

Diagnostic Cardiovascular Sonography

281-756-5650

Pediatric Echocardiography (CIP 51.0910)

Associate of Applied Science Degree (A.A.S.) - Articulated Credit

Course Number	Course Title	Credits
Program Pre-requisites - Must be completed or in progress in order to apply.		
** BIOL 2401	Anatomy and Physiology I	4
** BIOL 2402	Anatomy and Physiology II	4
** ENGL 1301	Composition I	3
** PHYS 1401 or	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) or)	4
* CTEC 1401	Applied Petrochemical Technology	
** Mathematics	Select from Mathematics Core Curriculum	3
FIRST YEAR		
First Semester (Summer 11 weeks)		
HPRS 1304	Basic Health Profession Skills	3
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
Second Semester (Fall 16 weeks)		
DSAE 1303	Intro to Echocardiography Techniques	3
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
Third Semester (Spring 16 weeks)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSPE 1300	Intro to Pedi Echo Techniques	3
DSPE 1265	Practicum - DMST, Intro to Pedi Echo	2
Language, Philosophy & Culture or Creative Arts	Select from Language, Philosophy & Culture Core Curriculum or Select from Creative Arts Core Curriculum	3
SECOND YEAR		
Fourth Semester (Summer 11 weeks)		
DSPE 2257	Echo Eval of Congenital Heart Disease I	2
DSPE 2261	Clinical - DMST, Pedi Echo I	2
Fifth Semester (Fall 16 weeks)		
DSPE 2249	Echo Eval of Congenital Heart Disease II	2
DSPE 2461	Clinical - DMST, Pedi Echo II	4
** Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Sixth Semester (Spring 16 weeks)		
DSPE 2259	Advanced Pedi Echocardiography	2
DSPE 2462	Clinical - DMST, Pedi Echo III	4

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Pediatric Echocardiography..... 65

* Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection.

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

** Courses may be taken prior to acceptance.

NOTE: DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Diagnostic Cardiovascular Sonography

Vascular Sonography (CIP 51.0910)

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	Course Title	Credits
Program Pre-requisites - Must be completed or in progress in order to apply.		
** BIOL 2401	Anatomy and Physiology I	4
** BIOL 2402	Anatomy and Physiology II	4
** ENGL 1301	Composition I	3
** PHYS 1401 or	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) or)	4
* CTEC 1401	Applied Petrochemical Technology	
** Mathematics	Select from Mathematics Core Curriculum	3
FIRST YEAR		
First Semester (Summer 11 weeks)		
HPRS 1304	Basic Health Profession Skills	3
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
Second Semester (Fall 16 weeks)		
** Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
CV/TT 1161	Clinical - Cardiovascular Technology	1
DSAE 1340	Diagnostic Electrocardiography	3
Third Semester (Spring 16 weeks)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST, Intro to Vascular	3
SECOND YEAR		
Fourth Semester (Summer 11 weeks)		
DSVT 2330	Cerebral Vascular Evaluation of Pathology	3
DSVT 2361	Clinical - DMST, Vascular I	3
Language, Philosophy & Culture or Creative Arts	Select from Language, Philosophy & Culture Core Curriculum or Select from Creative Arts Core Curriculum	3
Fifth Semester (Fall 16 weeks)		
DSVT 2318	Peripheral Vascular Evaluation of Pathology	3
DSVT 2461	Clinical - DMST, Vascular II	4
Sixth Semester (Spring 16 weeks)		
DSVT 2335	Advanced Vascular Technology	3
DSVT 2462	Clinical - DMST, Vascular III	4
<i>Consider DSAE 1303 for cross training (Introduction to Adult Echo)</i>		
Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Vascular Sonography		65

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

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

** Courses **may** be taken prior to acceptance.

NOTE: DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

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Diagnostic Cardiovascular Sonography Advanced Technical Certificate

281-756-5650

Degree: Advanced Technical Certificate Degree in either Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography

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

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Tel: 727-210-2350. All three specialty tracks and both degree options are accredited.

1. Admission Requirements: Application Deadline October 15 - Please call 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.
2. Have an Associate 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).
3. Apply to ACC and fulfill the college admission requirements.
4. Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office.
5. Must have a current professional credential such as RN, RT, RRT, or RDMS (RDCS or RCS for pediatric echocardiography). Submit copy of current credential cards. If you do not have a current professional credential, you must take the ACT or SAT. Score a minimum 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 and does not count towards the score. Submit official score report (sealed) to the registrar or directly to the DCVS program. Go to www.ACTStudent.org or www.SATCollegeBoard.org to register. We do NOT require the HESSE.
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required of the profession by completing a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Vascular Sonography is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs) See observation form for details on how to schedule the observation hours. These are required at the time of application.
7. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the program director via phone or in person OR attend a DCVS information session. Use the check list provided in the application packet to ensure all components of the requirements are met.
8. **Must have all three (3) HEPATITIS B shots to apply. Immunizations required are: Hep. B (all 3 injections), MMR, Varicella, Tdap. If records are not available then updated immunizations or titer tests are required to show immunity. History of disease is NOT accepted.**
9. Not currently on suspension or academic probation from ACC or any other college or dismissal or failure from any other sonography program.
10. Submit two reference forms. References must be professional or academic, current, and sealed. See required form in application packet for instructions.
11. Complete the personal statement.
12. Include a current photo. May be from a copy of driver's license, passport photo or current student ID with photo.
13. Upon acceptance, pass a criminal background check and drug screen.
14. Upon acceptance, complete a physical examination including chest x-ray or TB skin test, vision test, and verification of immunization status.
15. Complete the AHA (American Heart Association only) Healthcare provider course for CPR prior to October and submit copy of card.
16. Once accepted attendance at New Student Program Orientation is mandatory.
17. Full acceptance is contingent upon: complete application with all requirements met, attendance at the mandatory new student orientation, successful completion of criminal background check, drug screen and physical exam.
18. Timeline: October - Applications Due, November - Acceptance Packets are sent, Criminal Background Checks and Physical Exam is completed, December - Mandatory Orientation, January - Start Program.

Diagnostic Cardiovascular Sonography - Advanced Technical Certificate

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

II. Alternate Enrollment:

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

1. This option applies to those who are registered in Sonography with at least 2 years of experience and would like to earn the Advanced Certificate.
 2. DCVS program courses may be challenged in sequence. Credit is awarded by examination or self-study. Admission requirements and pre-requisites are still required. Requires advance permission from program director.
- ### 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. Requires advance permission from program director.

III. Get a Head Start:

- ### A. 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.
- ### B. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge.
- ### C. DSAE 1340 - Diagnostic Electrocardiography may be taken prior to acceptance to lighten load during program.

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

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Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography (CIP 51.0910)

*Program Pre-requisites: Associate Degree or higher in an Allied Health field from an Accredited Institution. Prior education must have included: Algebra, Physics, English, Anatomy & Physiology I & II. Must hold a professional credential

Course Number	Course Title	Credits
First Semester (Spring 16 week)		
** DMSO 1210	Introduction to Sonography	2
DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST, Intro to Echocardiography	3
Second Semester (Summer 11 week)		
** DSAE 2303	Cardiovascular Concepts	3
DSAE 2304	Echo Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST, Echocardiography I	3
Third Semester (Fall 16 week)		
** DSAE 1340	Diagnostic Electrocardiography	3
DSAE 2337	Echo Evaluation of Pathology II	3
** DSAE 2461	Clinical - DMST, Echo II	4
Fourth Semester (Spring 16 week)		
DSAE 2335	Advanced Echocardiography	3
** DSAE 2462	Clinical - DMST, ECHO III	4

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography37

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

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

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Pediatric Echocardiography (CIP 51.0910)

*Program Pre-requisites: Associate Degree or higher in an Allied Health field from an Accredited Institution and current registry in Adult Echocardiography is required. Prior education must have included: *Algebra, Physics, English, Anatomy & Physiology I & II.

