of Pathology II	2	4	4
DSAE 2461	Clinical - DMST, Echocardiography II	0	24	4
SOCI 1301 or	Principles of Sociology			
PSYC 2301	General Psychology	3	0	3
		5	28	11
Third Semester (Spring)				
PHED	Physical Activity	0	3	1
DSAE 2462	Clinical - DMST Echocardiography III	0	24	4
DSAE 2335	Advanced Echocardiography	2	4	3
		2	31	8

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Echocardiography70

A.A.S. Diagnostic Cardiovascular Sonography - Non-Invasive Vascular Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Program Pre-requisites:				
ENGL 1301	Composition and Rhetoric I	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
PHYS 1401	General Physics (or any Applied Physics, 4 credits + lab)	<u>3</u>	<u>2</u>	<u>4</u>
		12	5	14
FIRST YEAR				
First Semester (Summer 12 weeks)				
DSAE 1407	Basic Patient Care Skills	3	2	4
DMSO 1210	Introduction to Sonography	2	0	2
DSAE 2303	Cardiovascular Concepts	<u>3</u>	<u>1</u>	<u>3</u>
		8	3	9
Second Semester (Fall)				
ELECTIVE or SPAN 2316	Visual & Performing Arts/Humanities or Career Spanish I (Spanish for Healthcare Providers)	3	0	3
BIOL 2402	Anatomy and Physiology II	3	3	4
DSAE 1340	Diagnostic Electrocardiography	2	4	3
CVTT 1161	Clinical - Cardiovascular Technology	<u>0</u>	<u>6</u>	<u>1</u>
		8	13	11
Third Semester (Spring)				
DSAE 1318	Sonographic Instrumentation	2	2	3
DSVT 1300	Principles of Vascular Technology	2	4	3
DSVT 1360	Clinical - DMST, Intro to Vascular	<u>0</u>	<u>16</u>	<u>3</u>
		4	22	9
SECOND YEAR				
First Semester (Summer 12 weeks)				
DSVT 2418	Non-Invasive Peripheral Vascular Evaluation	2	4	4
DSVT 2361	Clinical - DMST, Vascular I	0	12	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		2	19	8
Second Semester (Fall)				
DSVT 2430	Non-Invasive Cerebral Vascular Evaluation	2	4	4
DSVT 2461	Clinical - DMST, Vascular II	0	24	4
SOCI 1301 or PSYC 2301	Principles of Sociology or General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		5	28	11
Third Semester (Spring)				
PHED	Physical Activity	0	3	1
DSVT 2462	Clinical - DMST, Vascular III	0	24	4
DSVT 2335	Advanced Vascular Technology	<u>2</u>	<u>4</u>	<u>3</u>
		2	31	8

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Vascular 70

Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree Program

Degree: Advanced Technical Certificate Degree in either Echocardiography or Vascular Technology

Length: 18 months, New program begins each spring semester.

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

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

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

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

1. Be a high school or GED graduate and provide copies of transcripts.
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and interview with the Program Director.
4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
5. Have an Associates degree or higher in an allied healthcare related field from an accredited institution with demonstration of program pre-requisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or Allied Health Physics course. A&P credits must be within the past 5 years. If you're A&P is expired please choose from the following options:
 - a. Re-take A&P II (which includes the heart and blood vessels)
 - b. Take the A&P renewal test (from the office of academic advising) to determine if you still have that knowledge
 - c. Take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program. (Offered every summer)
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in both Echocardiography and Vascular Technology is required.
7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status.
8. Not currently on suspension or academic probation from ACC or any other college.
9. Submit two (2) letters of references.
10. Once accepted, pass a criminal background check and drug screen.

B. Transfer and non-traditional students must:

1. Meet the above criteria
2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
3. Provide program and Registrar's Office with official transcripts from each prior institution.
4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
5. Not currently on suspension or academic probation from another college.
6. Credit may be awarded for support courses equivalent to 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.
7. Transfer students must complete a minimum of 12 credit hours at ACC to be awarded a Certificate from this institution.

