

ALVIN COMMUNITY COLLEGE

# Catalog

2016 - 2017

**Victoria Soto**  
General Studies





ALVIN COMMUNITY COLLEGE

General Catalog for 2016-2017

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Alvin Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alvin Community College.

Approved by:

Texas Higher Education Coordinating Board

Member:

- American Association of Community Colleges
Association of Community College Trustees
Gulf Coast Intercollegiate Honors Council
National Institute for Staff and Organizational Dev.
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, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran's status.

Financial aid cost of attendance (COA) is calculated on a yearly basis; therefore, adjustments will not be made during the course of an academic year 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 2016 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.

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ALVIN COMMUNITY COLLEGE

3110 Mustang Road
Alvin, Texas 77511

Phone: 281-756-3500 • www.AlvinCollege.edu

## WELCOME MESSAGE FROM THE PRESIDENT

To all students, future students, parents, community members and high school officials, I am proud to introduce the 2016-17 student catalog. In the pages of this catalog, you will find everything you need to make a smooth transition into college.

There is detailed information about all programs and courses that we offer as well as the requirements needed to complete an associate degree or workforce certificate. We encourage our students to communicate with us so there is also a directory of faculty and staff members enabling you to contact the many professionals who are ready to assist you. The catalog also includes all the rules and regulations which you need to be aware of in order to become a successful student.

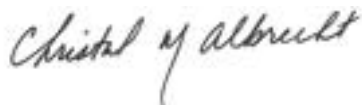
For over sixty-eight years Alvin Community College has offered a diverse range of quality programs including career education that leads directly to employment; courses that directly transfer to upper division colleges and universities and workforce certificates and continuing education courses that lead to employment. In addition, our student success staff provides services outside the classroom that will contribute to your overall success at the college.

The ultimate goal for Alvin Community College is to bring out the best in our students with affordable, accessible and innovative educational opportunities. With the full support of the community, our excellent faculty and staff fulfill our students' expectations every day through commitment to student achievement, life-long learning, academic excellence, and student success.

Our mission is improving your future. Whether you are interested in a degree program or want to learn workforce skills to help you obtain a better job, we are here for you. I am confident that ACC will provide you with everything you need to achieve your educational goals and contribute to the continued prosperity of the community.

Welcome to ACC and I will see you around campus.

Fins up!



Dr. Christal M. Albrecht  
President, Alvin Community College



# 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	

## Vice Presidents

Vice President of Administrative Services .....	281-756-3594
Vice President of Instruction.....	281-756-3601
Vice President of Student Services .....	281-756-3517

## Deans

Dean of Arts and Sciences .....	281-756-3718
Dean of General Education and Academic Support .....	281-756-3723
Executive Director/Dean, Continuing Education & Workforce Development .....	281-756-3789
Dean of Legal and Health Sciences .....	281-756-5601
Dean of Professional, Technical and Human Performance .....	281-756-3631

## Services

Admissions Office .....	281-756-3531
Advising Services ( <a href="mailto:advising@alvincollege.edu">advising@alvincollege.edu</a> ) .....	281-756-3531
Articulated Credit .....	281-756-3846
Athletics .....	281-756-3767
Bookstore ( <a href="http://www.alvincstore.com/">http://www.alvincstore.com/</a> ) .....	281-756-3681
Business Office/Cashier .....	281-756-3593
Café .....	281-756-3679
Career Planning & Placement .....	281-756-3560
Child Development Laboratory School .....	281-756-3644
Counseling Services .....	281-756-3531
Disability Services ( <a href="mailto:ods@alvincollege.edu">ods@alvincollege.edu</a> ) .....	Voice: 281-756-3533
.....	TDD: 281-756-3845
Distance Education ( <a href="mailto:de@alvincollege.edu">de@alvincollege.edu</a> ).....	281-756-3728
Dual Credit .....	281-756-3726
Financial Aid ( <a href="mailto:fa@alvincollege.edu">fa@alvincollege.edu</a> ) .....	281-756-3524
Fiscal Affairs/Comptroller .....	281-756-3509
Fitness Center .....	281-756-3691
Graduation .....	281-756-3506
Hazlewood .....	281-756-3504
Honors Program .....	281-756-3742
Human Resources .....	281-756-3639
Information Technology ( <a href="mailto:helpdesk@alvincollege.edu">helpdesk@alvincollege.edu</a> ) .....	281-756-3544
Institutional Effectiveness/Research .....	281-756-3663
International Students .....	281-756-3531
KACC Radio-TV 281-756-3766 .....	KACC Request Line 281-756-3897
Learning Lab/Tutoring .....	281-756-3556
Library .....	281-756-3559
Marketing .....	281-756-3569
Media Center .....	281-756-3567
Physical Plant .....	281-756-3583
Police (Campus) .....	281-756-3700
Public Relations Office .....	281-756-3600
Registrar .....	281-756-3501
Retention & Student Success .....	281-756-3553
Student Activities Office .....	281-756-3686
Student Employment .....	281-756-3560
TDCJ .....	281-756-3568
Technical Programs .....	281-756-5601 or 3631
Testing (Assessment) .....	281-756-3526
Theatre Box Office.....	281-756-3609