Course Number	Course Title	Credits
First Semester (Spring 16 week)		
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
DSPE 1300	Introduction to Pedi Echo Techniques	3
DSPE 1265	Practicum - DMST, Intro to Pedi Echo	2
Second Semester (Summer 11 week)		
DSPE 2257	Echo Eval of Congenital Heart Disease 1	2
DSPE 2261	Clinical - DMST, Pedi Echo I	2
Third Semester (Fall 16 week)		
DSPE 2249	Echo Eval of Congenital Heart Disease 2	2
DSPE 2461	Clinical - DMST, Pedi Echo II	4
Fourth Semester (Spring 16 week)		
DSPE 2259	Advanced Pedi Echocardiography	2
DSPE 2462	Clinical - DMST, Pedi Echo III	4

Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography23

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

ATC Diagnostic Cardiovascular Sonography - Vascular Sonography

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Vascular Sonography (CIP 51.0910)

* Program Pre-requisites: Associate Degree or higher in an Allied Health Field from an Accredited Institution. Prior education must have included Algebra, Physics, English, Anatomy & Physiology I & II. Must hold a professional credential

Course Number	Course Title	Credits
First Semester (Spring 16 week)		
** DMSO 1210	Introduction to Sonography	2
DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST, Intro to Vascular	3
Second Semester (Summer 11 week)		
** DSAE 2303	Cardiovascular Concepts	3
DSVT 2330	Cerebral Vascular Evaluation of Pathology	3
DSVT 2361	Clinical - DMST, Vascular I	3
Third Semester (Fall 16 week)		
** DSAE 1340	Diagnostic Electrocardiography	3
DSVT 2318	Peripheral Vascular Evaluation of Pathology	3
DSVT 2461	Clinical - DMST, Vascular II	4
Fourth Semester (Spring 16 week)		
DSVT 2335	Advanced Vascular Technology	3
DSVT 2462	Clinical - DMST, Vascular III	4

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Vascular Sonography 37

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

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

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Emergency Medical Technology Program

281-756-5625

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

Certificates: Advanced EMT, EMT Paramedic

Purpose: The Emergency Medical Technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hospital and ambulance settings. This program meets Texas Department of State Health Services (TDSHS) requirements for certification eligibility, and successful students may take the National Registry of Emergency Medical Technicians Registration Examination for Certification. Students must meet departmental standards to take the NREMT examinations. A fee is charged by the NREMT for certification examinations. There may also be additional charges for clinical and internship experiences. The Paramedic level of training is the highest in the EMS program and is designed for EMS practitioners in the 911 and non-emergency treatment and transport areas, hospital emergency department and other specialty areas, as well as industrial facilities and includes extensive instruction in patient assessment, emergency pharmacology, cardiology, advanced airway management and medical emergencies. The Advanced EMT is the intermediate level of instruction and includes advanced airway management and IV therapy. These skills are designed to successfully manage the trauma patient as well the stable medical patient by 911 and non-emergency transport providers, as well as advanced first responders in the Fire Department, Law Enforcement and Industrial Rescue Squad personnel. The EMT-Basic program is designed for persons in the emergency health care field, such as ambulance personnel, safety engineers, industrial nurses, rescue squad workers, child care personnel, policemen and firemen, as well as anyone who supervises or is responsible for the safety and well-being of a number of people. The Department of Emergency Medical Technology adheres to the curricula set forth by the U.S. Department of Transportation, the Texas State Department of Health Services, the American Heart Association, and the International Trauma Life Support Association.

Components of the curriculum include current treatment modalities including Advanced Cardiac Life Support, Basic Trauma Life Support, and advanced pediatric medical and trauma management.

Alvin Community College currently has an approved Letter of Review Self-Study Report (LSSR). A Letter of Review is NOT a CAAHEP accreditation status, it is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

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 services.

Advanced EMT / Paramedic Program Requirements:

Students holding Texas or National Registry certification at the EMT-Basic level may be admitted according to space available each semester in either the Paramedic or Advanced EMT programs. Students holding Texas or National Registry certification at the Advanced EMT level may be admitted, according to space available each semester, in the Paramedic program. The AEMT/Paramedic program accepts new students each Fall and Spring semesters. To be considered for admission to the EMS AEMT or Paramedic program, applicants must:

1. Be admitted to ACC for the EMS program (through Office of Admissions & Academic Advising);
2. Complete an application in the EMS office, S-108 and provide copies of any current certifications;
3. Have no background or criminal history that would make the applicant ineligible to attempt the National Registry exam upon successful completion of the program.

Note: Applicants convicted of a felony and/or misdemeanor offense may or may not be eligible to write the state attempt the NR exam.

4. Be 18 years-of-age or older;
5. Possess a 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 document required immunizations upon enrollment in the program;
10. Have current CPR certification for healthcare professionals accredited by an education entity accepted by National Registry, dated within one year prior to the course starting date;
11. Students must submit information and successfully pass a criminal background check.
12. Students must successfully pass a 12 panel drug screen upon entering the EMS program.

Student Accountability:

Once accepted into the AEMT/Paramedic program:

1. Students are responsible for their transportation to and from the clinical facilities.
2. Students will abide by the EMS curriculum requirements in effect at the time they are accepted into the program.
3. All EMS courses must be completed with a grade of "B" or better to receive a Course Completion. Any grade below a "B" in any EMS class will be posted to the student's transcript but will result in a Course Completion NOT being issued.
4. Students must complete the program within one year for EMT and Advanced EMT certifications after initial acceptance. Paramedic students must complete within two years after initial acceptance.
5. Several Saturday departmental training and evaluation sessions are scheduled during the semester.

Emergency Medical Technology (CIP 51.0904)

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

281-756-5625

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
EMSP 1160	Emergency Medical Technician - Basic Clinical	1
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1501	Emergency Medical Technician - Basic	5
HITT 1305	Medical Terminology	3
Second Semester		
EMSP 1166	EMS Practicum I	1
EMSP 1261	Paramedic Clinical I	2
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 2338	EMS Operations	3
Third Semester		
+BIOL 2401	Anatomy and Physiology I	4
EMSP 2160	Paramedic Clinical II	1
EMSP 2248	Emergency Pharmacology	2
EMSP 2444	Cardiology	4
SECOND YEAR		
First Semester		
+BIOL 2402	Anatomy and Physiology II	4
EMSP 2330	Special Populations	3
EMSP 2434	Medical Emergencies	4
+ENGL 1301	Composition I	3
Second Semester		
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
EMSP 2261	Paramedic Clinical III	2
EMSP 2243	Assessment Based Management	2
EMSP 2166	EMS Practicum II	1

Total Credits Required for A.A.S. Emergency Medical Technology Degree60

* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Emergency Medical Technician Advanced Certificate (CIP 51.0904)

Course Number	Course Title	Credits
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	1
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Paramedic Clinical I	2
EMSP 1166	EMS Practicum I	1

Total Credits Required for Certificate in Advanced Emergency Medical Technician 18

281-756-5625

Emergency Medical Technology Paramedic Certificate (CIP 51.0904)