II. Alternate Enrollment:

A. Practicing Echocardiographers and Vascular Technologists who wish to earn an Advanced Certificate.

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

B. Former ACC DCVS program graduates who wish to crosstrain:

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

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

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

Coming Soon! Pediatric Echocardiography - Advanced Technical Certificate, slated to begin January 2008 pending state approval. Call the Program Director Jessica Murphy at 281-756-3656 for more details.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Echocardiography

Program Pre-requisites:

Associate Degree or higher in an Allied Health field from an Accredited Institution. Prior education must have included: Algebra, Physics, English, and Biology.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Spring)				
DMSO 1210	Introduction to Sonography	2	0	2
DSAE 1318	Sonographic Instrumentation	2	2	3
DSAE 1303	Intro to Echocardiography Techniques	2	4	3
DSAE 1360	Clinical - DMST, Intro to Echocardiography	0	16	3
		6	22	11
Second Semester (Summer 12 weeks)				
DSAE 2303	Cardiovascular Concepts	3	1	3
DSAE 2404	Echo Evaluation of Pathology I	2	4	4
DSAE 2361	Clinical - DMST, Echocardiography I	0	12	3
		5	17	10

SECOND YEAR

First Semester (Fall)

DSAE 1340	Diagnostic Electrocardiography	2	4	3
DSAE 2437	Echo Evaluation of Pathology II	2	4	4
DSAE 2461	Clinical - DMST, Echocardiography II	0	24	4
		4	32	11

Second Semester (Spring)

DSAE 2335	Advanced Echocardiography	2	4	3
DSAE 2462	Clinical - DMST Echocardiography III	0	24	4
		2	28	7

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Echocardiography39

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Non-Invasive Vascular

Program Pre-requisites:

Associate Degree or higher in an Allied Health Field from an Accredited Institution. Prior education must have included: Algebra, Physics, English, and Biology.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Spring)				
DMSO 1210	Introduction to Sonography	2	0	2
DSAE 1318	Sonographic Instrumentation	2	2	3
DSVT 1300	Principles of Vascular Technology	2	4	3
DSVT 1360	Clinical - DMST, Intro to Vascular	0	16	3
		6	22	11
Second Semester (Summer 12 weeks)				
DSAE 2303	Cardiovascular Concepts	3	1	3
DSVT 2418	Non-Invasive Peripheral Vascular Evaluation	2	4	4
DSVT 2361	Clinical - DMST, Vascular I	0	12	3
		5	17	10

SECOND YEAR

First Semester (Fall)

DSAE 1340	Diagnostic Electrocardiography	2	4	3
DSVT 2430	Non-Invasive Cerebral Vascular Evaluation	2	4	4
DSVT 2461	Clinical - DMST, Vascular II	0	24	4
		4	32	11

Second Semester (Spring)

DSVT 2335	Advanced Vascular Technology	2	4	3
DSVT 2462	Clinical - DMST, Vascular III	0	24	4
		2	28	7

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Vascular39

Drafting Technology Degree Program

281-756-3784

Degree: Associate of Applied Science (A.A.S.) – Tech Prep

Length: Four semester (Two-Year) Program

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

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

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
DFTG 1315	Architectural Blueprint Reading	3	1	3
DFTG 1405	Technical Drafting	2	4	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
TECM 1303	Technical Mathematics	3	1	3
		14	9	17
Second Semester				
DFTG 1433	Mechanical Drafting	2	4	4
DFTG 2419	Intermediate Computer-Aided Drafting	2	6	4
DFTG 2423	Pipe Drafting	2	4	4
MATH 1314	College Algebra	3	0	3
		9	14	15
Third Semester				
DFTG 1417	Architectural Drafting-Residential	2	4	4
DFTG 2430	Civil Drafting	2	4	4
*DFTG 2432	Advanced Computer-Aided Drafting	2	6	4
SOCI 1301 or	Principles of Sociology or	3	0	3
PSYC 2301	General Psychology			
PHED	Physical Activity	0	3	1
		9	17	16
Fourth Semester				
DFTG 2435	Adv. Technologies in Mechanical Drafting & Design	2	6	4
DFTG Elective or	Drafting Elective	2/1	4/21	4
DFTG 2481	Cooperative Education for Drafting			
Elective	Visual & Performing Arts/Humanities	3	0	3
SPCH 1318 or	Interpersonal Communications or	3	0	3
SPCH 1315	Public Speaking			
PHED	Physical Activity	0	3	1
		9-10	13-30	15

