Alvin Community College

Catalog

2011 - 2012

Ranked in the Top 10% of Community Colleges in the United States

- The Aspen Institute

ACC

Alvin Community College

AlvinCollege.edu

ALVIN COMMUNITY COLLEGE

General Catalog for 2011-2012

Volume 62, No. 1 • August 2011

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

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

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

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

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

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2011 fall semester.

Interpretation of Catalog

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

Table of Contents

Academic Calendar 2
ACC Phone Directory 4
General Information 5
Academic Policies & Regulations 10
Student Services 33
Educational Programs 43
Course Descriptions 125
Board of Regents, Administration, Faculty & Staff 173
Index & Campus Maps 180

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

PEARLAND CENTER
2319 N. Grand Blvd.
Pearland, Texas 77581
Phone: 281-756-3787

Together we can . . .

Cover photo: Melinda Hughes - Paralegal student

"Karen Barnett is the sole reason I decided on the paralegal program here at ACC. Her commitment and love for her students cannot be matched."

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

ACADEMIC CALENDAR

2011

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FALL SEMESTER 2011

Jun 16	New Student Orientation
Jul 18-Aug 18	Fall Registration
Jul 7	New Student Orientation
Jul 23	THEA Test
Aug 18	Payment Deadline
Aug 20-25	Late Registration and Schedule Changes
Aug 22	Faculty/Staff Workshop
Aug 23	Faculty Return-Prep Day
Aug 24	Classes Begin
Aug 25	Audit Registration
Sep 5	Labor Day Holiday
Sep 9	Census Date
Oct 14	Deadline-December Graduation
Nov 14	Withdrawal Deadline
Nov 15-Jan 9	Spring 2012-Registration
Nov 23-25	Thanksgiving Holidays
Dec 2	Spring New Student Orientation
Dec 6	Classes End
Dec 7-13	Finals
Dec 14	Grades Due-all classes 9 am
Dec 16-Jan 3	Winter Break

8-Week Fall Mini Semesters

First 8-Weeks

Jul 18-Aug 18	Registration
Aug 18	Payment Due
Aug 20-25	Late Registration
Aug 24	Classes Begin
Aug 31	Census Date
Sep 26	Withdrawal Deadline
Oct 13	Classes End
Oct 14	Grades Due 9 am

Second 8-Weeks

Sep 29-Oct 12	Registration
Oct 12	Payment Due
Oct 14-17	Late Registration
Oct 17	Classes Begin
Oct 24	Census Date
Nov 14	Withdrawal Deadline
Dec 13	Classes End
Dec 14	Grades Due 9 am

Three (3) Week Mini Semester

Nov 15-Dec 13	Registration
Dec 13	Payment Due
Dec 14-19	Late Registration
Dec 19	Classes Begin
Dec 21	Census Date
Jan 9	Withdrawal Deadline
Jan 12	Classes End
Jan 13	Grades Due 9 am

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

SPRING SEMESTER 2012

Nov 15-Jan 9	Spring Registration
Dec 16-Jan 3	Winter Break
Jan 4	College Reopens
Jan 9	Payment Deadline
Jan 11	Faculty Return-Prep Day
Jan 11-18	Late Registration and Schedule Changes
Jan 16	Martin Luther King, Jr. Day
Jan 17	Classes Begin
Jan 18	Audit Registration
Feb 1	Census Date
Mar 2	TCCTA Convention No day classes on Friday. Weekend Classes (Fri. eve., Sat., Sun.) will meet. Offices close 12 noon, Friday
Mar 9	Deadline - May Graduation
Mar 12-16	Spring Break
Apr 6-9	Spring Holiday/Study Day
Apr 23	Withdrawal Deadline
Apr 24-May 29	Summer One & 11 Week-Registration
Apr 30	Awards Day
May 4	Weekday Classes End
May 5	Weekend Classes End
May 7-12	Finals
May 10	ADN Pinning Ceremony
May 14	Grades Due-all classes, 9 am
May 15	Commencement
May 18	Begin Summer Hours
May 21	TDCJ Graduation
May 23	GED Commencement

8-Week Spring Mini Semesters

First 8-Weeks

Nov 15-Jan 9	Registration
Jan 9	Payment Due
Jan 11-18	Late Registration
Jan 17	Classes Begin
Jan 24	Census Date
Feb 20	Withdrawal Deadline
Mar 6	Classes End
Mar 7	Grades Due 9 am

Second 8-Weeks

Feb 16-Mar 5	Registration
Mar 5	Payment Due
Mar 7-8	Late Registration
Mar 8	Classes begin
Mar 22	Census Date
Apr 18	Withdrawal Deadline
May 11	Classes End
May 14	Grades Due 9 am

Three (3) Week Mini Semester

April 11-May 13	Registration
May 13	Payment Due
May 14-15	Late Registration
May 15	Classes Begin
May 16	Census Date
May 29	Withdrawal Deadline
May 30	Classes End
May 31	Grades Due 9am

2012

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Alvin Community College Phone Directory

281-756-3500 (For numbers not listed)

Administrative Offices

President 281-756-3598
Assistant to the President / Executive Director of Development 281-756-3600

Dean of :

Academic Programs 281-756-3718
Continuing Education 281-756-3789
Financial & Administrative Services 281-756-3594
Instruction, Provost 281-756-5601
Pearland Center 281-756-3990
Students 281-756-3517

Division Chair of:

Fine Arts 281-756-3612
Math & Sciences 281-756-5669
Social Sciences 281-756-3734
Tech Division I - Business Technology 281-756-3659
Tech Division II - Legal/Public Services 281-756-3642
Tech Division III - Technical & Industry 281-756-3767
Tech Division IV - Allied Health/Corrections 281-756-5660
Technical Division V - Nursing 281-756-5611

Director of:

Advising Services 281-756-3531
Athletics 281-756-3767
Fiscal Affairs/Comptroller 281-756-3509
Human Resources 281-756-3639
Information Technology 281-756-3536
Institutional Effectiveness/Research 281-756-3663
Learning Lab 281-756-3556
Marketing & Communications 281-756-3567
Physical Plant 281-756-3583

Departmental and Staff Offices

Academic Enhancement Center 281-756-3565
Accounting 281-756-3660
Admissions/Academic Advising 281-756-3531
Agriculture 281-756-5669
Art 281-756-3605
Astronomy 281-756-5670
Biology 281-756-5669
Business Programs 281-756-3660
Business Office/Cashier 281-756-3516
Campus Café 281-756-3593
Career Planning and Placement 281-756-3560
Campus Police 281-756-3700
Center for Professional & Workforce Development 281-756-3789
Chemistry 281-756-5670
Child Development Laboratory School 281-756-3644
Child Development/Early Childhood 281-756-3644
Communications 281-756-3767
Computer Information Technology 281-756-3783
Continuing Education Office 281-756-3787
Court Reporting 281-756-3757
Criminal Justice/Police Academy 281-756-3951
Culinary Arts 281-756-3949
Diagnostic Cardiovascular Sonography 281-756-5650
Distance Education 281-756-3728
Drama 281-756-3607
Electroneurodiagnostics 281-756-5644
Emergency Medical Technology 281-756-5625
English 281-756-3712
Enrollment Services Center
Admission, Financial Aid, Transcript Services, Testing Services, Registration, Graduation 281-756-3531
Financial Aid Office 281-756-3531
Fitness Center 281-756-3691
Foreign Language 281-756-3709
Geology 281-756-5670
Hazlewood 281-756-3501
Honors Program 281-756-3974
Human Service-Substance Abuse Counseling 281-756-3652
Industrial Design Technology 281-756-3784
Information Technology 281-756-3536
International Students 281-756-3531
KACC Radio-TV 281-756-3767
Learning Lab 281-756-3566
Library 281-756-3559
Management Development 281-756-3812
Marketing 281-756-3550
Mathematics 281-756-3707
Media Center 281-756-3567
Music 281-756-3587
Nursing-Associate Degree 281-756-5630
Nursing - Vocational 281-756-5630
Office Administration 281-756-3811
Paralegal 281-756-3642
Pearland Center 281-756-3900
Pedi Echocardiography 281-756-5650
Pharmacy Technician 281-756-3805
Physical Plant Operations 281-756-3583
Physics 281-756-5670
Polysomnography 281-756-5655
Process Technology 281-756-3785
Public Relations Office 281-756-3600
Reading 281-756-3556
Registrar's Office 281-756-3531
Graduation 281-756-3506
Transfer Evaluation 281-756-3505
Respiratory Care 281-756-5660
ROTC
Air Force Science . . . . . UH 713-743-3703
Social Sciences 281-756-5680
Speech 281-756-3607
Sports & Human Performance 281-756-3692
Student Activities Office 281-756-3686
Student Employment 281-756-3560
Technical Programs 281-756-5601
Theater Box Office 281-756-3609
Tutoring 281-756-3566
Upward Bound Program 281-756-3849
Veteran's Certification Services 281-756-3531
Welding 281-756-3671

Services for Students with Disabilities:

Voice 281-756-3531
TDD 281-756-3845

GENERAL INFORMATION

General Information

History

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

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

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

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

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

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

Philosophy

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

Mission

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 fro m 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. Technical 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 seventeen buildings: Learning Resources Center, Fine Arts Center, Childcare Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Continuing Education - Workforce Training/Health Science Center, Occupational Technical Building, Court Reporting Center/KACC Radio-TV Building, Nolan Ryan Center, Maintenance Complex, Transportation Center, Shipping & Receiving Building, Science/Health Science Building, Art Instruction Laboratory.

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

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

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

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

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

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

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

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

The Occupational Technical Building includes a drafting lab/ classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center.

The Court Reporting Center/KACC Radio-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory. This center also includes faculty offices, a mock courtroom, and a performing arts venue.

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

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

Pearland Center

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

Public Notice, Compliance Statements

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

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

Access to Programs: Admission to College programs is based on requirements outlined in this catalog. Alvin Community College will take steps to assure that lack of English language skills will not restrict admission to and participation in its programs.

Students Right-To-Know
Student Right-To-Know (SRTK) is a federally-mandated public disclosure requirement which provides data about Alvin Community College's completion and transfer rates. The purpose of SRTK is to provide the public with standardized information that might be helpful in making a college determination. Information about this data may be obtained from the Office of Institutional Effectiveness and Research. STRK rates are reported annually on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey).

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

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

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

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

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

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment. Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

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

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

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

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.

Sexual Harassment
It is the policy of Alvin Community College to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited, and offenders are subject to disciplinary action. "Sexual harassment" is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by an employee of the college, when:

(1) submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement;
(2) submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
(3) the intended effects to or reasonably foreseeable effect of such conduct is to create an intimidating, hostile, or offensive environment for the student.

Racial Harassment
Alvin Community College assumes an affirmative action position to prevent racial harassment on campus by any faculty, staff employee, administrator, or student.

Equal Educational Opportunity
The college prohibits discrimination on the basis of sex in any aspect of a student's education. Equal Opportunity is provided pursuant to the Title IX of the Education amendment of 1972, as amended.

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

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

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

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

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

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

Academic Policies & Regulations

Admissions

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

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

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

Enrollment Services Center

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

Admission Requirements

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

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

Admission Categories

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

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

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

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

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

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

- **Individual approval** - includes graduates of non-accredited schools or individuals without a ***regionally accredited*** high school diploma or GED: Admission Application and THEA, ACCUPLACER, ASSET or COMPASS test scores. 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 Advisor for International Students is required. For additional requirements. Call 281/756-3531.

International Student Regulations

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

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

6. For students transferring from another U.S. college or university, the student must have an international students Advisor's Report from the International Student Office at the institution.

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

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

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

Student Guidelines to Maintain Legal F-1 Status

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

Admission to Specific Curriculums

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

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

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

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

Student Criminal Background Check

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

Transcript Requirement

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

Placement Testing Requirement

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

Residency Information

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A) An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents may be used that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistance-ships do not qualify; or

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

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

Texas Success Initiative (TSI)

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

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

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

Required Scores to meet College Readiness Standard

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

PLACEMENT CHART

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

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

TSI Exemptions

- ACT - a combined score of 23 or higher with a minimum of 19 on English and math grants a full exemption. A combined score of 23 or higher with a minimum of 19 on English grants a partial exemption in English; a combined score of 23 or higher with a minimum score of 19 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- SAT - a combined score of 1070 or higher with a minimum of 500 on both English and math grants a full exemption. A combined score of 1070 with a minimum of 500 on verbal grants a partial exemption in English; a combined score of 1070 or higher with a minimum score of 500 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- TAKS-minimum score of 2200 on the English Language Arts with a minimum score of 3 on the writing subscore; 2200 on math. Scores must be no more than 3 years old.
- Associate or Baccalaureate degree graduates from a Texas public institution of higher education
- Transfer students from private or independent institutions of higher education or an accredited out of state institution and who have satisfactorily completed college-level course work as determined by the receiving institution.
- Transfer students who have been determined to have met college readiness standards.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or member of the armed forces reserve and has been serving for at least 3 years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, or the Texas National Guard or served as a member of the armed forces reserve.

Waived Level One Certificate Programs

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

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

Individual Educational Plan

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

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

TSI Developmental Sequence

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

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

Developmental Course Requirement

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

Developmental Courses

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

Developmental Courses:

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

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

Placement Regulations

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

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

PSYC 1300 – Learning Strategies Requirement

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

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

Responsibility for Course Selection

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

Texas Common Course Numbering System

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

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

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

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

Evaluation of Previous Education

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

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

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

Evaluation of Credit from Foreign Institutions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Credit by Exam - Advanced Placement / CLEP

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

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

International Baccalaureate Diploma Program

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

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

Tech-Prep Program

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

For more information on Tech Prep Programs contact the Alvin Community College Tech Prep Coordinator at 281-756-3846.

Tech Prep Programs at ACC may be found on page 34.

Nontraditional Education

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

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

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

- TSI requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- The fees for the award of nontraditional credit are charged according to the type of credit being requested. Fees for all types of nontraditional credit are waived for veterans with honorable or general conditions discharge upon presentation of military documentation.
- A maximum of 24 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to an ACC 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.
- There is no charge for transcription of AP/CLEP/IBD credit.

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

Continuing Education Overlay Courses

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

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

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

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

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

Departmental Credit by Examination

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

- apply for Credit by Exam at the Enrollment Services Center and
- pay the current hourly out of district tuition rate for each course prior to attempting credit by examination.