Course Number	Course Title	Credits
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	1
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Paramedic Clinical I	2
EMSP 1166	EMS Practicum I	1
Third Semester		
EMSP 2444	Cardiology	4
EMSP 2248	Emergency Pharmacology	2
EMSP 2338	EMS Operations	3
EMSP 2160	Paramedic Clinical II	1
First Semester		
EMSP 2434	Medical Emergencies	4
EMSP 2261	Paramedic Clinical III	2
Second Semester		
EMSP 2330	Special Populations	3
EMSP 2243	Assessment Based Management	2
EMSP 2166	EMS Practicum II	1

Total Credits Required for Certificate in Emergency Medical Technology Paramedic 40

Advanced Emergency Medical Technician Certificate

Emergency Medical Technician Advanced Certificate (CIP 51.0904)

Course Number	Course Title	Credits
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	1
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Paramedic Clinical I	2
EMSP 1166	EMS Practicum I	1

Total Credits Required for Certificate in Advanced Emergency Medical Technician 18

281-756-5625

Emergency Medical Technology Paramedic Certificate (CIP 51.0904)

Course Number	Course Title	Credits
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	1
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Paramedic Clinical I	2
EMSP 1166	EMS Practicum I	1
Third Semester		
EMSP 2444	Cardiology	4
EMSP 2248	Emergency Pharmacology	2
EMSP 2338	EMS Operations	3
EMSP 2160	Paramedic Clinical II	1
First Semester		
EMSP 2434	Medical Emergencies	4
EMSP 2261	Paramedic Clinical III	2
Second Semester		
EMSP 2330	Special Populations	3
EMSP 2243	Assessment Based Management	2
EMSP 2166	EMS Practicum II	1

Total Credits Required for Certificate in Emergency Medical Technology Paramedic 40

Advanced Emergency Medical Technician Certificate

Human Services - Substance Abuse Counseling (CIP 51.1502)

281-756-3652

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

Purpose: The Associate of Applied Science Degree curriculum in Human Services-Substance Abuse Counseling provides theory, skills and knowledge used in the field of chemical dependency counseling, mental health and mental retardation. This program prepares graduates to work in human services, mental health and addiction counseling under supervision until completion of licensure requirements. Under clinical supervision, the substance abuse counseling student will conduct intake, assessment, treatment planning, individual and group counseling, work with state probation and correction officials supervising offenders, and provide direct client care. Students who work with individuals who have co-occurring illnesses (addiction and mental health) will consult and coordinate treatment with appropriate mental health professionals.

After completing required courses and practicum the student will be eligible to take the LCDC (Licensed Chemical Dependency Counselor) licensure examination. Passing this examination, meeting state ethical and legal requirements and completing additional hours of supervised clinical training, the student is eligible to be licensed as a Licensed Chemical Dependency Counselor in the State of Texas.

Program requirements: In addition to general requirements for admission to the college, entry into Human Services-Substance Abuse Counseling requires an interview with the Human Service-Substance Abuse Counseling Department.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
DAAC 1304	Pharmacology of Addiction	3
*DAAC 1364 or PMHS 1380	Practicum Substance Abuse	3
+ENGL 1301	Coop Ed I - Psychiatric/Mental Health Services	3
+PSYC 2301	Composition I	3
SCWK 1313	General Psychology	3
	Introduction to Social Work	3
Second Semester		
DAAC 1311	Counseling Theories	3
DAAC 1317	Basic Counseling Skills	3
DAAC 1380 or PMHS 1381	Coop Ed I - Alcohol/Drug Abuse Counseling	3
+ENGL 1302	Coop Ed II - Psychiatric/Mental Health Services	3
Elective	Composition II	3
	Select DAAC, PMHS or SCWK Elective	3
SECOND YEAR		
First Semester		
*Elective	Select from Mathematics or Life & Physical Science Core Curriculum	3
DAAC 1309	Assessments and Procedures	3
DAAC 1381 or PMHS 2380	Coop Ed II-Alcohol/Drug Abuse Counseling	3
DAAC 2341	Coop Ed III-Psychiatric/Mental Health Services	3
*Creative Arts or *Language, Philosophy & Culture	Counseling Alcohol & Other Drug Addictions	3
	Select from Creative Arts Core Curriculum	3
	Select from Language, Philosophy & Culture Core Curriculum	3
Second Semester		
DAAC 1305	Co-Occurring Disorders	3
DAAC 2306	Substance Abuse Prevention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2343	Current Issues	3
DAAC 2354	Dynamics of Group Counseling	3
	Select from Language, Philosophy & Culture Core Curriculum	

Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling 60

*Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

†Capstone Course

Human Services - Substance Abuse Counseling Certificate

Human Services - Substance Abuse Counseling Certificate (CIP 51.1501) 281-756-3652

Purpose: The one-year program prepares the student to meet the foundation educational and practicum requirements for licensure eligibility as Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services.

Program Requirements: In addition to the general requirements for admission to the college, entry into Human Services-Substance Abuse Counseling Program requires a personal interview with the Human Services-Substance Abuse Counseling Department Chairman.

Course Number	Course Title	Credits
First Semester		
SCWK 1313	Introduction to Social Work	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment and Procedures	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2354	Dynamics of Group Counseling	3
*DAAC 1364 or PMHS 1380	Practicum Substance Abuse Counseling Co-Op I - Psychiatric/Mental Health Services	3
Second Semester		
DAAC 1311	Counseling Theories	3
DAAC 2343	Current Issues	3
DAAC 1305	Co-Occurring Disorders	3
DAAC 1391	Special Topics in Psychiatric/Mental Health Services	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1380 or PMHS 1381	Coop Ed I - Alcohol/Drug Abuse Counseling Coop Ed II - Psychiatric/Mental Health Services Technician	3
Total Credits Required for Human Service-Substance Abuse Counseling Certificate.....		36

*Capstone Course

Industrial Design Technology (CIP 15.1301)

281-756-3784

Associate of Applied Science Degree Program (A.A.S.) – Articulated Credit

Purpose: The ACC Industrial Design Technology program provides extensive hands-on training. Courses within the program includes basic principles of engineering drafting and design and advanced specialized training in piping, commercial building and mechanical design. Students may choose a general Industrial Design Technology degree to study the various disciplines that ACC has to offer. Also available are specialization degrees in Industrial Design Technology for piping, commercial building and mechanical design. This well-rounded education provides students with many opportunities and the necessary qualifications as entry-level designers.

Program Requirements: Students of the Industrial Design Technology program require problem solving and critical thinking, manual dexterity, artistic interest, technical drawing skills, craftsmanship, computing skills, self-discipline, and conceptual vision.

Course Number	Course Title	Credits
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ ENGL 1301	Composition I	3
+ MATH 1314	College Algebra	3
+ SPCH 1315 or SPCH 1318, or	Public Speaking or Interpersonal Communication or	3
SPCH 2335	Argumentation & Debate	
POFI 1204	Computer Fundamentals	2
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
ENTC 1423	Strength of Materials	4
TECM 1317	Technical Trigonometry	3
* DFTG Electives	Select five DFTG Electives	20

Total Credits Required for Industrial Design Technology Degree 60

* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

To obtain a certificate of specialization, 20 hours of DFTG electives must be replaced with the required courses of that particular specialization. Drafting electives available unless previously completed for general certificate: DFTG 1433, 1445, 2423, 2406, 2430, 2435, 2445, 2450, 2457, 2481, ARCE 1452.