Transfer Evaluation .....	281-756-3505
Upward Bound Program .....	281-756-3849
Veteran's Certification Services .....	281-756-3530

## Academic and Technical Departments

Accounting .....	281-756-3812
Agriculture .....	281-756-5669
Allied Health Programs .....	281-756-3806
Art .....	281-756-3605
Astronomy .....	281-756-5670
Biology .....	281-756-5669
Business Programs .....	281-756-3812
Chemistry .....	281-756-5674
Child Development & Education .....	281-756-3644
Communications .....	281-756-3767
Computer Information Technology/Networking.....	281-756-3822
Court Reporting .....	281-756-3757
Criminal Justice/Police Academy .....	281-756-3951
Culinary Arts .....	281-756-3949
Diagnostic Cardiovascular Sonography .....	281-756-5650
Drama .....	281-756-3607
Emergency Medical Technology .....	281-756-5640
English .....	281-756-3713
Foreign Language .....	281-756-5681
Geology .....	281-756-5670
Government and Economics .....	281-756-3742
History .....	281-756-3948
Human Services and Substance Addiction Counseling .....	281-756-3652
Industrial Design Technology .....	281-756-3784
Management .....	281-756-3812
Mathematics .....	281-756-3707
Music .....	281-756-3587
Neurodiagnostic Technology .....	281-756-5644
Nursing-Associate Degree .....	281-756-5630
Nursing - Vocational .....	281-756-5630
Office Administration .....	281-756-3822
Paralegal .....	281-756-3642
Pharmacy Technician .....	281-756-3805
Physics .....	281-756-5670
Polysomnography - Sleep Medicine .....	281-756-5655
Process Technology .....	281-756-3785
Psychology and Sociology .....	281-756-3733
Respiratory Care .....	281-756-5661
ROTC-Air Force Science .....	UH 713-743-3703
Social Sciences .....	281-756-5680
Speech .....	281-756-3612
Sports & Human Performance .....	281-756-3692

<b>Continuing Education and Workforce Development</b> .....	281-756-3787
ABE/GED .....	281-756-3995
Health and Medical ( <i>Activity Director, CPR, CNA, CMA, Dental, Massage, Medication Aide, NCRT, Phlebotomy &amp; Veterinary Assistant</i> ) .....	281-756-3787
Industrial Training (CNC Mach./CDL/Welding/Pipefitting) .....	281-756-3787
Information Technology .....	281-756-3904
Safety Education (License to Carry & Motorcycle Safety) .....	281-756-3787
Community/Special Interest Programs.....	281-756-3787

# ACADEMIC CALENDAR

## Fall 2016

### Fall Semester 2016

April 18-Aug. 8	Registration (w/o late fee)
Aug. 5	Last Friday Closed
<b>Aug. 8</b>	<b>Payment Deadline</b>
Aug. 9-14	Registration/Payment due
Aug. 13	Super Saturday/Registration
Aug. 15-23	Reg./Payment due (\$50 Late Fee)
<b>Aug. 22</b>	<b>Classes Begin</b>
Sept. 5	<i>Labor Day Holiday</i>
Sept. 7	Census Date
Nov. 7	Registration Opens (Spring)
<b>Nov. 14</b>	<b>Withdrawal Deadline</b>
Nov. 18	Grad. Application Deadline
Nov. 23-25	<i>Thanksgiving Holidays</i>
Dec. 2	Weekday Classes End
Dec. 3	Weekend Classes End
Dec. 5-10	Final Exams
Dec. 7	ADN Pinning Ceremony
Dec. 8	CEWD/GED Graduation
Dec. 10	Commencement 10:00 am
Dec. 12	Police Academy Graduation
Dec. 12	Grades Due, 9:00 am
Dec. 14-Jan. 2	<i>Winter Break</i>