Credit and a letter grade of A, B, or C are awarded and posted to the student's transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript, but are not calculated in the ACC gpa.

Life Work Experience

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

Procedures for Requesting Credit for Nontraditional Education

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

Core Curriculum

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

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

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

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

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

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

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

Perspectives in the Core Curriculum

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

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

Instruction and Content in the Core Curriculum

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

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

CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective June 2011

Core Component	Course Options	Total Semester Hours
Communication 010, 011	**Required (6 hours):** ENGL 1301 and 1302 or 2311 **Select one (3 - 4 hours):** CHIN 1411 FREN 1411 GERM 1411 SPAN 1411 SPCH 1315, 1318, 2335	9 - 10
Mathematics 020	**Select one (3 - 4 hours):** MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3 - 4
Natural Sciences 030	**Select <u>two</u> (6 - 8 hours):** ASTR 1403, 1404, BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1401, 1402, 1403, 1404, 2425, 2426	6 - 8
Visual and Performing Arts 050	**Select one (3 hours):** ARTS 1301, 1303, 1304, 1316, 2316, 2348 COMM 2366 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310	3
Humanities 040	**Select one (3 hours):** CHIN 2311, 2312 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 FREN 2311, 2312 GERM 2311, 2312 HUMA 1301, 1302 PHIL 1301, 1304, 2306 SPAN 2311, 2312, 2315, 2321, 2322, 2323, 2324	3
Social and Behavioral Sciences 070,060,080	**Required (6 hours):** GOVT 2301 and 2302 **Select <u>two</u> (6 hours):** HIST 1301, 1302, 2301 **Select one (3 hours):** ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOCI 1301, 1306, 2301, 2319	15
Basic Computer Literacy 090	**Select one (3 - 4 hours):** BCIS 1305, 1405, 1420, or 1431 COSC 1401, 1415, 1420, or 2420	3 - 4
	TOTAL CORE CURRICULUM CREDITS	**42 - 47**

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

Core Components and Related Educational Objectives

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

COMMUNICATION (composition, speech)

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

Educational Objectives

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

MATHEMATICS

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

Educational Objectives

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

NATURAL SCIENCES

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

Educational Objectives

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

HUMANITIES AND VISUAL AND PERFORMING ARTS

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

Educational Objectives

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

SOCIAL AND BEHAVIORAL SCIENCES

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

Educational Objectives

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

Core Curriculum and Transfer

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

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

Resolution of Transfer Disputes

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

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

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

Field of Study Curriculum

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

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

- Business Administration
- Computer Information Technology
- Criminal Justice
- Music
- Nursing

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

Teacher Preparation

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

Registration

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

Schedule Changes

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

Registration Requirements for Transfer Students

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

Class Schedules

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

Audit Registration

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

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

Senior Citizens Audit Registration

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

Refund Policy

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

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

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

Fall and Spring Semesters:

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

Summer Sessions (5-week classes):

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

Summer Session (11-week classes):

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

Continuing Education Workforce Development Refund Policy

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

Distance Education

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

Internet (IN)

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

Hybrid (HY)

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

To Be Arranged (TBA)

These classes will be listed in the schedule with ACC as the location, but the Days and Times will be listed as TBA. These are independent self-study classes which follow a course outline. To begin the course the student will need to contact the individual instructor for the course instructions and materials.

What kinds of courses are available?

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

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

Registering for Distance Education courses?

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

Support for Distance Education Students

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

MyBlackboard

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

Technical Requirements

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

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

Characteristics of a Successful Distance Education Student

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

Recommendations for Distance Education Students

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

Receive a Degree Online

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

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

Please contact admissions and advising for further details.

Academic Classifications

Academic classification is determined as follows:

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

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

Full-time Load:
Fall and Spring semester - 12 or more semester hours
Summer 11-Week session - 8 -14 semester hours
Summer Five-Week session - 4 - 7 semester hours

NOTE:
- Students receiving financial aid must meet the credit-hour requirements for their financial aid program.
- Students receiving VA benefits should consult with the VA coordinator to determine enrollment status.
- Students seeking loan deferrals should consult with the Enrollment Services Center to determine course load requirements.

Maximum Course Load

Fall and Spring semester - 18 semester hours
Summer 11-Week session - 14 hours
Summer Five-Week session - 7 semester hours
Combined Summer Five-Week and 11-Week sessions - 14 semester hours
8-Week Mini session - 9 semester hours
3-Week Mini session - 3 semester hours

Student Course Overload Policy

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

Tuition and Fees

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

PLEASE CONSULT THE ALVIN COMMUNITY COLLEGE WEBSITE alvincollege.edu FOR 2011-2012 TUITION AND FEES.

Course-Related Fees

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

Higher Tuition Charged for Third Attempt Classes

Most college level courses (excluding developmental) taken at Alvin Community College for the third time since the fall of 2002, will be billed additionally at the current out-of-district hourly rate. This includes courses with grades of W (withdrawn).

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

Courses which are exempt from Third Attempt Charges:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2317	ARTS 2327	ARTS 2334
ARTS 2342	ARTS 2347	ARTS 2349
ARTS 2357	ARTS 2367	ARTS 2377
*CRTR 1207	*CRTR 1357	*CRTR 1359
CRTR 1404	CRTR 1406	CRTR 2236
CRTR 2331	CRTR 2401	CRTR 2403
CRTR 2435	MUAP 1262	MUAP 1269
MUAP 1270	MUAP 1281	MUAP 1282
MUAP 1291	MUAP 1292	MUAP 2217
MUAP 2218	MUAP 2237	MUAP 2238
MUAP 2257	MUAP 2258	MUAP 2261
MUAP 2262	MUEN 1126	MUEN 1141
MUEN 1142	MUEN 1151	MUEN 1152
MUEN 2122	MUEN 2123	MUEN 2125
MUEN 2126	MUEN 2141	MUEN 2142
MUEN 2151	MUEN 2152	MUSC 2447
PHED 1100, 1110	PHED 1102, 1112	PHED 1103, 1113
PHED 1106, 1116	PHED 1108, 1118	PHED 1109, 1119
PHED 1120, 1121	PHED 1122, 1123	PHED 1124, 1130
PHED 1126, 1131	PHED 1132, 1133	PHED 1134, 1136
PHED 1135, 1137	PHED 1138, 1148	PHED 1139, 1149
PHED 1140, 2140	PHED 1141, 1142	PHED 1143, 1144
PHED 1145	PHED 1146	PHED 1147, 1157
PHED 1150, 2150	PHED 1151	PHED 1152
PHED 2100, 2101	PHED 2102, 2103	PHED 2104
PHED 2105	PHED 2108, 2109	PHED 2110, 2111
PHED 2112	PHED 2113, 2115	PHED 2114, 2116

Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree

Students who graduate from a state supported university may pay a higher tuition rate for taking excessive courses. In accordance with Texas Education Code: Students who have attempted 45 or more credit hours beyond the amount required for their (baccalaureate) degree at Texas public colleges or universities may be charged additional tuition, up to the level of out-of-state tuition. This includes all credit hours in which a student was registered as of the official census day for the semester (i.e. repeated courses, failed courses, and courses from which the student withdrew after the census day): this does not include credit hours for which the student paid out-of-state tuition, courses designated as developmental, any hours removed from admission consideration under Academic Fresh Start, or hours accumulated toward a previous baccalaureate degree. Students who entered higher education for the first time prior to fall 1999 while classified for tuition purposes as a Texas resident are exempt.

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

Excess Developmental Education/Courses

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

Payment Plan

Students may opt to pay for fall and spring tuition and fees on the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in two equal installments thereafter. The dates of the installments are set by the college. A non refundable $30 fee is assessed at the time the installment plan is executed. Any student failing to make the 2nd or 3rd installment plan is subject to fines/penalties, withdrawals for non payment and may forfeit credit for courses. If a student is withdrawn for non payment, all tuition, fees, fines and penalties are collected along with a $100 reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the following term.

The installment plan is a legally binding contract. Installment plans are available beginning with early registration through late registration. Applications are made through WebAccess. Students whose automated payment is declined for any reason is subject to course withdrawal and associated fees/penalties.

Non Payment Reinstate Fee

(Reinstatement subsequent to the census date)

Students who are withdrawn for failure to pay by the established deadline may be assessed a Non-payment fee equal to the current out –of-district tuition rate based on the number of hours reinstated.

Tuition Adjustment for Ad Valorem Tax Payers

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

Tuition Rebate for Baccalaureate Degree

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

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 makes every effort to notify students through local television, radio stations and the ACC web site at www.alvincollege.edu or www.school-closings.net. Make-up days for official college closings will be scheduled as needed.

Emergency Management and Evacuation Plan

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

HyperAlert

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

Emergency Student Notification

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

Attendance Policy

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

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

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

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

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

Classroom Conduct

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

Cell Phones and Pagers

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

Children in Class / Unattended Minors

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

Class Withdrawal

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

Withdrawal options:

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

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

Grades for Withdrawals

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

Withdrawals may affect:

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

Military Service Policy for Withdrawals

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

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

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

Six Drop Limit

First-year students enrolled in the Fall of 2007 or after, for the first time at any Texas public college or university, are limited to six course drops during their academic career. Students may not drop more than six courses regardless of how many institutions attended, how many courses taken or how many years attended. This policy does not apply to courses dropped prior to census day, complete withdrawals from all courses for the semester, courses taken while attending high school, developmental courses, drops from private or out of state institutions, and courses dropped during the Three Week Mini terms. Drops beyond the maximum of six will be allowed for students who can show good cause for dropping more, including severe illness, active duty military service, or work obligations beyond the student's control. Students who feel they have good cause for an exception should discuss their reasons with a

counselor or advisor. Exceptions are granted by the Dean of Academic Programs. Students are encouraged to discuss options with their professors and advisors and to make use of campus resources before deciding to drop a course. Once the six course drop limit has been reached, subsequent drops will be recorded with grades of F. Drops included in the limit will be recorded on the student transcript.

Grades for Repeated Courses

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

Grading

Grade-Point Value

A Excellent – Four grade points per semester hour

B Good – Three grade points per semester hour

C Average – Two grade points per semester hour

D Poor – One grade point per semester hour

F Failure – No grade points per semester hour

AU Audit – Grade points not assigned

I Incomplete – Grade points not assigned
An I may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester (December, May, August) will automatically be changed to an F. An I grade may be extended by the course instructor for one additional semester when circumstances beyond the control of the student such as catastrophic illness or family emergency, warrant such an exception. Documentation of such circumstances is required. The decision of the course instructor is final. If a valid grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F.

IP In Progress – Grade points not assigned
An IP is a temporary notation that appears on a student's official transcript. It indicates semester hours in progress.

R Re-enroll – Grade points not assigned
The R grade is used with all court reporting machine shorthand courses, CRTR 2331 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG or VNSG course with a related clinical component will receive the "R" grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.

S Satisfactory – Grade points not assigned
The S grade is used only for non course-based developmental instruction and nontraditional education.

U Unsatisfactory – Grade points not assigned
The U grade is used only for non course-based developmental instruction.

W Withdrawn – Grade points not assigned
Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.

WE Withdrawn/with exception - Grade points not assigned
Students who file withdrawal requests by the published deadline with the Dean of Academic Programs or the Dean of Instruction/Provost with legitimate exception will receive a WE grade. Instructors may not issue a WE as the final grade.

Calculation of Grade Points

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

Grade Point Averages

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

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

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

Honors Grade Point Average is composed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College, excluding developmental courses and court reporting grades of R. If a course is repeated both grades will be calculated.

Grade Range

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

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

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

Grade Reporting

Grades are assigned by instructors and may be based on several factors such as class and/or laboratory performance, test scores, departmental academic requirements, and attendance. Grades are available to students by the following means:

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

2011-12

Grade Challenge Petition

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

Academic Honors

Presidential Scholar

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

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

Dean's List

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

Merit List

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

Phi Theta Kappa - Honor Society

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

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

A letter of invitation is mailed to eligible students.

Academic Probation/Suspension

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

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

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

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

Change of Student Information

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

Email-Official Method of Communication

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

Challenge to Accuracy of Records

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

Records Restriction

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

Transcript Requests

Students may request official transcripts by completing the Request for Transcript Service form in the Enrollment Services Center, by letter or fax to 281-756-5812 or online if sent to an electronic trading partner. 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, signature and daytime phone number. Phone requests are accepted when the transcript is to be mailed to another college or university; call the Enrollment Services Center at 281-756-3531. 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 Provost Dean of Instruction. Further challenge will be referred to the Academic Affairs Committee.

Graduation

Commencement Ceremony

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

Graduation Requirements

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

To graduate at ACC, a student must:

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

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 Enrollment Services Center office. Students may petition for graduation under the program and catalog year on file at Alvin Community for three years from date of last enrollment. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate program. Students are limited to one active associate degree program or certificate at a time.

Transfer Graduation Policy

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

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

Course Substitution

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

Graduation with Honors GPA

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

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

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

Educational Guarantee

Programs – Transfer Credit

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

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

The transfer plan must include:

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

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

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

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

Technical Programs – Competent Job Skills

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

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

Texas State Technical College

Alvin Community College has partnered with Texas State Technical College, the leader in technical education to offer three new electrical certificate programs.

Commercial Electrician: In this program, students will get an introduction to working with electricity in commercial industries. Students will learn the basics of electrical installation, commercial wiring methods and how to accurately read and interpret blueprints to produce working drawings.

Industrial Electrical Technology: In just a few months, students will learn the skills needed to trouble-shoot and repair control devices and other electronic equipment used in industries including manufacturing, refining, processing and other commercial industrial fields.

Programmable Logic Controller Specialization: The mainstay of today's industrial control system is the programmable logic controller (PLC), a small computer-like device that monitors and controls most of the equipment used in manufacturing, processing and factory settings. Through the PLC Specialization program, students can take the knowledge gained in the Construction Electrician and Industrial Electrical Technology programs to next level by learning the fundamentals of PLCs and their systems.