STUDENTS INTERESTED IN THE INDUSTRIAL DESIGN TECHNOLOGY DEGREE WITH FOLLOWING SPECIALIZATIONS MUST COMPLETE THE COURSES LISTED IN THAT PARTICULAR DISCIPLINE:

Specialization in Pipe Design

Course Number	Course Title	Credits
ARCE 1452	Structural Drafting	4
DFTG 2423	Pipe Drafting	4
DFTG 2430	Civil Drafting	4
** DFTG 2445	Advanced Pipe Drafting	4
DFTG 2457 or 2481	Advanced Tech Pipe Design & Drafting or Cooperative Education-Drafting	4

Specialization in Mechanical Design

Course Number	Course Title	Credits
DFTG 1433	Mechanical Drafting	4
DFTG 1445	Parametric Modeling & Design	4
DFTG 2435	Adv Tech in Mech Des & Dftg	4
DFTG 2450	Geometric Dimensioning and Tolerancing	4
** DFTG 2406 or 2481	Machine Design or Cooperative Education-Drafting	4

*Capstone Course

Industrial Design Technology Certificate (CIP 15.1301)

281-756-3784

Articulated Credit

Purpose: The one-year program prepares the student for entry into the design and drafting occupation.
Program Requirements: A minimum of 32 hours is required for this certificate.

Course Number	Course Title	Credits
POFI 1204	Computer Fundamentals	2
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
* DFTG Electives	Drafting Electives	12

Total Credits Required for Industrial Design Technology Certificate 30

* To obtain a certificate of specialization, 12 hours of DFTG electives must be replaced with the required courses of that particular specialization. Drafting electives available unless previously completed for general certificate: DFTG 1433, 1445, 2423, 2406, 2430, 2435, 2445, 2450, 2457, 2481, ARCE 1452.

STUDENTS INTERESTED IN THE INDUSTRIAL DESIGN TECHNOLOGY CERTIFICATE WITH FOLLOWING SPECIALIZATIONS MUST COMPLETE THE COURSES LISTED IN THAT PARTICULAR DISCIPLINE.

Specialization in Pipe Design

Course Number	Course Title	Credits
DFTG 2423	Pipe Drafting	4
**DFTG 2445	Advanced Pipe Drafting	4
DFTG 2457 or 2481	Advanced Tech Pipe Design & Drafting or Cooperative Education-Drafting	4

Specialization in Mechanical Design

Course Number	Course Title	Credits
DFTG 1433	Mechanical Drafting	4
DFGT 1445	Parametric Modeling	4
**DFTG 2406 or 2481	Machine Design or Cooperative Education-Drafting	4

**Capstone Course

Management (CIP 52.0201)

281-756-3812

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

Program Requirements: The management development curriculum contains a core of required courses including nine (9) management/human resources courses, three semesters of cooperative education, general education courses, and a recommended list of electives. **Must contact Department Chair prior to registering for Cooperative Education courses.**

(This degree may be attained completely on-line)

Course Number	Course Title	Credits
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ SOCI 1301 or	Introductory Sociology	3
+ ECON 2301	Principles of Economics I	
+ ENGL 1301	Composition I	3
** + MATH 1314 or	College Algebra	3
MATH 1333	Contemporary Mathematics for Tech	
BMGT 1327	Principles of Management	3
BMGT 1345	Communication Skills for Managers	3
BMGT 2303	Problem Solving & Decision Making	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
* BMGT 2383	Cooperative Education-Business Administration & Management, General III	3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
HRPO 1391	Special Topics in Human Resource Management	3
HRPO 2301	Human Resources Management	3
MRKG 2333	Principles of Selling	3
MRKG 2349	Advertising & Sales Promotions	3
* MRKG 1301	Services Marketing/Management	3
MRKG 1311	Principles of Marketing	3
** POFI 1301 or	Computer Applications I	3
** BCIS 1305	Business Computer Applications	3

Total Credits Required for A.A.S. Management Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

** Students planning to transfer to a four year university need to take BCIS 1305 and MATH 1314.

Management Certificate (CIP 52.0201)

281-756-3812

Articulated Credit

Purpose: The one-year Certificate in Management Development prepares the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.

Program Requirement: A certificate student takes 12 hours of management courses and 3 hours of cooperative education in the first semester. In the second semester, the certificate student takes another cooperative education, and twelve hours of management/human resources and marketing courses. **Must contact Department Chair prior to registering for Cooperative Education courses.**

(This degree may be attained completely on-line.)

Course Number	Course Title	Credits
BMGT 1327	Principles of Management	3
BMGT 1382	Cooperative Education I - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
*BMGT 2382	Cooperative Education II - Business Administration & Management, General II	3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
HRPO 2301	Human Resource Management	3
*MRKG 1301	Services Marketing & Management	3
MRKG 1311	Principles of Marketing	3
**POFI 1301 or	Computer Applications I	3
**BCIS 1305	Business Computer Applications	3
Total Credits Required for Management Certificate		30

*Capstone Course

** Students planning to transfer to a four-year university need to take BCIS 1305.

Purpose: Neurodiagnostic 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 NDT 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 Neurodiagnostic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the committee on Accreditation for Education in Neurodiagnostic Technology (www.coa-ndt.org).

Admission Requirements:

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

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Neurodiagnostic Technology program by July 15th.
- c. Submit official transcripts from other colleges attended with application.
- d. Complete physical examination form which includes TB skin test and immunizations upon acceptance to the program.
- e. Not currently be on suspension or academic probation.
- f. A negative background check and a negative drug screen are required as a condition of full acceptance into the program.
- g. CPR certification will be taught in HPRS 1304.
- h. Personal health insurance is required (Student Health Insurance is available through ACC. Insurance form is available in S108.)

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 Neurodiagnostic Technology courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.

Progression Policy

1. The NDT students will abide by the admission and curriculum requirements of the NDT Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the NDT Program, all NDT 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 NDT 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 NDT 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 may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within four (4) years after initial acceptance.

Neurodiagnostic Technology (NDT) (CIP 51.0903)

281-756-5644

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

Neurodiagnostic Technology (NDT)

Course Number	Course Title	Credits
Pre-requisite Courses		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	3
+Mathematics	Select from Mathematics Core Curriculum	3
First Semester (Fall)		
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	3
HPRS 1304	Basic Health Profession Skills	3
PSYC 2314	Life Span Growth and Development	3
Second Semester (Spring)		
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1463	Electroneurodiagnostic Tech Clinical I	4
PSGT 1310	Neuroanatomy & Physiology	3
+SPCH 1318	Interpersonal Communications	3
+Creative Arts or Language, Philosophy & Culture	Select from Creative Arts or Select from Language, Philosophy & Culture Core Curriculum	3
Third Semester (Summer)		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Electroneurodiagnostic Clinical II	4
Fourth Semester (Fall)		
ENDT 2210	Evoked Potentials	2
ENDT 2661	Electroencephalography Clinical III	6

Total Credits Required for A.A.S. Neurodiagnostic Technology Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Intraoperative Neurophysiologic Monitoring Certificate (CIP 51.0903) 281-756-5644

Purpose: Intraoperative Neurophysiologic Monitoring (IONM) is an allied health specialty for recording electrical activity arising from the brain, spinal cord, peripheral nerves, somatosensory, or motor nerve systems during various surgeries using a variety of techniques and instruments. The IONM technologist works with patients of all ages in the surgical setting of the hospitals.