### Fall 12 Week Semester

April 18-Sept. 12	Registration (w/o late fee)
<b>Sept. 12</b>	<b>Payment Deadline</b>
Sept. 13-19	Registration (\$50 Late Fee)
<b>Sept. 19</b>	<b>Classes Begin</b>
Sept. 29	Census Date
<b>Nov. 14</b>	<b>Withdrawal Deadline</b>
Nov. 18	Grad. Application Deadline
Nov. 23-25	<i>Thanksgiving Holiday</i>
Dec. 2	Weekday Classes End
Dec. 3	Weekend Classes End
Dec. 5-10	Final Exams
Dec. 10	Commencement 10:00 am
Dec. 12	Grades Due, 9:00 am

### Fall 8-Week Mini 1

April 18-Aug. 8	Registration (w/o late fee)
<b>Aug. 8</b>	<b>Payment Deadline</b>
Aug. 9-22	Registration (\$50 Late Fee)
<b>Aug. 22</b>	<b>Classes Begin</b>
Aug. 29	Census Date
<b>Sep. 26</b>	<b>Withdrawal Deadline</b>
Oct. 11	Classes End/Finals
Oct. 12	Grades Due, 9:00 am

### Fall 8-Week Mini 2

April 18-Oct. 6	Registration (w/o late fee)
<b>Oct. 6</b>	<b>Payment Deadline</b>
Oct. 7-13	Registration (\$50 Late Fee)
<b>Oct. 13</b>	<b>Classes Begin</b>
Oct. 20	Census Date
<b>Nov. 15</b>	<b>Withdrawal Deadline</b>
Dec. 2	Classes End
Dec. 5-9	Finals
Dec. 12	Grades Due, 9:00 am

### Holiday Mini

April 18-Dec. 8	Registration (w/o late fee)
<b>Dec. 8</b>	<b>Payment Deadline</b>
Dec. 9-12	Registration (\$50 Late Fee)
<b>Dec. 12</b>	<b>Classes Begin</b>
Dec. 13	Census Date
<b>Dec. 28</b>	<b>Withdrawal Deadline</b>
Jan. 3	Classes End/Finals
Jan. 4	Grades Due, 9:00 am

## Spring 2017

### Spring Semester 2017

Nov. 7- Jan. 9	Registration (w/o late fee)
Dec. 14-Jan. 2	Winter Break
Jan. 3	College Opens
Jan. 7	Super Saturday/Registration
<b>Jan. 9</b>	<b>Payment Deadline</b>
Jan. 10-18	Registration/Payment due (\$50 Late Fee)
Jan. 16	MLK Holiday
<b>Jan. 17</b>	<b>Classes Begin</b>
Feb. 1	Census Date
Feb. 24	Faculty & Staff Development Day (Campus Closed)
March 4	Commencement - TDCJ
March 13-17	Spring Break
April 3-May 25	Registration Summer 1 & 11 Week
April 13	Grad. Application Deadline
April 14 & 17	Spring Holiday/Study Day
<b>April 19</b>	<b>Withdrawal Deadline</b>
April 20	Registration Opens (Fall)
April 24	Awards Day
May 5	Weekday Classes End
May 6	Weekend Classes End
May 8-13	Final Exams
May 10	ADN Pinning Ceremony
May 13	Commencement 10:00 am & 1:30 pm
May 15	Grades Due, 9:00 am
May 19	First Friday Closed
May 23	CEWD/GED Graduation
May 25	Police Academy Graduation

### Spring 12 Week Semester

Nov. 7-Feb. 2	Registration (w/o late fee)
<b>Feb. 2</b>	<b>Payment Deadline</b>
Feb. 3-13	Registration (\$50 Late Fee)
<b>Feb. 13</b>	<b>Classes Begin</b>
Feb. 23	Census Date
Feb. 24	Faculty & Staff Development Day (Campus Closed)
March 13-17	Spring Break
<b>April 10</b>	<b>Withdrawal Deadline</b>
April 14 & 17	Spring Holiday/Study Day
May 5	Classes End
May 8-11	Final Exams
May 15	Grades Due, 9:00 am

### Spring 8-Week Mini 1

Nov. 7-Jan. 9	Registration (w/o late fee)
<b>Jan. 9</b>	<b>Payment Deadline</b>
Jan. 10-17	Registration (\$50 Late Fee)
<b>Jan. 17</b>	<b>Classes Begin</b>
Jan. 24	Census Date
<b>Feb. 21</b>	<b>Withdrawal Deadline</b>
March 6	Classes End/Finals
March 7	Grades Due, 9:00 am