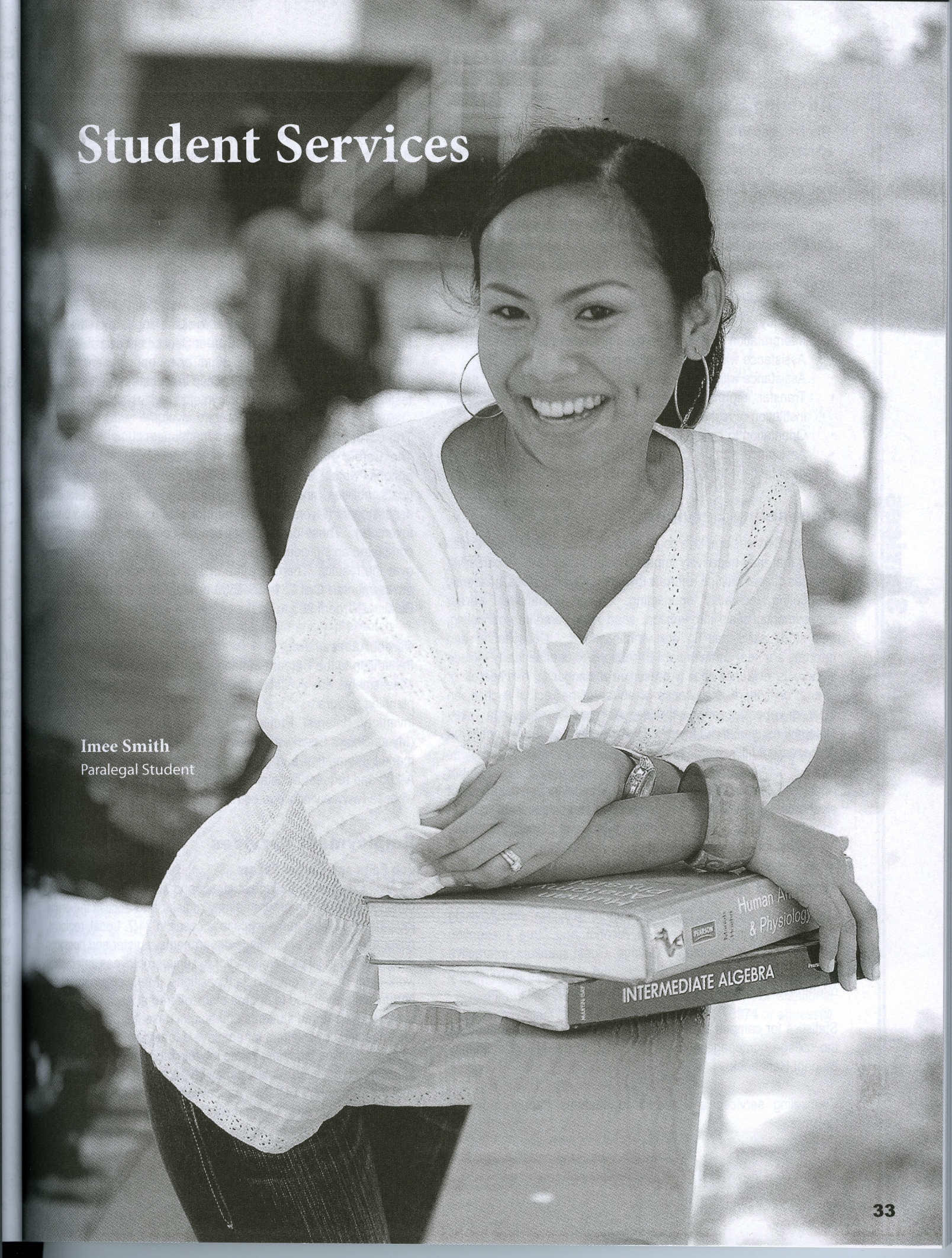
Coming Fall 2011: Machining: Today's machinists can interpret complex drawings, select the appropriate materials and perform the machining processes to transform engineering concepts into quality, working components. In this new Machining Program you can develop the skills and knowledge sought by industries including commercial and military aircraft, medical, telecommunication, automotive and oil tool manufacturing.

To learn more call 281-412-9482.

Before entering the ACC/TSTC industrial electrical technology program, students will be evaluated for mechanical and math skills as well as language proficiency.

A Fast Track to a New Career

Student Services



Imee Smith
Paralegal Student

Student Services

Advising Services

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

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

Counseling Services

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

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

Drug and Alcohol Prevention Programming

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

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

Counseling services are offered to students through Advising Services.

Career Services

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

Career Center Lab

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

The Career Planning Program

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

Career Assessments

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

Employment Services

Job Fairs and Career Events

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

On-Campus Student Jobs and Resume Assistance
All on campus student jobs are posted on the bulletin board outside Career Services, room A-205. In addition, all on campus job postings for Work Study and Student Assistant positions can be found at HYPERLINK "http://www.alvincollege.edu" , click on JobLink and then below the logo see "Available Positions." Students can inquire through Career Services the steps for applying for on campus jobs and request resume development assistance. A resume is required for all on and off campus jobs.

Employers Services
Employers may list current job openings in the college employment database, JobLink. There is no fee for this service. To post a job, go to HYPERLINK "http://www.alvincollege.edu" www.alvincollege.edu and click on the JobLink logo. Read the Employers Guidelines to JobLink found in the Employer Career Services link and then register in Employer Services. Once a job posting is approved by Career Services, students and alumni have access to the information. If a student or graduate chooses, registered employers can print resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. All jobs posted in JobLink are reviewed and approved in compliance with college policy (See Employers Guideline to JobLink) and the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements

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

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

Honors Program

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

ARTS 1303
ARTS 1312
ARTS 2326
ARTS 2333
ARTS 2346
ARTS 2349
ARTS 2356
ARTS 2357
ARTS 2348
ARTS 2377
BIOL 1406
BIOL 1407
BIOL 2402
BIOL 2420
CHEM 1412
DSAE 1303
DSAE 1340
DSAE 2335 – Advanced
DSAE 2404
DSAE 2437
DSVT 1300
DVST 2418
DVST 2461
Echocardiography
Vascular Technology
ECON 2301
ECON 2302
EDUC 1301
EDUC 2301
ENGL 1301
ENGL 1302
ENGL (any 2000 level course)
GEOL 1401
GEOL 1403
GEOL 1404
GEOL 1405
GOVT 2301
GOVT 2302
HIST 1301
HIST 1302
HIST 2301
HIST 2321
HIST 2322
HUMA 1301
HUMA 1302
MATH 1342
MATH 2412
MATH 2413
MATH 2414
PHYS 2301
PHYS 2426
PHIL 1301
PHIL 2306
PSYC 2301
PSYC 2314
RNSG 1215
RNSG 1441
RNSG 1443
RNSG 1512
RSPT 1331
SOCI 1301
SPAN 2321
SPCH 1315
TECA 1301
TECA 1311

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

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

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

DUAL CREDIT -
College Enrollment for High School Students

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

Steps to Enroll:

1. Meet with a H.S. counselor to determine eligibility for the Dual Credit Program.
2. Take a TSI approved exam or be exempt from TSI requirements.
3. Obtain a passing score on an approved exam in the required subject area.
4. Complete the Early Admission contract, available from high school counselors.
5. Complete the ACC Admission Application.
6. Provide an official high school transcript.
7. Meet with an academic advisor.
8. Students less than junior year standing must pass the Reading and Writing sections of the placement tests and obtain approval for enrollment from the Alvin Community College Director of Advising Services or Dean of Students.
9. Register for college classes.

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

Dual Degree Program

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

Services for Students with Disabilities

Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities for individuals with disabilities. The Office of Disability Services (ODS) focuses on assisting students with disabilities make a successful transition to college and giving continued support while in college. ODS also acts as a referral source for students on campus and in high school, as well as for agencies and the community.
All students with disabilities are encouraged to register with the ODS and provide appropriate documentation in order to determine support services and accommodations. Appointments with the Coordinator of the Office of Disability Services should be made at least 60 days prior to the beginning of the semester they plan to attend to ensure accommodations will be in place at the beginning of the semester. More information and resources regarding transition, documentatio and services provided can be found on the Alvin Community Colleg webpage under Office of Disability Services.
Information and assistance is available by calling 281-756-3533 (voice 281-756-3845 (TTY) or e-mailing HYPERLINK "mailto:ODS(alvincollege.edu" .

Upward Bound Program

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

Financial Aid

For detailed information go to www.alvincollege.edu/financialaid/

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

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

Students who apply for financial aid must:

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

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

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

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

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

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

Financial Aid for Mini Semesters

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

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

Federal Assistance Programs

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

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

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

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

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

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

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

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

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

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

Federal Satisfactory Academic Progress Requirements

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

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

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

General Information

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

Completion Rate

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

Minimum GPA

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

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

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

Financial Aid Probation (formerly suspension):

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

Reinstatement of Financial Aid Eligibility:

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

Degree/Certificate Plan

- Students must have a declared a program (degree or certificate) to receive financial aid.
- Students are restricted to one active degree and corresponding certificate program at a time.
- Students must enroll in classes that are required for the active degree/certificate program.
- Financial aid may be reduced or cancelled if students enroll in classes that are not required by the active degree/certificate program.

- Students are allowed one degree or certificate program change while attending ACC. All degree/certificate program changes will be counted, regardless of whether or not financial aid was received.
- All attempted and completed hours from ACC and previous schools will be applied to the degree/certificate program. This includes all letter grades (A, B, C, D, and F), withdraws (W), incom

State Assistance Programs

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

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

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

Texas Education Opportunity Grant (TEOG) is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

Texas Work-Study Program

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

Hazlewood Act:

The Hazlewood Exemption provides exemption of payment for tuition and certain fees to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Veterans must meet the following requirements:

- Must show DD-214.
- Must confirm entrance (home of record or place of entry) from the State of Texas.
- Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was after September 11, 2001.
- Receipt of an honorable or under honorable conditions discharge
- Must have served at least 180 days of active duty (excluding basic training time).
- Resident of Texas for a minimum of 12 months prior to college registration.
- Not be in default for any educational student loan (veteran and/or dependent child).
- Eligible veterans are limited to 150 attempted semester credit hours of eligibility.

The new "Hazlewood Legacy Act" permits eligible veterans to assign their unused hours to their dependent children (one child at a time). Children of eligible veterans must meet federal requirements for Satisfactory Academic Progress in order to continue receiving their parent's Hazlewood benefits.

A Hazlewood Benefits application(s) must be submitted to the Enrollment Services Center (ESC) in A-100 at least 30 days prior to the beginning of the student's initial enrollment. A statement of Hazlewood hours for all colleges or universities attended prior to ACC enrollment for the veteran and/or the dependent child. The Registrar's Office will process the application for benefits and contact the student directly by mail. For additional information and applications for the Hazlewood Benefits Act, visit the College for Texans website.

Other Assistance Programs

Workforce Investment Act of 1998: The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office.

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

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

Art
Child Development/Early Childhood
Communications
Computer Information Technology
Court Reporting
Criminal Justice
Diagnostic Cardiovascular Sonography
Electroneurodiagnostics
Emergency Medical Technology
English
Foreign Languages
Industrial Design Technology
Law Enforcement
Math

Management Development
Mental Health
Music
Nursing-ADN
Office Administration
Paralegal
Polysomnography
Process Technology
Respiratory Care
Social Science
Science
Vocational Nursing

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

Veterans Administration Benefits

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

Standards of Academic Progress for Students Receiving VA Benefits

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

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

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

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

Learning Lab

The Learning Lab is located on the second floor of building A, th Learning Resources Center. The Learning Lab is an open-conce learning center that serves ACC students and community patrons. purpose is to provide academic assistance for students in a relaxe informal environment. Math tutoring is provided for developmen math classes through calculus classes. Tutoring for writing assig ments is offered and additional tutoring is offered in areas such English, Reading, History, Geography, Government, Economic Physics, Chemistry and Biology (Anatomy & Physiology). Lab se vices include developmental classes to better prepare students f their chosen programs, individual tutoring, and computer usage a printing, including internet service. The Learning Lab provides a sistance with study skills and serves as a testing facility for distan education classes.

Library

The library is located on the second floor of Building A. Th automated catalog, the Internet, and subscription database are accessible from anywhere the Internet is available. O campus access of the databases requires login access, which obtained from the library. The library's mission is to support th ACC curriculum with additional research materials and to provid personal enrichment materials. The library has over 11,000 book 146 current periodical subscriptions, a scanner, and a coin-operate photocopier. Computer print jobs are sent to the central server wi coin-operated print control software. Printing is done at the cost ten cents per page. Six (6) study rooms are available for individu and group study as well as viewing course dvd's. Materials n housed in the library are available through Interlibrary Loan Document Delivery. Students must show a valid student ID card borrow materials or use the computers. Contact the Library for mo information. **Wireless Internet access is available in the libra and throughout the campus.** See an assistant in the Cybe Student Computer Lab to register for this service.

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

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

Campus Services

Cafeteria

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

Child Development Laboratory School

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

Study Grounds Coffee Bar

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

College Store

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

Fitness Center

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

Health Insurance

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

Parking

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

Student Activities

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student and the College encourages its students to participate and get involved. Activities range from health & wellness to cultural awareness; entertainment, as well as intramural sports. throughout the year special events take place including Fall Festival & Carnival, Festival of Lights and the Open House. The Student Activities Office maintains a calendar of campus events which can be accessed through the college website.

Student Organizations

Alvin Community College offers a variety of student organizations classified as service, religious and social. Potential student leaders are encouraged to join the Student Government Association (SGA). SGA is an organization that represents the student body, and maintains communication between the students and the administration. Other campus organizations include:

ACC Dance Club
Roger Bell rbell@alvincollege.edu

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

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

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

Alvin Paralegal Association (APA) - Paralegal Students Only
Sponsor: Karen Barnett 281-756-3642

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

Anime Club
Sponsor: Chris Chance 281-756-3948

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

Broadway Wannabes
Sponsor: Kevin Moody 281-756-3587

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

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

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

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

History Club
Sponsor: Chris Chance 281-756-3948

Phi Theta Kappa - Invitation
Sponsor: Donna Payne 281-756-5633

Polysomnography Club
Sponsor: Georgette Goodwill 281-756-5655

Sonography SonoClub
Sponsor: Jessica Murphy 281-756-5650

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

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

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

Study Abroad Club (SAC)
Sponsor: Amalia Parra 281-756-3709

Word Droppers- Court Reporting
Sponsor: Robin McCartney 281-756-3762

Athletics

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

Student Handbook

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

Stay Connected!

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

ACC's Website - www.alvincollege.edu

ACC's website is your online resource for information available at your fingertips. Constantly updated and changing, our website provides you with the information and service that you need from your college website including class schedules, campus calendars, online registration, and much more.