Program/Admission Requirements:

To be considered for admission to the Intraoperative Neurophysiologic Monitoring (IONM) certificate program, the applicant must:

- Make application to Alvin Community College and fulfill the admission requirements.
- Make application to the Intraoperative Neurophysiologic Monitoring (IONM) certificate program by December 1st.
- Hold a registry in Electroencephalography (EEG) or Evoked Potentials (EP) or an Associate Degree.
- Submit official transcripts from where above degree was granted.
- Submit appropriate registry credentials from one of the disciplines in (C) above.
- Complete a physical examination and immunization upon acceptance..
- Not currently be on suspension or academic probation.
- Possesses a current CPR certification – AHA Health Care Provider.
- Agree to a background check conducted as a condition of full acceptance in the Intraoperative Neurophysiologic Monitoring (IONM) certificate program.
- Have completed BIOL 2401 with a grade no lower than a C prior to admission and must have completed the course within the last 5 years.

Course Number	Course Title	Credits
Prerequisite		
BIOL 2401	Anatomy & Physiology I	4
First Semester (Spring)		
IONM 1570	Intro to IONM Topics	5
PSGT 1310	Neuroanatomy Physiology	3
ENDT 2210	Evoked Potentials	2
Second Semester (Summer)		
IONM 1270	Modalities for Spine Surgery	2
IONM 1572	IONM Clinical I	5
IONM 2270	Modalities in Specialty Procedures	2
ENDT 2215	Nerve Conduction Studies	2
Third Semester (Fall)		
IONM 2570	IONM Clinical II	5
ENDT 1345	Applied Electronics & Instrumentation	3
ENDT 1350	Electroencephalography	3

Total Credits Required for Intraoperative Neurophysiologic Monitoring Certificate.....36

Nursing Association

Purpose: The purpose of the nursing association is to provide graduate needs, to provide effective

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Nursing

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

281-756-5630

Purpose: The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing (ADN) graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

At the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program is approved by the Texas Board of Nursing (BON) and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The mission of the BON is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The ACEN is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs.

Texas Board of Nursing (BON)
333 Guadalupe #3-460
Austin, TX 78701
512-305-7400
www.bon.state.tx.us

ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

A person who has been convicted of or received deferred adjudication for anything other than a minor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse, should contact the Texas Board of Nursing for licensure eligibility criteria. Individuals with felonies are ineligible for admission to the ADN Program.

Admission Requirements:

A new class begins each fall and spring semester. Applications are available at www.alvinncollege.edu during the application period. Application periods are typically in February and September. Refer to the website for the specific dates of each application period. Qualified applicants are admitted according to space available. To be considered for admission to the Associate Degree Nursing (ADN) Program, the applicant must:

1. Be fully admitted to Alvin Community College.
2. Submit an ADN application to the ADN department during the application period.
3. Submit, by the application deadline, proof to the ADN department of having met the following minimum admission standards:
 - a. HESI A2 test score of 75 or higher on the cumulative and a 75 or higher on the Reading section. The following HESI A2 sections must be taken: Math, Reading Comprehension, Vocabulary and General Knowledge, Grammar, and Anatomy and Physiology. Section scores may be combined from more than one HESI A2 test. All HESI A2 section scores must be less than or equal to 5 years old as of the ADN application deadline. ADN applicants may repeat individual HESI-A2 sections. For any two HESI sections repeated less than 30 days apart, the earlier section score is counted and the latter section score is not used, regardless of which section score is the highest. For any two HESI A2 sections repeated 30 or more days apart, the highest section score is counted.
(The ADN department does not accept HESI A2 score reports from students. HESI A2 score reports are automatically available to the ADN department if the HESI A2 is taken at Alvin Community College. If the HESI A2 is taken elsewhere, the applicant must pay a fee to Elsevier to have the official score report sent to the ADN department.)
 - b. TSI (Texas Success Initiative) requirement satisfied as determined by ACC's testing and placement policies. Transfer students must meet the transfer institution's TSI requirements if not enrolled at ACC.
 - c. Cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.
 - d. Receipt of at least two (2) of the three (3) Immunizations for Hepatitis B or proof of Hepatitis-B immunity upon application. The series of three (3) immunizations must be completed by the start date of the program
4. Attend one of the mandatory ADN Applicant meetings discussing specific program policies and requirements held during the application period.
5. Submit to the ACC Registrar's office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities, and visual/performing arts.
6. Have completed or be in-progress in taking the prerequisite courses of BIOL 2401, BIOL 2402, PSYC 2301, and ENGL 1301.
7. Students are ineligible for admission if at the time of application transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, and 2420) taken within five years of the application deadline. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.

Selection for Admission

Admission to the ADN program is competitive. After the application deadline, applicants are ranked primarily according to the number of completed courses in the ADN curriculum, the GPA of those courses, and HESI A2 test scores. Priority admission is given to applicants who: 1) achieved high standardized test scores (HESI A2); 2) earned a high grade point average in the ADN curriculum academic coursework; 3) completed, or are in progress in, BIOL 2420. Additional consideration is given to applicants who: 1) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years from the application deadline; 2) complete ADN curriculum courses at ACC; 3) hold a Bachelor's or higher degree from an accredited college or university; and, 4) reside in the ACC tax district.

Nursing

Program Information:

1. BIOL 2401, 2402, and 2420 must be taken within five years of application deadline. BIOL courses completed more than five years prior to the application deadline must be repeated or the student may demonstrate competency through a written examination. Contact the ADN department for information about the examination.
2. Requirements to be completed after initial acceptance and before the start of the program include:
 - a. Complete the prerequisite courses of BIOL 2401, BIOL 2402, PSYC 2301, and ENGL 1301.
 - b. Complete two criminal background checks. A social security number is required and will be verified during the background checks. The first is a DPS/FBI background check that the Texas Board of Nursing requires on all accepted nursing students. The second background check is done by a private firm and is required by clinical affiliates. See ADN information packet for further information about BON background check procedure. A satisfactory criminal background check as determined by the requirements of the Texas BON and clinical affiliates is required for final admission into the ADN program. Individuals with felonies are ineligible for admission. A person with a criminal history other than a felony may be eligible to be considered for admission if:
 - i. The Texas Board of Nursing indicates in a letter that a "Declaratory Order" (D.O.) was received and the individual is eligible to apply to take the licensure examination. The BON website, www.bon.state.tx.us, contains eligibility questions and the petition for the declaratory order. And,
 - ii. The ADN clinical affiliates permit the person to practice in their agency.
 - c. CPR Certification from American Heart Association: Basic Life Support (BLS) for Health Care Providers.
 - d. Physical examination. Form provided by the department.
 - e. Up-to-date immunizations as required by the Texas Department of Health and Clinical Affiliates: (measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella, hepatitis "B" series of 3 immunizations, seasonal flu; positive titers are required for rubella and varicella)
 - f. Negative tuberculin screen. (yearly)
 - g. Negative drug test.
 - h. Purchase of a school uniform and lab supplies.
 - i. Purchase of an i-Pad, Kindle Fire, or tablet if the student does not have one already. The device enables access to medical and nursing information and use of electronic health record documentation when the student is at clinical sites.
3. Each student is required to pay for standardized, computerized tests that are administered throughout the program.
4. Students attend various clinical sites in the Houston/Galveston region throughout the program. Clinical times/days vary each semester and include weekend and evening hours.
5. Applicants with credits from institutions outside the United States must have their foreign transcripts evaluated by one of the approved companies listed in the Evaluation of Credit from Foreign Institutions section of the College Catalog. The ADN department will use the evaluation company's report when assessing the applicant's foreign credits and grades. The applicant must submit the original evaluation report to either the ADN department or the Enrollment Services Center by the nursing application deadline.