* Capstone Course

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

Educational Programs

Drafting Technology Certificate Program

Length: Two semester (One-Year) Program

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

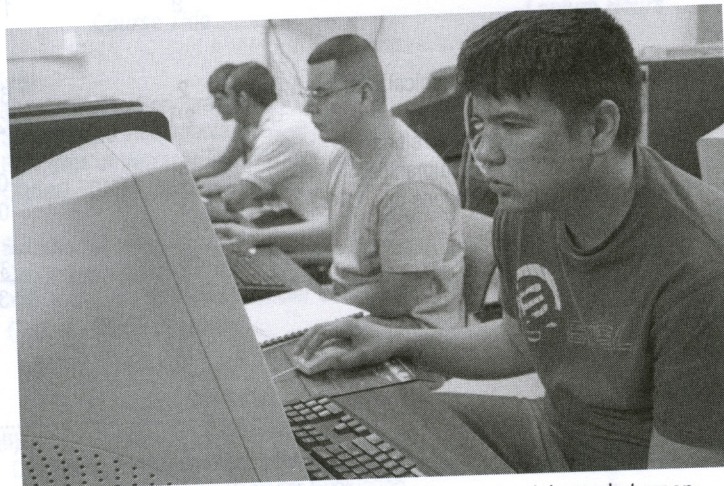
Program Requirements: A minimum of 33 hours is required for this certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
DFTG 1315	Architectural Blueprint Reading	3	1	3
DFTG 1405	Technical Drafting	2	4	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
Elective	College Level	3	0	3
TECM 1303	Technical Mathematics	<u>3</u>	<u>1</u>	<u>3</u>
		14	9	17
Second Semester				
DFTG 1417	Architectural Drafting-Residential	2	4	4
DFTG 1433	Mechanical Drafting	2	4	4
DFTG 2419	Intermediate Computer-Aided Drafting	2	6	4
*DFTG Elective or	Drafting Elective or	<u>2/1</u>	<u>4/21</u>	<u>4</u>
DFTG 2481	Cooperative Education-Drafting	7-8	18-35	16

*Capstone Course

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

Educational Programs



ACC drafting students have 100 placement in the job market upon completion of programs.

Emergency Medical Technology Program

281-756-3650

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

Length: Four Semesters

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

Components of the curriculum include anatomical and physiological functions and dysfunctions, treatment modalities, rescue, management, Advanced Cardiac Life Support, Basic Trauma Life Support, and ethical-legal responsibilities.

Student Objectives

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

Program Requirements

Qualified applicants will be admitted according to space available each semester. To be considered for admission to the EMT Program, applicants must:

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

Student Accountability

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

Emergency Medical Technology - Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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	Contemporary Mathematics I	3	0	3
ENGL 1301	Composition and Rhetoric I	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	Microcomputer Applications	3	3	4
EMSP 2352	EMS Research	2	4	3
Elective	Visual & Performing Arts/Humanities	2	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	Credits
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	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	4	4	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		4	10	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

Emergency Medical Technician - Intermediate Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	4	4	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		4	10	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
Total Credits Required for Certificate in Emergency Medical Technician - Intermediate.....				18

Management Development Degree Program

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

Purpose: The management development program prepares individuals for career occupations in the field of general management development. The objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.