Email

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

BlueTube

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

Facebook

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

Twitter

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

Blackboard Mobile™ Learn (App)

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

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

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

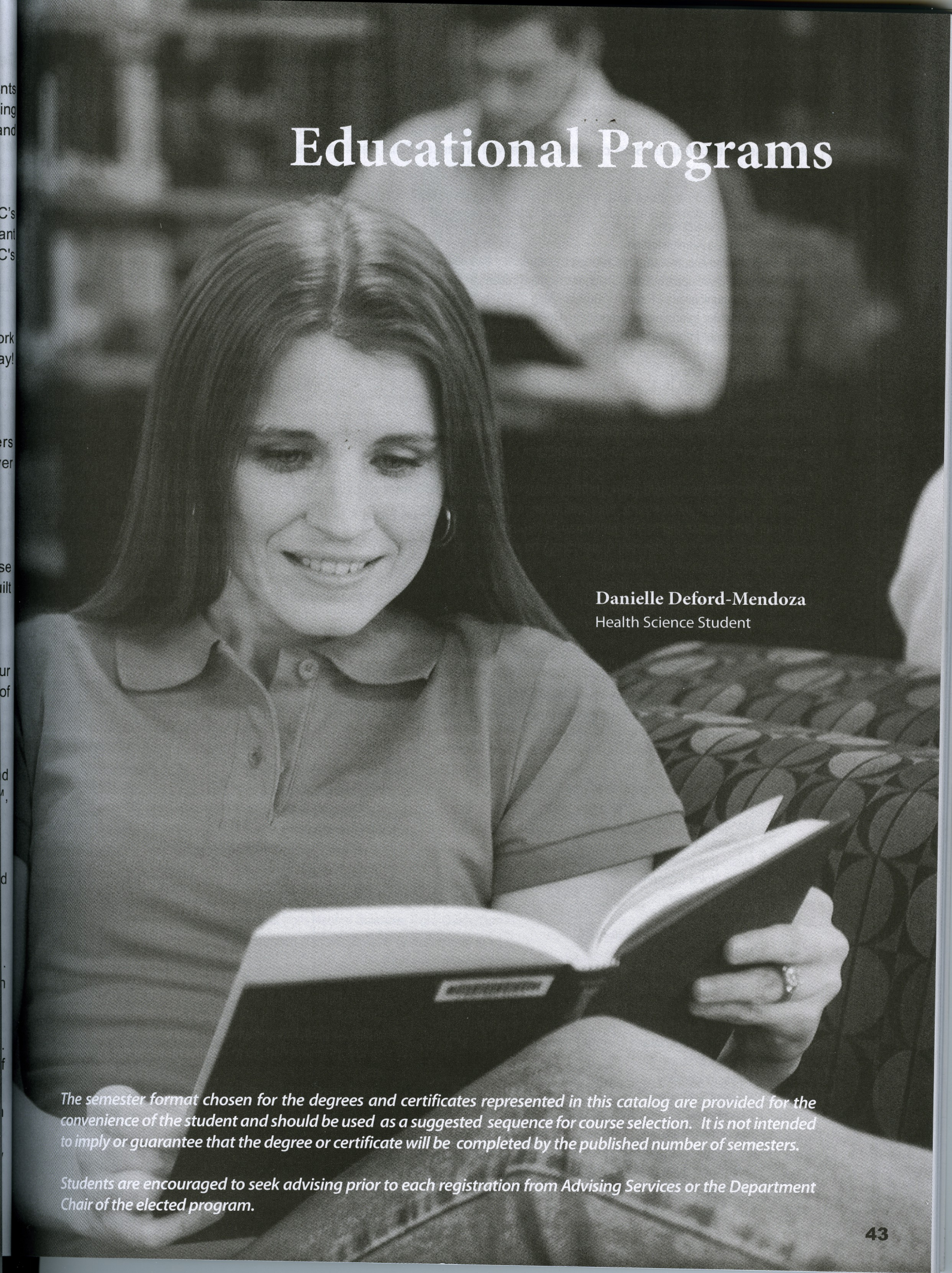
Which devices are supported by Blackboard Mobile Learn?
Blackboard Mobile Learn™ is available on select Android an BlackBerry® devices as well as over Wi-Fi only on the Apple iPad™ iPod touch® and iPhone®.

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

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

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

Educational Programs



Danielle Deford-Mendoza
Health Science Student

The semester format chosen for the degrees and certificates represented in this catalog are provided for the convenience of the student and should be used as a suggested sequence for course selection. It is not intended to imply or guarantee that the degree or certificate will be completed by the published number of semesters.

Students are encouraged to seek advising prior to each registration from Advising Services or the Department Chair of the elected program.

Degrees & Certificates

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

***The Associate of Applied Science (AAS) Degree with Enhanced Skills Certificate. Tech Prep programs are described on page 18.**

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

ACADEMIC PROGRAMS

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

Associate of Arts Degree

Degree: Associate of Arts (A.A.)

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

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

General Liberal Arts Degree

Associate of Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+MATH	Select from Math Core Curriculum	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Communication	3	0	3
Foreign Language or Elective		3	3	3-4
PHED	Physical Activity	0	3	1
		15	6	16-17
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
+BCIS 1405 (or higher) **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
+MATH	Select from Math Core Curriculum	3	0	3
Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	6-8	17-18
Third Semester				
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+GOVT 2301	American National & State Governments I	3	0	3
+Visual and Performing Arts	Select from Visual & Perf Arts Core	3	0	3
ENGL Literature	Any sophomore level literature	3	0	3
Elective	Elective	3	2	3
		15	5	16
Fourth Semester				
+ Humanities	Select from Humanities Core Curriculum	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core:	3	0	3
Elective	Elective	3	0	3
		15	3	16

+Denotes core requirement; see p. 20

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

Total Minimum Credits Required for a General Liberal Arts Degree 65

Art Degree Program

Associate of Arts Degree Program (AA.)

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States 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
		15	6	15
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
ARTS 2346	Ceramics I	3	3	3
ARTS 1317	Drawing II	3	3	3
		12	6	12
Summer I Semester				
+GOVT 2301	American National & State Governments I	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
		6	0	6
Summer II Semester				
+GOVT 2302	American National & State Governments II	3	0	3
+BCIS 1405 (or higher) **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
		6	3	7
Third Semester				
ARTS 2316	Painting I	3	3	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+MATH 1314	College Algebra	3	0	3
		12	9	13
Fourth Semester				
ARTS 2326	Sculpture I	3	3	3
ARTS 2347	Ceramics II	3	3	3
+Natural Sciences	Natural Sciences	3	3	4
SPCH 1315/1318	Public Speaking/Interpersonal Communications	3	0	3
		12	9	13

+Denotes core requirement; see p. 20

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

Total Minimum Credits Required for an Arts Degree 66

605 Criminal Justice Degree

281-756-3951

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

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

Purpose: This degree plan is a field of study approved by the Texas Higher Education Coordinating Board which is designed to meet the needs of students who plan to major in Criminal Justice and transfer all of the hours to a four year university or college. Although, this plan has been approved for transfer the student should still verify the transferability of this plan with the intended university or college.
Admission Requirements: The student must meet the general admission requirements to the college.
Program Requirements: The student must complete the college graduation requirements which include completion of the Core Curriculum, the Field of Study Curriculum for Criminal Justice for a total of 60 hours.

Core Curriculum	Course	Credits
Communication	Select from the following courses: Required (6 hrs) ENGL 1301, 1302, 2311 Select one (3 hrs) SPCH 1315, 1318, 2335 SPAN 1411, FREN 1411 GERM 1411, CHIN 1411	9
Mathematics	Select one from the following courses: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Natural Sciences	Select two from the following courses: ASTR 1403, 1404 BIOL 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1401, 1403, 1404, 1405,1445, 1447 PHYS 1401, 1402, 1403, 1404 2425, 2426	8
Visual & Performing Arts	Select one from the following courses: ARTS 1301, 1303, 1304, 1316, 2316, 2348 COMM 2366 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310	3
Humanities	Select one from the following courses: CHIN 2311, 2312 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 FREN 2311, 2312 HUMA 1301, 1302 PHIL 1301, 1304, 2306 SPAN 2311, 2312, 2315, 2321, 2322, 2323, 2324	3
Social and Behavioral Sciences	Select from the following: Select two (6 hrs) HIST 1301,1302, 2301 Required (6 hrs) GOVT 2301, 2302 Select one (3 hrs) ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOCI 1301, 1306, 2301, 2319	15
Basic Computer Literacy	Select one from the following courses: BCIS 1405, 1420, 1431 COSC 1401, 1415, 1420, 2420	4
Field of Study Curriculum for Criminal Justice	The following five courses are required: CRIJ 1301 Introduction to Criminal Justice CRIJ 1306 Court Systems & Practice CRIJ 1310 Fundamentals of Criminal Law CRIJ 2313 Correctional Systems & Practices CRIJ 2328 Police Systems & Practice	15

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

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

Drama Degree Program

Associate of Arts Degree Program (AA.)

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition 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	College Algebra			
+MATH 1332 or	Contemporary Mathematics I			
+Natural Science	Select from Natural Sciences Core Curriculum	3	3/4	3/4
		10	14/15	14/15
Second Semester				
+ENGL 1302	Composition 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			
+**HIST 1301	The United States to 1877	3	0	3
		13	14	17
Third Semester				
+Humanities	Select from Humanities Core Curriculum	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
DRAM 2120	Theatre Practicum III	0	6	1
DRAM 1330	Stagecraft I	2	4	3
DRAM 1352	Acting II	2	4	3
		13	14	16
Fourth Semester				
+BCIS 1405 (or higher) **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
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 Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		15	12	17

+Denotes core requirement; see p. 20
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.
[a] Satisfies Speech Core requirement

Total Minimum Credits Required for Drama Degree 65

Music - Instrumental Concentration Degree Program

281-756-3587

Associate of Arts Degree Program (AA.)

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. Principle Instr.	1	4	2
MUEN 1122[bd]	Concert Band	0	5	1
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	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	Appl. Principle Instr.	1	4	2
MUEN 1123[bd]	Concert Band	0	5	1
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
MATH 1314 or	College Algebra			
MATH 1332 or	Contemporary Mathematics I			
+Natural Sciences	Select from Natural Sciences Core Curriculum	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	Appl. Principle Instr.	1	4	2
MUEN 2122[bd]	Concert Band	0	5	1
MUSI 1308[ab]	Survey of Music Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+SPCH 1315[c] **or**	Public Speaking **or**			
+SPCH 1318[c]	Interpersonal Communication	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	Applied Principle Instr.	1	4	2
MUEN 2123[bd]	Concert Band	0	5	1
+MUSI 1309[ab]	Survey of Music Literature II	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		14	13	17

+Denotes Core Requirement; see p.20

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

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

***Co-requisite

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

[b] Satisfies Visual/Performing Arts Core requirements

[c] Satisfies Speech core requirement

[d] Piano and guitar majors may substitute Concert Choir (MUEN 1141,1142,2141,2142)

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

Music - Voice Concentration Degree Program

281-756-3587

Associate of Arts Degree Program (AA.)

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[b]	Concert Choir	0	5	1
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	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[b]	Concert Choir	0	5	1
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
MATH 1314 or	College Algebra			
MATH 1332 or	Contemporary Mathematics I			
+Natural Sciences	Select from Natural Sciences Core Curriculum	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[b]	Concert Choir	0	5	1
MUAP 1308[ab]	Survey of Music Lit I	3	0	3
+GOVT 2301	American National & State Governments 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[b]	Concert Choir	0	5	1
+MUSI 1309[ab]	Survey of Music Lit II	3	0	3
+GOVT 2302	American National & State Government II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		14	13	17

+Denotes core requirement; see p. 20

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

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

***Co-requisites

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

[b] Satisfies Visual/Performing Arts core requirement.

[c] Speech core requirement.

Total Minimum Credits Required for Music - Voice Concentration Degree 65/66

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 b necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lowe division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performanc 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 b accepted at the credit-hour level of the receiving institution. Full academic credit shall be granted on the basis of comparable courses completed, nc 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 semeste 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 whic courses from its approved general education core curriculum to include with the music field of study curriculum in order to constitute a 66-semeste credit hour transfer block. In order to receive the baccalaureate degree, a transferring student shall complete the general education core at th receiving institution.

Top students represent ACC as ambassadors at many events both on and off campus.

Musical Theatre Degree Program

281-756-3587

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+DRAM 2336[a]	Voice for Theatre	3	0	3
MUSI 1211	Music Theory I	3	0	3
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	2
MATH 1314 **or**	College Algebra **or**			
MATH 1332 **or**	Contemporary Mathematics I **or**			
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3/4	3/4
		17	8-11	16-17
Second Semester				
+**HIST 1301	The United States 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	Select from Social/Behavioral Science Core	3	0	3
		16	11	18
Third Semester				
+ENGL 1302	Composition II	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Governments 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	1	4	1
		14	13	16
Fourth Semester				
DRAM 1352	Acting II	2	4	3
MUAP 2282	Applied Music: Voice	1	4	2
+**HIST 1302	The United States Since 1877	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
MUSI 1182	Class Piano II	1	1	1
+DRAM 2362 or	History of the Theatre II **or**			
+MUSI 1308/9b or	Survey of Music Literature I or II **or**			
+DRAM 1310	Introduction to Theater	3	0	3
		13	9	15

+Denotes core requirement; see p. 20.
*MUAP 1269, 1270 may be substituted.
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirement
a 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

281-756-373

Associate of Arts Degree Program (A.A.)

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+COSC / BCIS	Select from Basic Computer Literacy Core Curriculum	3	3	4
+MATH	Select from Math Core Curriculum	3	0	3
+Visual & Performing Arts	Select from Visual & Performing Arts Core Curriculum	3	0	3
PSYC 1300	Learning Strategies	3	0	3
PHED	Physical Activity	0	3	1
		12	6	14
Second Semester				
+ENGL 1301	Composition I	3	0	3
+HIST 1301	The United States to 1877	3	0	3
+Natural Science	Select from Natural Science Core Curriculum	3	3	4
PSYC 2301	General Psychology	3	0	3
+SPCH 1315 or 1318	Public Speaking or Interpersonal Comm.	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
+ENGL 1302	Composition II	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
PSYC 2307 **or**	Adolescent Psychology **or**	3	0	3
PSYC 2308 **or**	Child Growth and Development **or**			
PSYC 2311 **or**	Adult Development **or**			
PSYC 2314	Life Span Growth and Development			
PSYC 2317	Statistical Methods in Psychology	3	0	3
		15	0	15
Fourth Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
+HIST 1302	The United States Since 1877	3	0	3
+Natural Science	Select from Natural Science Core Curriculum	3	3	4
*PSYC Elective	Select from course list below	3	0	3
*PSYC Elective	Select from course list below	3	0	3
		15	3	16

Total Minimum Credit Hours Required for an A. A. in Psychology **62

\+ Denotes Core Curriculum Requirement

* Denotes psychology electives selected from the following courses:

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

** Note that if 3-credit (non-lab) courses are transferred to ACC, additional elective credits may be required to meet the 60 hour minimum for the degree.