Transfer of Nursing Credits:

1. Courses accepted for transfer must be similar in content and credit to the ACC course(s).
2. No grade below a "B" in any nursing course is accepted for transfer.
3. Students must demonstrate competency through an examination in nursing content for courses without a clinical component that were completed more than three (3) years prior to the time of application.
4. Transfer applicants who, in the last 3 years, were enrolled in a professional nursing program and attempted/completed nursing course(s) with clinical component(s), are considered for admission on a space available basis. Applicants must:
 - a. Apply and meet the criteria for admission to the ADN program at ACC during an application period.
 - b. Have a written recommendation from the Dean/Director of their previous nursing program;
 - c. Demonstrate competency in previously completed nursing courses prior to admission through a written examination and a clinical skills competency demonstration. The tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.

Readmission of Former ACC ADN Students:

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

1. A student who has withdrawn from the ADN program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter the first semester must reapply during the program application period and be ranked with that applicant pool.
2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.
3. Re-entering students must abide by the current admission, curriculum and program requirements of the department.

4. Students are readmitted on a space available basis.
5. Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
6. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior. The decision to deny or accept readmission will be made by a faculty review committee.
7. Students who are unsuccessful in a professional nursing program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition track. Eligibility penalties for the "D's, F's or W's" earned in nursing courses while previously enrolled in the professional nursing program are eliminated for these students.
8. All courses must be completed within five (5) years of original enrollment date into the ADN program.
9. Students re-entering the program following the curriculum change that will be implemented as of Fall 2015 will be required to follow the new curriculum.

Progression / Dismissal Policies:

1. Students will abide by the current ADN admission, curriculum and program requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.
2. Once a student has enrolled in the ADN Program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five (5) years of the initial acceptance.
3. No grade below a C in nursing curriculum science and nursing courses will be acceptable for progression.
4. In order to receive a grade of C, a minimum grade of 75% must be attained in each nursing course.
5. Once enrolled in the ADN program, a student who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible, re-enroll in that course before enrolling in a subsequent nursing course.
6. A student who withdraws from a nursing course with a related clinical component must withdraw from the corresponding course.
7. A student who receives a grade of D or F in a nursing course with a related clinical component will be assigned the grade of "R" in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course. Each semester's co-requisite RNSG courses must be completed with a minimum grade of C in order to progress.
8. A student must achieve an overall GPA of 2.0 in all courses in the nursing curriculum in order to progress to the next nursing course.
9. Once enrolled in the ADN program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. A break in enrollment includes: 1) Receipt of a grade of D, F, or W in a nursing course requiring a repeat of the course, 2) Withdrawal from a nursing course with a clinical component, and 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer).
10. A student will be readmitted only once to the program. Following a second D, F, or break in enrollment during the program, a student is ineligible for readmission. Students may petition for re-admission when a withdrawal from an RNSG course occurs due to a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
11. Consideration for readmission will be on an individual basis and as space permits. A student not enrolled in a nursing course for one or more semesters (excluding summer) will be required to demonstrate competency in previously completed nursing courses prior to readmission. Refer to section "Readmission of Former ACC ADN Students".
12. A student will be terminated from the ADN Program if they have received more than one (1) D or F in a nursing course, and/or in BIOL 2401, BIOL 2402 and/or BIOL 2420. This includes courses which have been repeated and a passing grade (A, B or C) received in a subsequent attempt, regardless of the college or university where the initial grade (D or F) was received. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt. A student currently enrolled in the second year of the program who receives more than one D, F, or W in a single semester is eligible to be considered for re-enrollment if they have not posted a previous D, F, or W.
13. Co-Requisite courses must be completed for a student to progress to the next semester.
14. A student may be dismissed from the program for demonstration of unprofessional and unsafe behaviors as described in the Texas Administration Code 215.8. When dismissed, an "F" will be assigned to the RNSG course where the behavior occurred. A "W" will be assigned to any other RNSG courses taken concurrently.
15. A student may be dismissed from the program for academic dishonesty. When dismissed, an "F" will be assigned to the RNSG course where the behavior occurred. A "W" will be assigned to any other RNSG courses taken concurrently.
16. Notification by the BON that a student has been involved in criminal activity may result in temporary withdrawal or termination from the ADN program.

Nursing (ADN) (CIP 51.3801)

Associate of Applied Science Degree Program (A.A.S.) with a Field of Study Curriculum in Nursing

The following courses have been adopted by the THECB as a Field of Study Curriculum in Nursing: BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, and PSYC 2314.

Course Number	Course Title	Credits
Prerequisites		
[^] + BIOL 2401	Anatomy & Physiology I	4
[^] + BIOL 2402	Anatomy & Physiology II	4
⁺ ENGL 1301	Composition I	3
[^] + PSYC 2301	General Psychology	3
First Semester		
⁺ PSYC 2314	Life-Span Growth & Development	3
RNSG 1219	Integrated Nursing Skills I	2
RNSG 1260	Clinical I RN	2
RNSG 1523	Introduction to Professional Nursing for Integrated Programs	5
Second Semester		
⁺ BIOL 2420	Microbiology	4
RNSG 2504	Integrated Care of the Patient with Common Health Care Needs	5
RNSG 1129	Integrated Nursing Skills II	1
RNSG 1461	Clinical II RN	4
Third Semester		
RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
RNSG 2462	Clinical III RN	4
⁺ Creative Arts or	Select from Creative Arts Core Curriculum	3
⁺ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
Fourth Semester		
RNSG 2435	Integrated Patient Care Management	4
RNSG 2463	Clinical - Childbearing/Childrearing	4
Total Credits Required for A.A.S. Nursing		60

- ⁺ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
 - [^] Field of Study Curriculum course.
 - * May be taken prior to admission to the ADN program.
- Priority admission for applicants who:**
- 1) achieved high standardized test scores,
 - 2) earned a high grade point average in the ADN curriculum academic coursework, and
 - 3) completed or are in progress in BIOL 2420.

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Nursing Transition (LVN-to-ADN) (CIP 51.3801)
Associate of Applied Science Degree Program (A.A.S.)

281-756-5630

Purpose: The transition program is to provide a pathway from Licensed Vocational Nurse (LVN) to Associate Degree Nursing (ADN). The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

Upon successful completion of the program, the graduate is eligible to make application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Requirements: A new class will begin in June each year. Qualified applicants will be admitted according to space available. To be considered for admission to the Transition Pathway of the Associate Degree Nursing Program, the applicant must:

1. Apply to Alvin Community College and fulfill the admission requirements of the college.
2. Apply to the ADN Program during an application period and meet admission and program requirements for that program.
3. Hold a license to practice vocational nursing in the State of Texas by the nursing application deadline, or be scheduled to graduate from the ACCVN program.
4. Have recent work experience, preferably in an acute care setting, as a licensed vocational nurse, or:
 - a. scheduled to graduate from the ACCVN program.
 - b. graduated within one year from a state approved vocational nursing program.
5. Complete prerequisite courses before the start of the nursing program.
6. Have a cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.

Selection for Admission: Admission to the LVN-to-ADN program is competitive. After the application deadline, applicants are ranked primarily according to the number of completed courses in the ADN curriculum, the GPA of those courses, and HESI A2 test scores. Priority admission is given to applicants who: 1) achieved high standardized test scores (HESI A2); 2) earned a high grade point average in the ADN curriculum academic coursework; 3) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years from the application deadline; 4) complete ADN curriculum courses at ACC; 5) hold a Bachelor's or higher degree from an accredited college or university; 6) reside in the ACC tax district; and, 7) have acute-care work experience.