Program Requirements: The management development curriculum contains a core of required courses including nine (9) management/human resources courses, three semesters of cooperative education, general education courses, and a recommended list of electives.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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 I	3	0	3
Elective**	College Level	3	0	3
		13	20	15
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	Contemporary Mathematics for Tech	3	0	3
MRKG 2333	Principles of Selling	3	0	3
Elective**	College Level	3	0	3
		13	20	15
Third Semester				
BUSG 2309	Small Business Management	3	0	3
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 in Human Resource Management	3	0	3
MRKG 1302	Principles of Retailing	3	0	3
SOCI 1301 or	Principles of Sociology	3	0	3
ECON 2301	Principles of Economics I	3	0	3
HIST 1301	The US to 1877	3	0	3
		16	20	18
Fourth Semester				
HRPO 2301	Human Resources Management	3	0	3
MRKG 1311	Principles of Marketing	3	0	3
BCIS 1405	Business Computer Applications	3	3	4
GOVT 2301	American, National & State Government I	3	0	3
Elective**	Visual & Performing Arts/Humanities	3	0	3
		15	3	16

*Capstone Course

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

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

Management Development Certificate Program 281-756-3812

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	Credits
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 MRKG 2333	Small Business Management or Principles of Selling	3 13	0 20	3 15
Second Semester				
HRPO 2307	Organizational Behavior	3	0	3
*BMGT 2382	Cooperative Education II-Business Administration & Management	1	20	3
HRPO 1391 or MRKG 1302 MRKG 1311 HRPO 2301	Special Topics in Human Resource Management Principles of Retailing Principles of Marketing Human Resource Management	3 3 3 13	0 0 0 20	3 3 3 15

*Capstone Course

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



ACC classes are based on academic excellence and one-on-one instruction.

Mental Health/Addiction Counseling Degree Program 281-756-3652

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum in Mental Health provides theory, skills and knowledge used in the field of mental health-mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or as a part of a service team, including agencies that provide counseling services, rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency, and psychiatric care. Students who complete courses and field work required by the Texas Department of State Health Services Professional Licensing and Certification (formerly the Texas Commission on Alcohol and Drug Abuse - TCADA) will be eligible to take the licensure exam for Licensed Chemical Dependency Counselors (LCDC).

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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	0	3	1
PHED	Physical Activity	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	Coop Ed I - Alcohol/Drug Abuse Counseling or	1	20	3
PMHS 1380	Coop Ed I - Psychiatric/Mental Health Services	0	3	1
PHED	Physical Activity	13	23	16
SECOND YEAR				
First Semester				
BIOL 2401 or	Anatomy and Physiology or	3	3	4
BIOL 1406	General Biology	3	0	3
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	Coop Ed II-Alcohol/Drug Abuse Counseling or	1	20	3
PMHS 1381	Coop Ed II-Psychiatric/Mental Health Services	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	Coop Ed III-Alcohol/Drug Abuse Counseling	1	20	3
*PMHS 2380	Coop Ed III-Psychiatric/Mental Health Services	3	0	3
Elective	Mental Health Elective	3	0	3
Elective	Visual & Performing Arts/Humanities	3	0	3
		16	20	18

*Capstone Course

Total Credits Required for A.A.S. Mental Health/Addiction Counseling66

Mental Health/Addiction Counseling Certificate Program

Length: Two-Semester (One-Year) Program

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
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 or Coop Ed I - Psychiatric/Mental Health Services Technician	1 13	20 20	3 15
Second Semester				
CMSW 1341 or DAAC1311	Behavior Modification and Cognitive Disorder or Counseling Theories	3	0	3
DAAC 1343	Current Issues	3	0	3
DAAC 1391 or PMHS 1391	Special Topics in Alcohol/Drug Abuse Counseling (Children of Alcoholics) or Special Topics in Psychiatric/Mental Health Service Technician	3	0	3
DAAC 1307 DAAC 1381 or PMHS 1381	Addicted Family Intervention Coop Ed II - Alcohol/Drug Abuse Counseling or Coop Ed II - Psychiatric/Mental Health Services Technician	3 1 13	0 20 20	3 3 15
Total Credits Required for Mental Health/Addiction Counseling Certificate				30



The new Science/Health Science Building offers a state of the art EMT training facility.