Sociology Degree Program

281-756-3733

Associate of Arts Degree Program (AA.)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
+COSC / BCIS	Select from Basic Computer Literacy Core Curriculum	3	3	4
+MATH	Select from Math Core Curriculum	3	0	3
PSYC 1300	Learning Strategies	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
PHED	Physical Activity	0	3	1
		12	6	14
Second Semester				
+ENGL 1301	Composition I	3	0	3
+HIST 1301	The United States to 1877	3	0	3
+Natural Science	Select from Natural Science Core Curriculum	3	3	4
SOCI 1306 **or**	Social Problems **or**	3	0	3
SOCI 2319	Minority Studies			
+SPCH 1315 **or**	Public Speaking **or**	3	0	3
+SPCH 1318	Interpersonal Communications			
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
+ENGL 1302	Composition II	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
PSYC 2317	Statistical Methods in Psychology	3	0	3
SOCI 2301	Marriage and the Family	3	0	3
		15	0	15
Fourth Semester				
+GOVT 2302	American National & State Govt. II	3	0	3
+HIST 1302	The United States Since 1877	3	0	3
+Natural Science	Select from Natural Science Core Curriculum	3	3	4
*SOCI Elective	Select from course list below	3	0	3
+Visual and Performing Arts	Select from Visual & Performing Arts Core Curriculum	3	0	3
		15	3	16

Total Minimum Credit Hours Required for an A. A. in Sociology **62

+Denotes Core Curriculum Requirement

*Denotes Sociology electives selected from the following courses:

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

** Note that if 3-credit (non-lab) courses are transferred to ACC, additional elective credits may be required to meet the 60 hour minimum for the degree.

Sports and Human Performance

281-756-3691

Associate of Arts Degree Program (AA.)

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+BIOL 1406	General Biology I	3	3	4
PHED 1301	Introduction to Physical Fitness & Sport	3	0	3
+BCIS 1405 (or higher) **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
PHED	Physical Activity	0	3	1
		15	9	18
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States 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	Select from Visual & Perf Arts Core	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
+GOVT 2301	American National & State Governments 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 Governments II	3	0	3
PHED 1322	Coaching Athletics-Baseball/Softball	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		15	3	16

+Denotes core requirement; see p. 20

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

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

Associate of Arts - General Studies

281-756-3718

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

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

Core Curriculum	Course Title	Credits
Communication	Select from the following courses: Required (6 hrs) ENGL 1301, 1302, 2311 Select one (3 hrs) SPCH 1315, 1318, 2335 SPAN 1411, FREN 1411 GERM 1411, CHIN 1411	9
Mathematics	Select one from the following courses: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Natural Sciences	Select two from the following courses: ASTR 1403, 1404 BIOL 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1401, 1403, 1404, 1405,1445, 1447 PHYS 1401, 1402, 1403, 1404 2425, 2426	8
Visual & Performing Arts	Select one from the following courses: ARTS 1301, 1303, 1304, 1316, 2316, 2348 COMM 2366 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310	3
Humanities	Select from the following courses: a total of 3 credits CHIN 2311, 2312 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 FREN 2311, 2312 HUMA 1301, 1302 PHIL 1301, 1304, 2306 SPAN 2311, 2312, 2315, 2321, 2322, 2323, 2324	3
Social and Behavioral Sciences	Select from the following: Select two (6 hrs) HIST 1301,1302, 2301 Required (6 hrs) GOVT 2301, 2302 Select one (3 hrs) ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOCI 1301, 1306, 2301, 2319	15
Basic Computer Literacy	Select one from the following courses: BCIS 1405, 1420, 1431 COSC 1401, 1415, 1420, 2420	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

281-756-3644

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

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

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
Basic Computer Literacy Core	Select from Basic Computer Literacy Core Curriculum	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
Natural Science	Select from Natural Science Core (2 courses)	6	6	8
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities Core	ENGL literature (preferred)	3	0	3
Visual & Performing Arts Core	Select from: MUSI, ARTS, DRAM	3	0	3
Social & Behavioral Science Core	GEOG 1303 (preferred)	3	0	3

Pre-Major Education Courses: (12 hours) 12

Select from:

EDUC 1301	Introduction to the Teaching Profession
EDUC 2301	Special Populations
TECA 1303	Family, School & Community
TECA 1311	Educating Young Children
TECA 1318	Wellness & the Young Child
TECA 1354	Child Growth & Development

Total Minimum Credits Required 63

Associate of Arts in Teaching

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
Basic Computer Literacy Core	Select from Basic Computer Literacy Core Curriculum	3	3	4
MATH 1314	College Algebra or higher	3	0	3
MATH 1350	Fundamentals of Math I	3	0	3
MATH 1351	Fundamentals of Math II	3	0	3
Natural Science	Select from Natural Science Core (2 courses)	6	6	8
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities Core	Select from: ENGL literature(sophomore level) or HUMA, or PHIL	3	0	3
Visual & Performing Arts Core	Select from MUSI, ARTS, DRAM	3	0	3
Social & Behavioral Science Core	GEOG 1303 (preferred)	3	0	3

Pre-Major Required Courses:

EDUC 1301	Introduction to Teaching Profession	3	1	3
EDUC 2301	Introduction to Special Populations	3	1	3
Elective	College Level	3	0	3

Total Minimum Credits Required 60

Associate of Arts in Teaching

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
Basic Computer Literacy Core	Select from Basic Computer Literacy Core Curriculum	3	3	4
MATH 1314*	College Algebra	3	0	3
Natural Science	Select from Natural Science Core Curriculum	6	6	8
HIST	Select from: American History 1301			
	or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities	Select from: ENGL literature(sophomore level),			
	or HUMA **or** PHIL	3	0	3
Visual & Performing Arts	Select from ARTS, MUSI, DRAM	3	0	3
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)			12

Total Minimum Credits Required 60

* Non math or science majors may take Math 1332. Consult the requirements from the accepting university.
** Specific courses 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	Physical Sciences	8-12	Foreign Language

Associate of Science Degree Program

281-756-5669

Degree: Associate of Science (A.S.)

Purpose: The Associate of Science Degree (A.S.) is awarded to students who fulfill the requirements of the biological science, busines administration, communications, health science, mathematics, or physical science curriculum. Students who complete these curriculums normall transfer to a four-year college.

Program Requirements: Although the major emphasis in these curriculums is in mathematics, biological science, and physical science, th curriculums also include courses in the humanities and social sciences. When planning a program and selecting electives, the student shoul 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

281-756-5669

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 I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18
Second Semester				
+BIOL 1407	General Biology II	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition II	3	0	3
+BCIS 1405 (or higher) **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
+**HIST 1302	The United States Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	13	19
Third Semester				
BIOL 2306 **or** BIOL 2401	Environmental Conservation **or** 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 **or** Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Governments 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 **or** Anatomy and Physiology II	3	3	4
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
+SPCH 1315	Public Speaking	3	0	3
		12	3	13

+Denotes core requirement; see p. 20.
**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Biological Science Degree 66-67

Business Administration Degree Program

281-756-3660

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
BUSI 1301	Introduction to Business	3	0	3
		15	3-4	16
Second Semester				
+ENGL 1302	Composition II	3	0	3
MATH 1324	Math for Business & Social Science I	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+Humanities	Select from Humanities Core Curriculum	3	0	3-4
		15	3-4	16-17
Third Semester				
***BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
***ACCT 2301	Financial Accounting	3	1	3
+GOVT 2301	American National & State Governments I	3	0	3
+***ECON 2301[a]	Principles of Economics I	3	0	3
BUSI 2301	Business Law	3	0	3
		15	4	16
Fourth Semester				
+SPCH 1315 **or** ***SPCH 1321	Public Speaking **or** Business Speaking	3	0	3
***ACCT 2302	Managerial Accounting	3	1	3
+GOVT 2302	American National & State Governments II	3	0	3
***ECON 2302	Principles of Economics II	3	0	3
***MATH 1325	Math for Business & Social Science II	3	0	3
+Visual/Performing Arts	Select from Visual/Performing Arts Core Curriculum	3	0	3
		18	1	18

+Denotes core requirement; see p. 20.
**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.
[a]Satisfies Social/Behavioral Sciences Core Requirement.
***Field of Study Curriculum; see p. 23.

Total Minimum Credits Required for Business Administration Degree.....66-67

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

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

Business Administration Degree Program

281-756-3660

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
BUSI 1301	Introduction to Business	3	0	3
		15	3-4	16
Second Semester				
+ENGL 1302	Composition II	3	0	3
MATH 1324	Math for Business & Social Science I	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+Humanities	Select from Humanities Core Curriculum	3	0	3-4
		15	3-4	16-17
Third Semester				
***BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
***ACCT 2301	Financial Accounting	3	1	3
+GOVT 2301	American National & State Governments I	3	0	3
+***ECON 2301[a]	Principles of Economics I	3	0	3
BUSI 2301	Business Law	3	0	3
		15	4	16
Fourth Semester				
+SPCH 1315 **or** ***SPCH 1321	Public Speaking **or** Business Speaking	3	0	3
***ACCT 2302	Managerial Accounting	3	1	3
+GOVT 2302	American National & State Governments II	3	0	3
***ECON 2302	Principles of Economics II	3	0	3
***MATH 1325	Math for Business & Social Science II	3	0	3
+Visual/Performing Arts	Select from Visual/Performing Arts Core Curriculum	3	0	3
		18	1	18

+Denotes core requirement; see p. 20.
**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.
[a]Satisfies Social/Behavioral Sciences Core Requirement.
***Field of Study Curriculum; see p. 23.

Total Minimum Credits Required for Business Administration Degree.....66-67

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

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

Communications - Radio/TV Broadcasting Degree Program

281-756-3767

(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 I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
COMM 1336	Television Production I	2	4	3
PHED	Physical Activity	0	3	1
		14	10-11	17
Second Semester				
+ENGL 1302	Composition II	3	0	3
COMM 2311	News Gathering & Writing I	2	4	3
+**HIST 1302	The United States Since 1877	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
COMM 1337	Television Production II	2	4	3
		13	11-12	16
Third Semester				
COMM 2327	Introduction to Advertising	3	0	3
COMM 2303	Audio/Radio Production	2	2	3
+GOVT 2301	American National & State Governments I	3	0	3
+COMM 1307	Introduction to Mass Communication	3	0	3
Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
PHED	Physical Activity	0	3	1
		14	5	16
Fourth Semester				
+SPCH 1315 **or** SPCH 1318	Public Speaking **or** Interpersonal Communication	3	0	3
+COMM 2366	Introduction to Film	2	2	3
+GOVT 2302	American National & State Governments II	3	0	3
COMM 1318	Photography I	2	4	3
+BCIS 1405 (or higher) **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
		13	9	16

+Denotes core requirement; see p. 20.
**Texas History (HIST 2301) may be substituted for one semester U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.
[a]Satisfies Social/Behavioral Sciences Core Requirement

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

Health Science Degree Program

281-756-3531

Associate of Science Degree Program

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 I	3	0	3
+PSYC 2301	General Psychology	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	4	3	4
		16	6	17
Second Semester				
+BIOL 2402	Anatomy and Physiology II	3	3	4
+ENGL 1302	Composition II	3	0	3
PSYC 2314	Lifespan Growth & Development	3	0	3
+HUMA/PHIL 2306	Intro to Ethics (recommended)	3	0	3
+**HIST 1302	The United States 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 Governments I	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
+MATH 1314	College Algebra	3	0	3
		3	16	16
Fourth Semester				
CHEM 1405 **or** 1411	Chemistry	3	3	4
+GOVT 2302	American National & State Governments 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. 20.

** 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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
PHED	Physical Activity	0	3	1
+Visual/Performing Arts	Visual/Performing Arts	3	0	3
		12	3	13
Second Semester				
+ENGL 1302	Composition II	3	0	3
MATH 2412	Pre-Calculus Math	4	0	4
+**HIST 1302	The United States Since 1877	3	0	3
PHED	Physical Activity	0	3	1
+Humanities	Select from Humanities Core Curriculum	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		16	3	17
Third Semester				
ENGL 2332 **or** ENGL 2322	Survey of Literature I **or** Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
MATH 2413	Calculus I	4	0	4
+SPCH 1315	Public Speaking	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
		16	3-4	17
Fourth Semester				
+GOVT 2302	American National & State Governments II	3	0	3
MATH 2414	Calculus II	4	0	4
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3-4	4
+BCIS 1405 (or higher) **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
		13	6-7	15

+Denotes Core Requirement; see p. 20.

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

Total Minimum Credits Required for Mathematics Degree 62

Physical Science Degree Program

281-756-5669

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 I	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
+BCIS 1405 (or higher) **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
		15	10	18
Second Semester				
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States 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	0	3	1
		16	7	18
Third Semester				
***Science	Recommended for Majors	3	3-4	4
+ENGL 2332 **or** ENGL 2322	Survey of Literature I **or** Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
MATH 2413	Calculus I	4	0	4
		13	3-4	14
Fourth Semester				
****Science	Second half of science courses taken third semester	3	3-4	4
+GOVT 2302	American National & State Governments II	3	0	3
MATH 2414	Calculus II	4	0	4
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
		13	3-4	14

+Denotes core requirement; see p. 20.

***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 Degree 64

Associate of Applied Science Degree Programs

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

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

Child Development/Early Childhood
Communications-Radio/TV Broadcasting
Computer Information Technology - Computer Programming
Computer Information Technology - Computer Networking
Court Reporting
Criminal Justice - Correctional Science
Criminal Justice - Law Enforcement & Police Administration
Culinary Arts
Diagnostic Cardiovascular Sonography-Adult Echocardiography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography
Electroneurodiagnostics
Emergency Medical Technology
Human Service - Substance Abuse Counseling
Industrial Design Technology
Management Development
Nursing ADN
Nursing Transition (LVN to ADN)
Office Administration- Administrative Assistant
Paralegal
Polysomnography
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 certifi mastery of entry-level workplace competencies. The Capstone experience must occur in the last semester of the student's educational program.