Course Number	Course Title	Credits
Prerequisites		
+ ENGL 1301	Composition I	3
+ PSYC 2301	General Psychology	3
* PSYC 2314	Life-Span Growth & Development	3
+ BIOL 2401	Anatomy & Physiology I	4
+ BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology	4
First Semester		
RNSG 1240	Professional Nursing Skills for Articulating Students	2
RNSG 1262	Clinical I - RN Transition	2
RNSG 1327	Transition to Professional Nursing	3
Credit for Prior Learning	RNSG 1219; RNSG 1523; RNSG 2504	12
Second Semester		
RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
RNSG 2462	Clinical III - RN	4
** Creative Arts or	Select from Creative Arts Core Curriculum or	3
* Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
Third Semester		
RNSG 2463	Clinical - Childbearing/Childbearing	4
RNSG 2435	Integrated Patient Care Management	4

Total Credits Required for A.A.S. Nursing 60

* Denotes core requirement.
 * May be taken prior to admission to the ADN program.

Articulated Credit

Purpose: The purpose of the Alvin Community College Vocational Nursing Program (ACC VN Program or VN Program) is to provide a Texas Board of Nursing (BON) approved educational curriculum designed to prepare students to be eligible to write the National Council of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN), after the student has successfully completed the VN program. Those passing this examination will become licensed to practice Vocational Nursing in the State of Texas. The program delivers the instruction necessary for the LVN to function, at an entry level, in the following roles: as a member of the profession, as a provider of patient centered care, as a patient safety advocate, and as a member of the healthcare team. LVN practice is a directed scope of practice. VN licensure enables the nurse to care for clients with predictable health care needs in a variety of healthcare settings while under the supervision of a registered nurse, advance practice registered nurse, physician's assistant, physician, dentist or podiatrist.

Accreditation: The program is fully approved by the Texas Board of Nursing (BON). The stated mission of the BON is to protect and promote the welfare and safety of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely.

Procedure for Program Application for Conditional Admission: A new class begins each Summer Session I. The first class that you may apply for begins June 2, 2016. Enrollment is limited to 30-50 qualified applicants per class. The number of students accepted will depend upon instructor and clinical site availability. To be considered for conditional admission to the ACC VN program, the applicant MUST complete the following steps by the application deadline, the steps do not have to be completed in the order in which they are listed:

1. Be fully admitted to the college, then submit a completed online VN application at www.alvincollege.edu/LVN during application period. See the VN website for exact dates of application period. Applications may be accessed on the website on the first day of the application period and will not be accepted after the close of the application period.
2. Attend a Vocational Nursing applicant meeting. Check the VN website for meeting location, dates, and times. The last meeting is conducted on the application deadline date. All required application documents should be turned in at an applicant meeting. **CHILDREN ARE NOT ALLOWED TO ATTEND.**
3. Provide official proof of high school level education. If you need information regarding evaluation of foreign credits, please refer to the "Academic Policies & Regulations" section of this catalog.
4. Submit HESI A2 exam scores to the VN department. It is required that applicants take the following sections of the exam: Math, Reading Comprehension, Vocabulary & General Knowledge, Grammar, Anatomy & Physiology and Critical Thinking. VN applicants may combine section scores from different HESI A2 exams. If an applicant wishes to repeat the entire exam, or repeat specific sections, at least 30 days must elapse prior to retesting. HESI A2 scores for all required test sections must be less than five years old as of the application deadline. If the exam is taken at ACC, the VN department automatically receives a score report. If the exam is taken elsewhere, you must have the results sent directly to the ACC VN department, and it may take up to 2 weeks for us to receive them. Plan accordingly, we MUST receive the exam scores no later than the application deadline.
5. Submit proof of Hepatitis-B (HBV) vaccine injection #1, or proof of HBV immunity.

Selection for Admission: Admission to the VN program is competitive. There are no prerequisite courses for the VN program. After the application deadline, applicants are ranked according to their HESI-A2 exam scores. Applicants must achieve a reading comprehension score of 70% or better and a composite score of 65% or better. Additional admission preference is given to applicants achieving the required HESI exam scores if they:

1. Live in-district for Alvin Community College. To determine if you reside within the district, contact the Enrollment Services Center @ 281-756-3531.
2. Have completed Biology 2401 Anatomy & Physiology I and Biology 2402 Anatomy & Physiology II by the application deadline. The grade attained in each course must be a "C" or better, and must be no more than 5 years old as of the application deadline.

Program Information:

1. The total cost for the VN Program is approximately \$5,800 for students living in-district and approximately \$7,600 for students living out-of-district. This includes all tuition and fees, HESI A2 fee, required CPR certification, malpractice insurance, books, miscellaneous supplies uniforms, plus costs related to graduation and licensure. The cost of personal health insurance and transportation are the student's responsibility. Note: Costs are subject to change without notice.
2. The VN program reserves the right to dismiss, at any time, any student. The reasons for dismissal include, but are not limited to, the infractions listed in BON rule # 214.8. The VN Program adheres to ACC Academic Dishonesty & Integrity policies and procedures.
3. The program consists of both academic courses and associated clinical learning experiences as required by the BON. The student must demonstrate the ability to meet the course objectives identified in each academic course plus the learning and skill performance objectives identified for each required clinical practice area in order to progress in the program.
4. The ACC VN program is affiliated with a variety of healthcare facilities in order to provide the clinical experiences required by the BON. The days and shifts available for clinical vary from facility to facility. Clinical assignments can be in any geographical area in Brazoria County or the counties surrounding it. Clinical hours can be scheduled for any hour on any day of the week.
5. Requirements that must be completed **after** conditional acceptance in order to become fully accepted:

Note: These requirements **must be met by the date listed in the packet sent to accepted students.** The acceptance packet will include instructions on how to complete the following steps.

- a. Attend the VN Program orientation for the class of 2016-2017 (date and time TBA).
 - b. Have healthcare provider complete, sign, and date a "Statement of Fitness", VN department will provide the form.
 - c. Pay for/arrange for and complete two criminal background checks. Results of background checks must be deemed as satisfactory according to the requirements of VN clinical affiliates, and must meet the eligibility criteria, as determined by the BON, that will allow graduated students to write for the NCLEX-PN. A social security number is required and will be verified during the background checks. One of the background checks is done by a private firm and is required by clinical affiliates. The other is a DPS/FBI background check that the Texas Board of Nursing requires for all nursing students. See VN information packet for further information about BON background check procedures.
- Note:** Persons convicted of a felony offense, those who have received deferred adjudication for a felony offense, those on probation for a felony offense, and those appealing a felony conviction, are not eligible for admission to the ACC VN Program. The ACC VN program defines the term "conviction" as BON rule 213.1.12 does.
- d. Pay for and submit a urine drug screen. This is done on program orientation day, the screen must be negative in order to maintain your accepted student status.
 - e. Obtain CPR certification from the American Heart Association, it **must** be for Basic Life Support (BLS) for Healthcare Providers.

Vocational Nursing Certificate

- f. Provide proof of the following:
 - a. Up-to-date immunizations or proof of immunity – measles mumps, rubella (titer required), tetanus, diphtheria, pertussis (booster required after age 18), varicella (titer required), all 3 injections of the Hepatitis B vaccine series, seasonal flu.
 - b. Negative TB skin test or CXR.
 - g. Pay for lab supplies.
 - h. Order and pay for VN uniforms on program orientation day.