Advanced Technical Certificate Programs

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

Diagnostic Cardiovascular Sonography-Adult Echocardiography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology
Diagnostic Cardiovascular Sonography- Pediatric Echocardiography
Electroneurodiagnostics
Polysomnography

Certificate Programs

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

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

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

Child Development/Early Childhood Degree Program 281-756-3644

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

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

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester				
TECA 1311	Educating Young Children	3	1	3
TECA 1354	Child Growth and Development	3	0	3
CDEC 1319	Child Guidance	3	1	3
Basic Computer Literacy Core	Select from Basic Computer Literacy Core	3	3	4
ENGL 1301	Composition I	3	0	3
		15	5	16
Second Semester				
CDEC 1313	Curriculum Resources for Early Childhood Prog.	3	0	3
CDEC Elective	Select from Child Development/Early Childhood courses	3	0	3
CDEC 1384	Cooperative Ed. in Child Development I	1	20	3
Social Behavioral Science Core	Select from Core	3	0	3
SPCH 1315	Public Speaking	3	0	3
		13	20	15
SECOND YEAR				
First Semester				
TECA 1303	Family, School and Community	3	1	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 2307	Math and Science for Early Childhood	2	3	3
CDEC Elective	Select from Child Development/Early Childhood courses	3	0	3
Social Behavioral Science Core	Select from Core	3	1	3
		13	8	15
Second Semester				
Math Core	Select from Math Core	3	0	3
Elective	Select from Core Curriculum	3	0	3
TECA 1318	Wellness of the Young Child	3	1	3
CDEC Elective	Select from Child Development/Early Childhood courses	3	0	3
*CDEC 2384	Cooperative Ed. in Child Development II	1	20	3
		13	21	15

*Capstone course requirement: CDEC 2384

Total Credits Required for A.A.S. Child Development/Early Childhood Degree 61

Child Development/Early Childhood Certificate

Degree: Certificate

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CDEC 1319	Child Guidance	3	1	3
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 2307	Math & Science for Early Childhood	2	3	3
TECA 1303	Family, School and Community	3	1	3
TECA 1311	Educating Young Children	3	1	3
		13	9	15
Second Semester				
CDEC 1313	Curriculum Resources for Early Childhood	3	0	3
CDEC Elective	Select from CDEC courses	3	0	3
CDEC Elective	Select from CDEC courses	3	0	3
CDEC 1384	Cooperative Ed. in Child Development I	1	20	3
TECA 1318	Wellness of the Young Child	3	1	3
		13	21	15

*Capstone course requirement: CDEC 1384.

Total Credits Required for Child Development/Early Childhood Certificate 30

Child Development/Early Childhood Administration Certificate

Degree: Certificate

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

First Semester				
CDEC 1313	Curriculum Resources for Early Childhood	3	0	3
CDEC 1319	Child Guidance	3	1	3
CDEC 2426	Administration of Program for Children I	3	2	4
		9	3	10
Second Semester				
TECA 1318	Wellness of the Young Child	3	1	3
*CDEC 2428	Administration of Program for Children II	3	2	4
Business Elective	Choose one from: BUSI,BMGT,BUSG, or ACNT	3	0	3
		9	3	10

*Capstone Course Required: CDEC 2428.

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

Communications - Radio/TV Broadcasting Degree Program 281-756-3767

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

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

Program Requirements: This curriculum includes the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs.

When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. Students planning to begin employment upon completion of their program should give special consideration to their specific area of interest in the field of communications when selecting electives. Students planning on transferring to a four year academic institution should consult with the department chair.

Radio/TV Broadcasting

Associate of Applied Science Degree Program - Tech Prep

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester				
ENGL 1301	Composition I	3	0	3
COMM 1307	Introduction to Mass Communication	3	0	3
RTVB 1325	TV Studio Production	2	4	3
COMM 2327	Introduction to Advertising	3	0	3
RTVB 1301	Broadcast News Writing	2	4	3
PHED	Physical Activity	0	3	1
		13	11	16
Second Semester				
MATH 1314 **or** MATH 1332	College Algebra **or** Contemporary Mathematics I	3	0	3
RTVB 1355	Radio and Television Announcing	2	4	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1321	TV Field Production	2	4	3
SOCI 1301	Introductory Sociology	3	0	3
		11	28	15
SECOND YEAR				
First Semester				
RTVB 1309	Audio/Radio Production I	2	2	3
COMM 2366	Introduction to Film	2	2	3
HIST 1301	The United States to 1877	3	0	3
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	1	20	3
SPCH 1315	Public Speaking	3	0	3
		11	24	15
Second Semester				
RTVB 2331	Audio Radio Production III	2	4	3
COMM 1318	Photography I	2	4	3
*RTVB 2340	Portfolio Development	1	6	3
RTVB 2337	TV Production Workshop	2	4	3
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
		10	21	16

*Capstone Course

Total Credits Required for Communications-Radio/TV Broadcasting Degree 62

Communications - Radio/TV Broadcasting Certificate

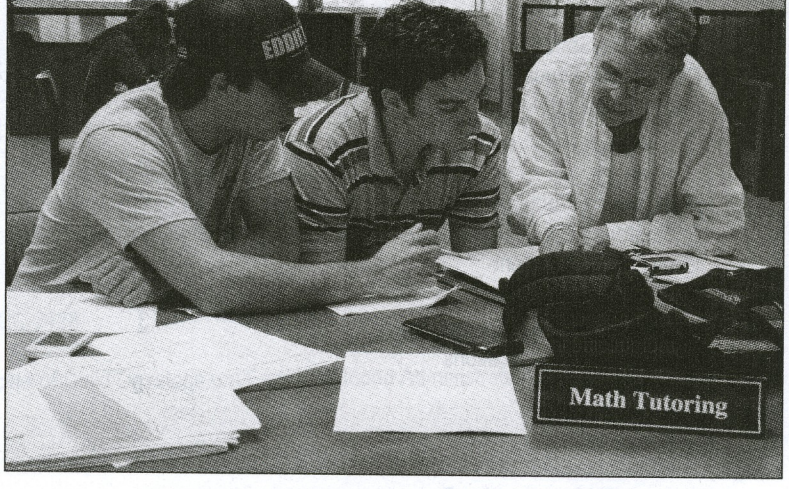
281-756-376

Purpose: Program prepares the student for entry into occupations in radio and television broadcasting, digital media, audio or video produc
Completion of this program also enhances the effectiveness of those presently employed in the field of communications.
Program Requirements: The student will be awarded a certificate upon completion of the program in Radio/TV Broadcasting

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
RTVB 1301	Broadcast News Writing	2	4	3
COMM 1307	Introduction to Mass Communication	3	0	3
RTVB 1309	Audio/Radio Production I	2	2	3
RTVB 1325	TV Studio Production	2	4	3
		9	10	12
Second Semester				
RTVB 2331	Audio Radio Production III	2	4	3
RTVB 1321	TV Field Production	2	4	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	1	20	3
COMM 1318	Photography I	3	0	3
		8	28	12
Third Semester				
*RTVB 2380	Cooperative Education-Radio/TV Broadcasting	1	20	3
RTVB 1355 **OR**	Radio and Television announcing **OR**	2	4	3
RTVB 2337	TV Production Workshop	2	4	3
		3	24	6

*Capstone Course

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



ACC offers free tutoring to students in the Learning Lab.

Computer Information Technology - Computer Programming Degree 281-756-3783

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

Purpose: The computer Information 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 information technology 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 information 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 Information Technology, specializing in business computer programming.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester				
COSC 1401	Microcomputer Applications			
or BCIS 1405	or Business Computer Applications			
or COSC 1415	or Fundamentals of Programming	3	3	4
BCIS 1431	Programming in Visual Basic			
or ITSE 1431	or Introduction to Visual BASIC Programming	3	3	4
1st Mini ITNW 1358	Network+	2	2	3
2nd Mini ITNW 1325	Fundamentals of Networking	2	2	3
ENGL 1301	Composition I	3	0	3
		13	10	17
Second Semester				
COSC 1436	Programming Fundamentals I			
or BCIS 1420	or Introductory C Programming			
or ITSE 1422	or Introduction to C Programming	3	3	4
IMED 2415	Web Design			
or ITSE 2402	or Intermediate Web Programming	3	3	4
*BCIS 2431	Advanced Programming Visual Basic			
or ITSE 2449	or Advanced Visual BASIC Programming	3	3	4
Elective	Speech Communication Core	3	0	3
ENGL 2311	Technical Communication (preferred)			
or ENGL 1302	or Composition II	3	0	3
		15	9	18
SECOND YEAR				
First Semester				
COSC 1437	Programming Fundamentals II			
or COSC 1420	or Computer Programming - C++			
or ITSE 1407	or Introduction to C++ Programming	3	3	4
ITSE 2409	Database Programming	3	3	4
SOCI 1301	Introductory Sociology			
or ECON 2301	or Principles of Economics I	3	0	3
MATH 1314	College Algebra (preferred)			
or TECM 1403	or Technical Calculations			
or MATH 2413	or Calculus I			
or MATH 2414	or Calculus II			
or PHYS 2425	or Physics I			
or PHYS 2426	or Physics II	3/3	0/3	3/4
Elective	Visual & Performing Arts/Humanities Core	3	0	3
		15/15	6/9	17/18
Second Semester				
COSC 2436	Programming Fundamentals III			
or COSC 1430	or Computer Programming - JAVA			
or ITSE 2417	or JAVA Programming	3	3	4
COSC 2420	Advanced C++ Programming	3	3	4
CPMT 2445	Computer System Troubleshooting			
or COSC 2425	or Computer Organization and Machine Language	3	3	4
1st Mini ITMT 1302	Windows Seven Configuration	2	2	3
		11	11	15

* Capstone Course

Total Credits Required for A.A.S. Computer Programming Degree.....67-68

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

Courses below prepare for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

Microsoft Certified IT Professional (MCITP) Certification (ITMT 2351)

*****ACC has a 2+2 agreement with UHCL.*****

Field of Study Curriculum for Computer Science

Course Number	Course Title	Semester Credit Hours
COSC 1436	Programming Fundamentals I	4
COSC 1437	Programming Fundamentals II	4
COSC 2436	Programming Fundamentals III	4
COSC 2425	Computer Organization and Machine Language	4
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
PHYS 2425	Physics I	4
PHYS 2426	Physics II	4
		32 SCH Total

Associate in Applied Science - Computer Networking Degree Program 281-756-366

Purpose: The Computer Information Technology Networking program is designed to prepare students for careers in many areas of LAN/ administration and design. ACC is a Charter member of the Microsoft IT Academy Program and thus holds a leveraged position for success i variety of career opportunities (e.g. installing, managing and maintaining Microsoft servers and networks worldwide). This 63 credit A.A.S. progr focuses on these Microsoft certifications: (MCITP) "Microsoft Certified IT Professional", "MCITP-Support Technician", "MCITP-Server Administrat Program graduates will be prepared for other, vender neutral, certifications, as well. Such as CompTIA's "Network+", "A+", and "Security+". All indus certifications are awarded after passing their proprietary exams which are administered by authorized testing centers. Alvin College has a classro lab on the main campus dedicated exclusively to the Network Administrator/Professional/Technician curriculums.

(Tech Prep)

	Course Number	Course Title	Lecture Hours	Lab Hours	Credits
	FIRST YEAR				
	First Semester				
1st Mini	ITNW 1358	Network+	2	2	3
2nd Mini	ITNW 1325	Fundamentals of Networking	2	2	3
	CPMT 1411	Introduction to Computer Maintenance	3	3	4
	SOCI 1301	Introductory Sociology	3	0	3
	BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
			13	10	17
	Second Semester				
1st Mini	ITMT 1302	Windows Seven Configuration	2	2	3
2nd Mini	ITMT 1340	Managing and Maintaining a Microsoft Windows Server 2003 Environment	2	2	3
	CPMT 2445	Computer System Troubleshooting	3	3	4
1st Mini	ITNW 2321	Networking with TCP/IP	2	2	3
2nd Mini	ITSY 1342	IT Security (Security+)	2	2	3
			11	11	16
	SECOND YEAR				
	First Semester				
	*Elective	Fine Arts/Humanities	3	0	3
1st Mini	ITMT 2301	Win Server 2008 Network Infrastructure Configuration	2	2	3
2nd Mini	ITMT 2302	Windows Server 2008 Active Directory Configuration	2	2	3
	ENGL 1301	Composition I	3	0	3
	MATH 1333	Contemporary Mathematics for Tech	3	0	3
			13	4	15
	Second Semester				
	ENGL 1302	Composition II	3	0	3
1st Mini	**ITMT 2351	Windows Server 2008: Server Administrator	3	3	3
2nd Mini	ITMT 2322	Windows Server 2008 Applications Infrastructure Configuration	2	2	3
1st Mini	ITMT 2340	Designing Security for Microsoft Networks	2	2	3
2nd Mini	ITMT 2346	Implementing & Administering Security in a Microsoft Windows Server 2003 Network	2	2	3
			15	9	15

Total Credits Required for A.A.S of Computer Networking Degree 63

* Elective is optional but provides flexibility and broader development of the program and individual.

** The capstone course is ITMT 2351 - Windows Server 2008 Server Administrator

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

Computer Information Technology - General Computer Data Processing

Certificate 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 Information Technology (General Computer Data Processing).

	Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
	FIRST YEAR				
	First Semester				
	COSC 1401	Microcomputer Applications			
	or BCIS 1405	or Business Computer Applications			
	or COSC 1415	or Fundamentals of Programming	3	3	4
	BCIS 1431	Programming in Visual Basic			
	or ITSE 1431	or Introduction to Visual BASIC Programming	3	3	4
1st Mini	ITNW 1358	Network+	2	2	3
2nd Mini	ITNW 1325	Fundamentals of Networking	2	2	3
			10	10	14
	Second Semester				
	COSC 1436	Programming Fundamentals I			
	or BCIS 1420	or Introductory C Programming			
	or ITSE 1422	or Introduction to C Programming	3	3	4
	IMED 2415	Web Design	3	3	4
	*BCIS 2431	Advanced Programming Visual Basic			
	or ITSE 2449	or Advanced Visual BASIC Programming	3	3	4
			9	9	12

* Capstone Course

Total Credits Required for General Computer Data Processing Certificate.....26

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

Courses below prepare for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

Microsoft Certified IT Professional (MCITP) Certification (ITMT 2351)

Computer Information Technology - Computer Networking Certificate Program

	Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
	First Semester				
	BCIS 1405	Business Computer Applications	3	3	4
	or COSC 1401	or Microcomputer Applications			
	CPMT 1411	Introduction to Computer Maintenance	3	3	4
1st Mini	ITNW 1358	Network +	2	2	3
2nd Mini	ITNW 1325	Fundamentals of Networking	2	2	3
			10	10	14
	Second Semester				
1st Mini	ITMT 1302	Windows Seven Configuration	2	2	3
2nd Mini	*ITMT 1340	Managing and Maintaining a Microsoft Windows Server 2003 Environment	2	2	3
1st Mini	ITMT 2351	Windows Server 2008: Server Administrator	3	3	3
	CPMT 2445	Computer System Troubleshooting	3	3	4
			10	10	13

This plan provides courses for preparation for the following certifications:

C ompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

CompTIA A+ Certification (CPMT 1411 and CPMT 2445)

Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302 and/or ITMT 2351)

*Capstone Course

Total Credits Required for Computer Information Technology Computer Networking Certificate 27

Court Reporting Degree Program

281-756-37

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

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

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

Program Objectives: The objective of the curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testim 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Court Reporters Associa (NCRA). Accompanying objectives are the attainment of the Court Reporting Scopist Certificate and an enhanced skills certificate in captioning/CA

Program Requirements:

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

Note: A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may be refused certification to the Supreme Cour 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 withdraw from the program for reasons other than academic problems will be considered for readmission on an individual basis. All CRTR students wil limited to two semesters of CRTR 1404 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 w 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 ba

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

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

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

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

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

Court Reporting Associate of Applied Science Degree Program 281-756-3757

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	2	8	4
Elective	Fine Arts/Humanities	3	0	3
		10	11	13
Second Semester (Spring)				
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	1	4	2
CRTR 1314	Reporting Technology I	2	3	3
CRTR 1406	Machine Shorthand II (60-100)	2	8	4
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	2	3	3
		10	18	15
Third Semester (Summer)				
CRTR 1308	Realtime Reporting I	2	3	3
CRTR 1357	Literary/Jury Charge Dictation I (100-120)	2	3	3
CRTR 2401	Intermediate Machine Shorthand (120-140)	2	8	4
SOCI 1301 **or**	Introductory Sociology **or**			
PSYC 1300	Learning Strategies	3	0	3
		9	14	13
SECOND YEAR				
First Semester (Fall)				
CRTR 1359	Literary/Jury Charge Dictation II (140-160)	2	3	3
CRTR 2312	Court Reporting Procedures	2	3	3
CRTR 2403	Advanced Machine Shorthand (160-180)	2	8	4
GOVT 2301 **or**	American National & State Governments **or**			
HIST 1301	The United States to 1877	3	0	3
		9	14	13
Second Semester (Spring)				
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2236	Accelerated Machine Shorthand II (180-200-225)	1	4	2
CRTR 2435	Accelerated Machine Shorthand (200-225)	2	8	4
MATH 1314 **or**	College Algebra **or**			
MATH 1333	Contemporary Mathematics for Tech	3	0	3
		8	15	12
Third Semester (Summer)				
CRTR 2381	Cooperative Education	1	20	3
SPCH 1318	Interpersonal Communications	3	0	3
		4	20	6

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

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

- One 180 wpm five-minute literary test with no more than 20 errors - 97.8%
- One 180 wpm five-minute testimony test with no more than 20 errors - 97.8%
- One 200 wpm five-minute jury charge test with no more than 25 errors - 97.5%
- One 200 wpm five-minute testimony test with no more than 25 errors - 97.5%
- Two 225 wpm five-minute testimony tests with no more than 25 errors - 97.8%
- Two mock CSR exams. EACH exam consists of the following:
- One 180 wpm five-minute literary test with no more than 45 errors - 95%
- One 200 wpm five-minute jury charge test with no more than 50 errors - 95%
- One 225 wpm five-minute testimony test with no more than 56 errors - 95%

2. Each student shall complete an internship (CRTR 2381) with a court reporter.
Students are encouraged to utilize the dictation available through MyBlackboard on the ACC website for home practice and skill building during free periods and before and after school.

Court Reporting Enhanced Skills Certificate (Captioning)

Purpose: The captioning enhanced skills certificate prepares the student seeking the A.A.S. degree in court reporting to also work in the captioni 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	2	3	3
		4	6	6

Total Credits Required Court Reporting Enhanced Skills Certificate 78

Court Reporting Certificate Program

Purpose: The certificate in Court Reporting prepares the student for full-time employment immediately in a specialized business occupation. Th 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 stude is urged to consult with the Counseling Center and the Court Reporting Department Chairperson in planning his/her program. The Court Reporti 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 1302	Law and Legal Terminology	3	0	3
*CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	2	8	4
		7	11	10
Second Semester (Spring)				
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	1	4	2
CRTR 1314	Reporting Technology I	2	3	3
CRTR 1406	Machine Shorthand II (60-100)	2	8	4
CRTR 2306	Medical Reporting	3	0	3
*CRTR 2311	Reporting Communications II	2	3	3
		10	18	15
Third Semester (Summer)				
CRTR 1308	Realtime Reporting I	2	3	3
CRTR 1357	Literary/Jury Charge Dictation I (100-120)	2	3	3
CRTR 2401	Intermediate Machine Shorthand (120-140)	2	8	4
		6	14	10
SECOND YEAR				
First Semester (Fall)				
CRTR 1359	Literary/Jury Charge Dictation II (140-160)	2	3	3
CRTR 2312	Court Reporting Procedures	2	3	3
CRTR 2403	Advanced Machine Shorthand (160-180)	2	8	4
		6	14	10
Second Semester (Spring)				
CRTR 2236	Accelerated Machine Shorthand II (180-200-225)	1	4	2
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2435	Accelerated Machine Shorthand (200-225)	2	8	4
		5	14	9
Third Semester (Summer)				
*CRTR 2381	Cooperative Education-Court Reporter	1	20	3
		1	20	3

*Capstone Course

Total Credits Required for Court Reporting Certificate 57

Court Reporting Scopist Certificate 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. Each student is urged to consult with the Counseling Center and the Court Reporting Department Chairperson in planning his/her program. The Court Reporting Scopist Certificate will be awarded upon satisfactory completion of the three-semester program.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	2	8	4
		7	11	10
Second Semester (Spring)				
CRTR 1314	Reporting Technology I	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	2	3	3
		7	6	9
Third Semester (Summer)				
CRTR 2313 **or** CRTR 2312	Reporting Technology II **or** Court Reporting Procedures	2	3	3
*CRTR 2380 **or** CRTR 2381	Cooperative Education - Scopist **or** Cooperative Education - Court Reporter	1	20	3
		3	23	6

*Capstone Course

Total Credits Required for Court Reporting Scopist Certificate 25

Criminal Justice - Correctional Science Degree

281-756-3951

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

Purpose: The curriculum in correctional science prepares individuals for career services with the Texas Department of Corrections, with juveniles i institutions, and with related correctional occupations. Supported by a broad general education, training is given to develop professional competenc 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 require 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 physic condition free from any physical or mental condition which might adversely affect acceptance or performance as a correctional officer; (b) norm 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 relate areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success correctional work. Students are urged to consult with their faculty advisor and the Office of Admissions & Academic Advising in planning their progra 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 I	3	0	3
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** 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 Core	3	0	3
MATH 1314 **or** MATH 1332	College Algebra **or** Contemporary Mathematics I	3	0	3
		15	0	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	Introductory 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 Degree 61

Criminal Justice - Law Enforcement and Police Administration Degree

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

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

Admission Requirements:

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

Program Requirements:

1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 61 approved credit hours.

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

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CRIJ 1301 **or**	Introduction to Criminal Justice **or**			
CJLE 1506	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 I	3	0	3
BCIS 1405 **or**	Business Computer Applications **or**	3	3	4
COSC 1401	Microcomputer Applications			
		15	3	16
Second Semester				
CRIJ 2323 **or**	Legal Aspects of Law Enforcement **or**			
CJLE 1512	Basic Peace Officer II	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
MATH 1314 **or**	College Algebra			
MATH 1332	Contemporary Mathematics I	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
		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**	Practicum-Criminal Justice Studies **or**			
CJLE 1518	Basic Peace Officer III	0	21	3
Elective	College Level	3	0	3
		12	21	15
Fourth Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 1313	Juvenile Justice System	3	0	3
Elective	Criminal Justice Elective	3	0	3
CJSA 2365 **or**	Practicum - Criminal Justice Studies **or**			
CJLE 1524	Basic Peace Officer IV	0	21	3
SPCH 1318	Interpersonal Communication	3	0	3
		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 Degree. 61

Criminal Justice - Correctional Administration Certificate

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

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
BMGT 1303	Principles in Management	3	0	3
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** 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	Introductory Sociology	3	0	3
SPCH 1318	Interpersonal Communications	3	0	3
		12	21	15

Total Credits Required for Correctional Administration Certificate 31

Art students enjoy the inspiration of an outdoor drawing class.

Criminal Justice - Correctional Science Certificate

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

Course Number	*Course Title*	*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	Introductory Sociology	3	0	3
		15	0	15
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
		15	0	15

Total Credits for Correctional Science Certificate 30

Criminal Justice - Crime Scene Technician Certificate

Purpose: This course provides the student with the goals and principles of physical evidence and defines the application of forensic sciences to the criminal investigation. It identifies the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented, as are the methods utilized for requesting laboratory analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.
Program Requirements: A certificate student takes thirty-three (33) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

Course Number	*Course Title*	*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
		18	0	18
Second Semester				
CJSA 2323	Criminalistics II	2	4	3
CJLE 2345	Vice and Narcotics Investigation	3	0	3
CRIJ 1307	Crime In America	3	0	3
CJSA 2332	Criminalistics III	2	4	3
CJSA 1325	Criminology	3	0	3
		13	8	15

Total Credits Required for Crime Scene Technician 33

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

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

Course Number	*Course Title*	*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 1313	Juvenile Justice System	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
		18	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 19 weeks - The day academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday, however, Defensive Driving and other skills classes may be conducted occasionally on weekends or at night. The night academy classes are 6 pm to 10 pm, Monday thru Friday, however some classes may occasionally be conducted on weekends.
Purpose: The Alvin Community College Law Enforcement Academy train women and men for a career in Law Enforcement. The course curriculum is designed so the student can meet the testing objectives of the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) and be certified to take the TCLEOSE licensing examination. In addition, students will earn a total of 22 credit hours, 10 hours of which apply directly to the A.A.S. Law Enforcement and Police Administrative degree plan at Alvin Community College. The Academy has graduated over 50 classes during the last 3 decades.
Accreditation: The Alvin Community College-Law Enforcement Academy is an approved training academy by the Texas Commission on Law Enforcement Officers Standards and Education.

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

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

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

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

Course Requirements:

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

Special fees charged by the College:

1. Ammunition	$260.00
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.) - TECH PREP

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
HAMG 1324	Hospitality Human Resources Management	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
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
		13	12	17
Third Semester				
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
CHEF 1364	Practicum	0	30	3
		3	33	7
Fourth Semester				
ENGL 1301	Composition I	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
Elective **or** MATH 1333	Math/Science Core Curriculum **or** Contemporary Mathematics for Tech	3	0	3
HAMG 1321	Introduction to the Hospitality Industry	3	0	3
		11	0	11
Fifth Semester				
Elective	Visual & Performing Arts/Humanities Core	3	0	3
Elective **or** PSYC 1300	Social and Behavioral Science Core **or** Learning Strategies	3	0	3
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
*CHEF 1365	Practicum	0	23	3
		9	23	12

*Capstone Course

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

Culinary Arts Certificate 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	0	3
HAMG 1324	Hospitality Human Resources Management	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
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
		13	12	17
Third Semester				
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
*CHEF 1365	Practicum	0	30	3
		3	33	7

*Capstone Course

Total Credits Required for Culinary Arts Certificate 42

Culinary Arts - Culinary Management Certificate

Purpose: To provide students with basic management skills utilized in today's food service industry.

This certificate is designed to complement the culinary arts certificate and can lead to certification through the American Culinary Federation. The objective is to prepare students for entry level kitchen management positions.

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester				
CHEF 1305	Sanitation and Safety	3	0	3
HAMG 1324	Hospitality Human Resources Management	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
HAMG 1321	Introduction to the Hospitality Industry	3	0	3
		11	0	11
Second Semester				
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
CHEF 1291	Current Events in Culinary Arts	2	0	2
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
		8	0	8
Third Semester				
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
*CHEF 1364	Practicum	0	23	3
		0	26	7

*Capstone Course

Total Credits Required for Culinary Management Certificate 26

Diagnostic Cardiovascular Sonography Degree Program

281-756-5650

Degree: Associate Degree of Applied Science (A.A.S.) in either Adult Echocardiography or Non-Invasive Vascular Technology , or Pediat Echocardiography

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

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbre of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Tel: 727-210-23

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

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

1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
5. Composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required. Submit official score report (sealed).
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Non-Invasive Vascular Technology is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs)
7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status. **Must have all three (3) HEPATITIS B shots by July. Immunizations required are: HepB, MMR, Varicella, TDAP.**
8. Not currently on suspension or academic probation from ACC or any other college.
9. Complete all pre-requisites with a grade of C or better including: ENGLISH 1301, BIOLOGY 2401, MATH 1314, PHYSICS 1401 (or college level Physics can be accepted, including CTEC 1401). BIOL 2402 - required for Pedi Echo, recommended for Adult Echo and Non-Invasive Vascular.
10. Submit two reference forms and personal statement. References must be professional or academic, current, and sealed.
11. Once accepted, pass a criminal background check and drug screen.
12. Complete the AHA Healthcare provider course for CPR prior to July.

B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If you're A&P is expired please choose from the following options:

a. take DSAE 2303 CV Concepts prior to acceptance.
b. re-take A&P II (which includes the heart and blood vessels).

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.