Transfer Students / Readmission Students

1. Applicants from ADN or VN programs not affiliated with ACC are considered new students. They must apply during the application period, and they must meet & abide by the current VN admission, curriculum, and program requirements. Courses from other ADN or VN programs will be evaluated for transfer on an individual basis by the VN Department Chair. The courses must be no older than 2 years as of the application date. Evidence of competency in previously completed nursing courses will be required before the courses are accepted for transfer. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.
 2. ACC ADN students who wish to join the VN program may apply. If the student must enter VN program in the first semester, they must apply to the program along with all other applicants. They must meet & abide by the current VN admission, curriculum, and program requirements. ACC ADN students who wish to enter the VN program in the Fall Semester will be placed on a wait list after filling out an application. The students will be admitted on a space available basis, if they meet & abide by the current VN admission, curriculum, and program requirements. Evidence of competency in previously completed nursing courses will be required before the courses are accepted. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.
 4. ACC VN students who fail to complete the program in the first semester and wish to make a second attempt must reapply to the program. They must meet & abide by the current VN admission, curriculum, and program requirements.
 5. Students are allowed two attempts, maximum, to complete the program. The second attempt must be made within 1 year of the previous withdrawal from the program.
 6. ACC VN students who complete the Summer Semester successfully, but fail to complete the Fall Semester may return for one further attempt. The second attempt must be made within 1 year of the previous withdrawal from the program. They must complete a new program application, and must meet & abide by the current VN admission, curriculum, and program requirements. The students will then be placed on a wait list and admitted as space permits. Evidence of competency in previously completed nursing courses will be required before the courses are accepted. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.
- The ACC VN program does not readmit VN students, or accept students from other nursing programs if they:
- failed clinically, or
 - were dismissed for professional behavior issues, or
 - committed acts of academic dishonesty

Progression and Dismissal Policies:

1. Once a student has entered the VN program, all nursing courses and related courses must be completed in the sequence shown in the VN curriculum.
2. Students must attain a "C" or better in all required courses. An average of 75% is the lowest score accepted as a "C".
3. In classes that have both a classroom and clinical component, the student must attain a 75 % or greater average in both components. If a student receives a grade of less than 75% average in either component, the student cannot continue either course. The student must withdraw from the program and, if eligible, reapply to the program within the required time-frame.
4. The maximum allowable number of absences in Summer Semester (11 week) is two per academic course, and one total for clinical. The maximum allowable absences in the Fall and Spring Semesters (sixteen weeks each) is three per academic course and two total for clinical. Tardy is defined as more than 15 minutes late. Three instances of being tardy to a class or clinical equals one absence in that class or clinical.

Course Number	Course Title	Credits
Summer Semester		
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1160	Clinical - Practical Nurse I	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1420	Anatomy & Physiology for Allied Health	4
VNSG 1423	Basic Nursing Skills	4
Fall Semester		
VNSG 1329	Medical-Surgical Nursing I	3
VNSG 1331	Pharmacology	3
VNSG 1332	Medical-Surgical Nursing II	3
VNSG 1660	Clinical - Practical Nurse II	6
Spring Semester		
VNSG 1219	Professional Development	2
VNSG 1226	Geriatrics	2
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1301	Mental Health & Mental Illness	3
VNSG 1661	Clinical - Practical Nurse III	6

Total Credits Required for Vocational Nursing Certificate 44

Office Administration - Administrative Assistant (CIP 52.0402)
 Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.

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

Associate of Applied Science Degree Program

Course Number	Course Title	Credits
First Semester		
POFI 1301	Computer Applications I	3
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding (Word)	3
Second Semester		
ACNT 1303	Introduction to Accounting (QuickBooks)	3
BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, Visio)	3
POFI 2301	Word Processing (Word)	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
Third Semester		
POFI 1349	Spreadsheets (Excel)	3
POFT 1325	Business Math Using Technology	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
Emphasis Electives:		
ACNT 1311	Intro to Computerized Accounting (QuickBooks)	6
POFI 2350	Database (Access)	
HITT 1305	Medical Terminology I	
POFM 1317	Medical Administrative Support (Medisoft)	
Fourth Semester		
+ENGL 1301	Composition I	3
+MATH 1314 or MATH 1333	College Algebra or Contemporary Math for Tech	3
+SPCH 1315 or 1318	Public Speaking or Interpersonal Communications	3
+Creative Arts or Language, Philosophy & Culture	Select from Creative Arts Core Curriculum	3
+Social & Behavioral Sciences	Select from Language, Philosophy & Culture Core Curriculum Select from Social & Behavioral Sciences Core Curriculum	3

Total Credits Required for AAS Office Administration-Administrative Assistant..... 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
 *Capstone course.
 **Course description is under the Management department.

Office Administration - Administrative Assistant

Office Administration – Office Assistant Certificate (CIP 52.0408)
 Articulated Credit

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
POFI 1301	Computer Applications I	3
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding (Word)	3
Second Semester		
ACNT 1303	Introduction to Accounting (QuickBooks)	3
BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, Visio)	3
*POFT 1382	Co-Op-General Office Occupations & Clerical Services	3
POFI 2301	Word Processing (Word)	3

Total Credits Required for Office Assistant Certificate Program30

*Capstone course.

Office Administration – Administrative Support Certificate (CIP 52.0401)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
First Semester		
POFI 1301	Computer Applications I	3
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding (Word)	3
Second Semester		
ACNT 1303	Introduction to Accounting (QuickBooks)	3
** BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, Visio)	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
POFI 2301	Word Processing (Word)	3

Introduction to Accounting (QuickBooks)
 Communication Skills for Managers
 Computer Applications II (Adobe Acrobat, Publisher, Visio)
 Co-Op- General Office Occupations & Clerical Services
 Word Processing (Word)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
Third Semester		
POFI 1349	Spreadsheets (Excel)	3
POFT 1325	Business Math Using Technology	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
Emphasis Electives		
ACNT 1311	Select Two Courses from Emphasis Elective List:	6
POFI 2350	Intro to Computerized Accounting (QuickBooks)	
HITT 1305	Databases (Access)	
POFM 1317	Medical Terminology	
	Medical Administrative Support (Medisoft)	

Total Credits Required for Administrative Support Certificate Program45

*Capstone course.
 **Course description is under the Management department.

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified Paralegal may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester co-op (internship). An internship provides the opportunity for students to make a practical application of their classroom education.

Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and / or contact the department chair for assistance with choosing courses.

Associate of Applied Science Degree Program

Course Number	Course Title	Credits
+ ENGL 1301	Composition I	3
Fa LGLA 1301	Legal Research & Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1345	Civil Litigation	3
LGLA 1351	Contracts	3
Fa LGLA 1353	Wills, Trust and Probate Administration	3
Sp LGLA 1355	Family Law	3
LGLA 1359	Immigration Law	3
* LGLA 1380	Cooperative Ed - Paralegal	3
POFI 1301	Computer Applications I	3
Fa LGLA 2303	Torts and Personal Injury	3
LGLA 2305	Interviewing and Investigating	3
LGLA 2311	Business Organizations	3
Sp LGLA 2313	Criminal Law & Procedure	3
LGLA 2323	Intellectual Property	3
* LGLA 2381	Cooperative Ed - Paralegal	3
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Mathematics or	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ SPCH 1315 or	Public Speaking	3
+ SPCH 1318	Interpersonal Communication	3
Total Credits Required for A.A.S. Paralegal Degree.....		60

Total Credits Required for A.A.S. Paralegal Degree..... 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course

Fa Course offered Fall only.

Sp Course offered Spring only.

If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

Paralegal