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

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

II. Alternate Enrollment:

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

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

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

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

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

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

III. **Progression Policies:**

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

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

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

D. A student may be terminated from the program if clinical or class/lab performance is unsatisfactory as determined by the instructor and the program director. This action may be taken at any time during the 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 - Adult Echocardiography

Associate of Applied Science Degree Program - Tech Prep

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
Program Pre-requisites				
**ENGL 1301	Composition 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	3	4
		12	6	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	Introduction to Echocardiography Techniques	2	4	3
DSAE 1360	Clinical - DMST, Intro Echocardiography	0	18	3
		4	24	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	26	3
*PHED	Physical Activity	0	3	1
		2	33	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**	Introductory Sociology **or**			
PSYC 2301 **or**	General Psychology **or**			
PSYC 1300	Learning Strategies	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 - Adult Echocardiography 70

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

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

A.A.S. Diagnostic Cardiovascular Sonography - Pediatric Echocardiography

***CAAHEP Accreditation for Pedi Echo is not yet available.**

Associate of Applied Science Degree Program - Tech Prep

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
Program Pre-requisites:				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy and Physiologty I	3	3	4
MATH 1314	College Algebra	3	0	3
PHYS 1401	General Physics (or any Applied Physics, 4 credits +lab)	3	3	4
		12	6	14
FIRST YEAR				
First Semester (Summer 11 weeks)				
DSAE 1407	Basic Patient Care Skills	3	2	4
DSPE 2255	Neonatal/Pediatric Patient Care Skills	1	3	2
DMSO 1210*	Introduction to Sonography	2	0	2
DSAE 2303*	Cardiovascular Concepts	3	1	3
		9	6	11
Second Semester (Fall 16 weeks)				
Elective*	Fine Arts/Humanities/Career Spanish	3	0	3
PSYC or SOCI*	SOCI 1301 or PSYC 2301 or PSYC 1300	3	0	3
DSAE 1340	Diagnostic Electrocardiography	2	4	3
CVTT 1161	Clinical - Cardiovascular Technology	0	6	1
DSAE 1303	Intro to Echocardiography Techniques	2	4	3
		10	14	13
SECOND YEAR				
First Semester (Spring 16 weeks)				
DSAE 1318	Sonographic Instrumentation	2	2	3
DSPE 1300	Intro to Pedi Echo Techniques	2	3	3
DSPE 2360	Clinical - DMST, Intro to Pedi Echo	0	18	3
		4	23	9
Second Semester (Summer 11 weeks)				
DSPE 2357	Echo Eval of Congenital Heart Diesease I	2	3	3
DSPE 2261	Clinical - DMST, Pedi Echo I	0	26	3
		2	29	6
Third Semester (Fall 16 weeks)				
DSPE 2349	Echo Eval of Congenital Heart Diesease II	2	3	3
DSPE 2461	Clinical - DMST, Pedi Echo II	0	24	4
		2	27	7
Fourth Semester (Spring 16 weeks)				
DSPE 2359	Advanced Pedi Echocardiography	2	3	3
DSPE 2462	Clinical - DMST, Pedi Echo III	0	24	4
		2	27	7

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Pediatric Echocardiography.....67

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

**Courses must be taken prior to acceptance.

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

Associate of Applied Science Degree Program - Tech Prep

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
Program Pre-requisites:				
ENGL 1301	Composition 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	3	4
		12	6	14
FIRST YEAR				
First Semester (Summer 11 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**	Visual & Performing Arts/Humanities Core **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
DSVT 1300	Principles of Vascular Technology	2	4	3
DSVT 1360	Clinical - DMST, Intro to Vascular	0	18	3
		4	24	9
SECOND YEAR				
First Semester (Summer 11 weeks)				
DSVT 2430	Non-Invasive Cerebral Vascular Evaluation	2	4	4
DSVT 2361	Clinical - DMST, Vascular I	0	26	3
PHED	Physical Activity	0	3	1
		2	33	8
Second Semester (Fall)				
DSVT 2418	Non-Invasive Peripheral Vascular Evaluation	2	4	4
DSVT 2461	Clinical - DMST, Vascular II	0	24	4
SOCI 1301 **or**	Introductory Sociology **or**			
PSYC 2301 **or**	General Psychology **or**			
PSYC 1300	Learning Strategies	3	0	3
		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	2	4	3
		2	31	8

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

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

Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree Program

281-756-5650

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

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

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under t umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 3375 Tel: 727-210-2350.

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

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

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

II. Alternate Enrollment:

A. Practicing Echocardiographers and Vascular Technologists who wish to earn an Advanced Certificate.
1. This option applies to those who are registered in Adult Echocardiography or Vascular Technology with at least 2 years of experience an 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 cross train:
1. Must be graduates of ACC - DCVS
2. Must be registered in either Echo or Vascular
3. Must apply by October 15th
4. Number of openings is dependent upon current student volume in regular programs.
5. Graduates who are registered and would like to cross-train without entering the full A.T.C. program may take the lecture and lab courses in sequence.

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

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

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

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography

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

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	Introduction to Echocardiography Techniques	2	4	3
DSAE 1360	Clinical - DMST, Intro to Echocardiography	0	18	3
		6	24	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	26	3
		5	31	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 - Adult Echocardiography 39

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

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

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

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

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	18	3
		6	24	11
Second Semester (Summer 12 weeks)				
**DSAE 2303	Cardiovascular Concepts	3	1	3
DSVT 2430	Non-Invasive Cerebral Vascular Evaluation	2	4	4
DSVT 2361	Clinical - DMST, Vascular I	0	26	3
		5	33	10
SECOND YEAR				
First Semester (Fall)				
DSAE 1340	Diagnostic Electrocardiography	2	4	3
DSVT 2418	Non-Invasive Peripheral 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 Cert. Diagnostic Cardiovascular Sonography - Non-Invasive Vascular.....39

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

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

Advanced Technical Certificate Diagnostic Cardiovascular Sonography – Pediatric Echocardiography

**** Program Pre-requisites:**

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Semester (Spring 16 weeks)				
DSPE 2255	Neonatal/Pediatric Patient Care Skills	1	3	2
DSPE 1300	Introduction to Pedi Echo Techniques	2	3	3
DSPE 2360	Clinical – DMST, Intro to Pedi Echo	0	18	3
		3	24	8
Second Semester (Summer 11 weeks)				
DSPE 2357	Echo Eval of Congenital Heart Disease 1	2	3	3
DSPE 2261	Clinical – DMST, Pedi Echo I	0	26	2
		2	29	5
Third Semester (Fall 16 weeks)				
DSPE 2349	Echo Eval of Congenital Heart Disease 2	2	3	3
DSPE 2461	Clinical – DMST, Pedi Echo II	0	24	4
		2	27	7
Fourth Semester (Spring 16 weeks)				
DSPE 2359	Advanced Pedi Echocardiography	2	3	3
DSPE 2462	Clinical – DMST, Pedi Echo III	0	24	4
		2	27	7

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

Deadline to apply is October 15th.

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

Electroneurodiagnostics Degree Program 281-756-5644

Degree: Associate in Applied Science (AAS) - Tech Prep

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

The program is affiliated with several hospitals including Texas Childrens Hospital, North Cypress Medical Center, Memorial-Hermann and others. The program is seeking accreditation from the Committee on Accreditation for Education in Electroneurodiagnostic Technology (CoA-END), 6654 South Sycamore Street, Littleton, CO 80120, 303-738-0770, www.CoA-END.org.

Admission Requirements:

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

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

Advanced Standing

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

Progression Policy

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

Associate in Applied Science Electroneurodiagnostics (END) Program

Course Number	Course Title	Lecture Hrs.	Lab Hrs.	Credits
Pre-requisite Courses				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
HITT 1305	Medical Terminology	3	0	3
HPRS 1304	Basic Patient Care Skills	2	2	3
		14	5	16
First Year				
First Semester (Fall)				
BIOL 2402	Anatomy & Physiology II	3	3	4
PSYC 2314	Life Span Growth and Development	3	0	3
PSGT 1310	Neuroanatomy & Physiology	3	0	3
ENDT 1350	Electroencephalography	2	2	3
ENDT 1345	Applied Electronics and Instrumentation	2	2	3
		13	7	16
Second Semester (Spring)				
SPCH 1318	Interpersonal Communications	3	0	3
ENDT 2320	Electroneurodiagnostic Tech I	2	2	3
ENDT 1463	Electroneurodiagnostic Tech Clinical I	0	20	4
Elective	Humanities/Visual Arts Elective	3	0	3
		8	22	13
Third Semester (Summer)				
ENDT 2425	Electroneurodiagnostic Tech II	3	2	4
ENDT 2463	Electroneurodiagnostic Clinical II	0	14	3
ENDT 2210	Evoked Potentials	2	0	2
		5	16	9
Fourth Semester (Fall)				
ENDT 2561	Electroencephalography Clinical III	0	30	5
ENDT 2215	Nerve Conduction Studies	2	0	2
		2	30	7

Total Credits Required for A.A.S. Electroneurodiagnostics 61

Required Elective - The required Humanities/Fine Arts elective must be selected from the following list. (No other course will be accepted)

ARTS 1301	Art Appreciation	ENGL 2328	Survey of American Literature II
ARTS 1303	Art History I	ENGL 2332	Survey of Literature I
ARTS 1304	Art History II	ENGL 2333	Survey of Literature II
ARTS 2348	Digital Arts I	HUMA 1301	Introduction to Humanities I
DRAM 1310	Introduction to Theater Arts	HUMA 1302	Introduction to Humanities II
DRAM 1351	Acting I	MUSI 1301	Introduction to Music
DRAM 1352	Acting II	MUSI 1306	Music Appreciation
DRAM 2361	History of the Theatre I	MUSI 1308	Survey of Music Lit I
DRAM 2362	History of the Theatre II	MUSI 1309	Survey of Music Lit II
DRAM 2366	Development of the Motion Picture	MUSI 1310	History of Rock/Jazz
ENGL 2322	Survey English Literature I	PHIL 1301	Introduction to Philosophy
ENGL 2323	Survey English Literature II	PHIL 1306	Into to Ethics
ENGL 2327	Survey of American Literature I		

OR

Any Sophomore-level French, German or Spanish course

Electroneurodiagnostics (END) Advanced Technical Certificate Program

Degree: Advanced Technical Certificate (ATC)

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

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

Admission Requirements:

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

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

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
First Year				
First Semester (Fall)				
PSGT 1310	Neuroanatomy & Physiology	3	0	3
ENDT 1350	Electroencephalography	2	2	3
ENDT 1345	Applied Electronics and Instrumentation	2	2	3
		7	4	9
Second Semester (Spring)				
ENDT 2320	Electroneurodiagnostic Tech I	2	2	3
ENDT 1463	Electroneurodiagnostic Tech Clinical I	0	20	4
		2	22	7
Third Semester (Summer)				
ENDT 2425	Electroneurodiagnostic Tech II	3	2	4
ENDT 2463	Electoneurodiagnostic Clinical II	0	14	3
ENDT 2210	Evoked Potentials	2	0	2
		5	16	9
Fourth Semester (Fall)				
ENDT 2561	Electroencephalography Clinical III	0	30	5
ENDT 2215	Nerve Conduction Studies	2	0	2
		2	30	7

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

Emergency Medical Technology Program

281-756-5625

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

Purpose: The Emergency Medical Technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hosp and ambulance settings. Program meets Texas Department of State Health Services (TDSHS) requirements for certification eligibility, and succes students may take the TDSHS Emergency Medical Services Examination for Certification. Students must meet departmental standards to take TDSHS certification examinations. A fee is charged by the TDSHS for certification examinations. There may also be additional charges for f experiences.The basic EMT program is designed for persons in the emergency health care field, such as ambulance personnel, safety engine industrial nurses, rescue squad workers, child care personnel, policemen and firemen, as well as anyone who supervises or is responsible for the sa and well-being of a number of people.The Department of Emergency Medical Technology adheres to the curricula set forth by the U.S. Departme Transportation, the Texas State Department of Health Services, the American Heart Association, and the International Trauma Life Support Associat Components of the curriculum include anatomical and physiological functions and dysfunctions, treatment modalities, rescue, management, Advan Cardiac Life Support, Basic Trauma Life Support, pediatric, medical 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 State Department of Health Services registry examination for certification in the field of emergency medical servic

Program Requirements

Qualified applicants will be admitted according to space available each semester. To be considered for admission to the EMT Program, applica 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. N Applicants convicted of a felony and/or misdemeanor offense may or may not be eligible to write the state exam.
4. be 18 years-of-age or older;
5. have high school diploma or GED;
6. pay the Texas Department of State Health Services registry application fees and all other associated fees;
7. purchase appropriate clinical attire and equipment;
8. purchase student liability insurance annually (subject to rate applicable at time of registration);
9. complete a physical examination which includes TB skin test and immunizations upon enrollment in the program;
10. have current basic CPR certification for health professionals dated within one year prior to the course starting date;
11. adhere to clinical sites and times as arranged by the College and its affiliates (Sites and times are subject to change without notice);
12. Students must pay for background/fingerprinting by the FBI and pass a criminal background check.

Student Accountability

1. Students are responsible for their transportation to and from the clinical facilities.
2. Students will abide by the 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	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
MATH 1332	Contemporary Mathematics I	3	0	3
ENGL 1301	Composition I	3	0	3
		11	12	12
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	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	0	7	1
		11	22	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	3	0	3
EMSP 2160	Paramedic Clinical II	0	6	1
		11	13	14
SECOND YEAR				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	1	8	2
BCIS 1405 **or** COSC 1401	Business Computer Applications **or** Microcomputer Applications	3	3	4
EMSP 2352	EMS Research	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
		13	14	16
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	9	1
SOCI 1301	Introductory Sociology	3	0	3
EMSP	EMS Elective (EMSP 1391, EMSP 2300 or HITT 1305)	3	0	3
		9	14	12

Total Credits Required for AAS Emergency Medical Technology.....70

EMT ENHANCED SKILLS CERTIFICATE

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
EMSP 2458	Critical Care Paramedic	2	6	4
EMSP 2359	EMS Supervision/ Management	3	1	3
		5	7	7

Total Credits Required for Enhanced Skills Certificate.....77

Emergency Medical Technology - Paramedic Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		5	12	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	0	7	1
		8	19	12
Third Semester				
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	2	1	2
EMSP 2338	EMS Operations	3	0	3
EMSP 2160	Paramedic Clinical II	0	6	1
		8	10	10
SECOND YEAR				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	1	8	2
		4	11	6
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	9	1
		3	14	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	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
		5	12	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	0	7	1
		8	19	12

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