### Spring 8-Week Mini 2

Nov. 7-March 1	Registration (w/o late fee)
<b>March 1</b>	<b>Payment Deadline</b>
March 2-8	Registration (\$50 Late Fee)
<b>March 8</b>	<b>Classes Begin</b>
March 22	Census Date
<b>April 24</b>	<b>Withdrawal Deadline</b>
May 5	Classes End
May 8-11	Finals
May 15	Grades Due, 9:00 am

### Spring Mini 3

Nov. 7-May 3	Registration (w/o late fees)
<b>May 3</b>	<b>Payment Deadline</b>
May 4-15	Registration (\$50 Late Fee)
<b>May 15</b>	<b>Classes Begin</b>
May 16	Census Date
<b>May 22</b>	<b>Withdrawal Deadline</b>
May 30	Classes End/Finals
May 31	Grades Due, 9:00 am

## Summer 2017

### Summer 1 and 11 Week - 2017

April 3-May 24	Registration (w/o late fee)
	Summer 1 & 11 Week
<b>May 24</b>	<b>Payment Deadline</b>
May 25-June 6	Registration (\$50 Late Fee)
May 29	Memorial Day Holiday
<b>June 5</b>	<b>Classes Begin</b>
June 8	Census Date - Summer 1
June 22	Census Date 11-Week
<b>Jun 28</b>	<b>Withdrawal Deadline - Summer 1</b>
July 4	July 4th Holiday
July 10	Summer 1 Classes End/Finals
July 11	Grades Due, 9:00 am

### Summer 2 - 2017

April 3-July 3	Registration (w/o late fee)
<b>July 3</b>	<b>Payment Deadline</b>
July 4-13	Registration (\$50 Late Fee)
July 4	July 4th Holiday
<b>July 12</b>	<b>Summer 2 Classes Begin</b>
July 18	Census Date
<b>July 31</b>	<b>Withdrawal Deadline - Summer 2 &amp; 11 Week</b>
Aug. 1	Grad. Application Deadline
Aug. 15	Summer 2 & 11 Week Classes End/Finals
Aug. 16	Grades Due, 9:00 am



# 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. The Pearland Center was closed in 2013.

In 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 over 5,000. During this period of growth, Alvin Community College has had five presidents. The sixth president joined the college in 2014 and is embracing the challenge of strategically moving the college forward.

Mr. A.G. Welch	1949-1954
Dr. A.B. Templeton	1954-1964
Mr. D.P. O'Quinn	1964-1971
Dr. T.V. Jenkins	1971-1976
Dr. A. Rodney Albright	1976 -2014
Dr. Christal M. Albrecht	2014 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 Statement

*Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical and cultural educational opportunities for the diverse communities it serves.*

## Vision Statement

*As a premier college that provides high-quality academic, technical and cultural programs, Alvin Community College's focus will be to promote student success, enhance quality of life and support economic development.*

## Institutional Goals

In 2015 the Board of Regents approved the following goals as part of the Strategic Plan 2016-2021:

- 1 Alvin Community College will develop itself as an evidence-based, data-driven organization to improve organizational efficiency and increase student achievement, completion and success.
- 2 Alvin Community College will plan and develop a campus in the vicinity of the west side of the taxing district, and address facilities' needs and technology update for existing campus.
- 3 Alvin Community College will develop branding that will be an effective representation of the institution and its mission, and will be used to market the college.
- 4 Alvin Community College will develop programs and partnerships to meet employment needs of the community.
- 5 Alvin Community College will maximize the acquisition of revenue, taking into consideration the interest and values of all stakeholders, and allocate them efficiently to the highest and best value for the institution.
- 6 Alvin Community College will strengthen its human resources' capacity to promote a strategically-staffed and nimble organization that embraces change, supports open communication, and provides for ongoing professional development.

## 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 and Art Instruction Laboratory.

- A** The first floor of the "A" building contains the Department of Information Technology, Office of the Vice President of Student Services, Admissions Office, Advising Services, Disability Services, Financial Aid Office, Registrar's Office, Testing Center, 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 other offices.
- B** 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 offices of the President, Vice President of Instruction, and Vice President of Financial & Administrative Services, as well as other various offices.
- C** The first floor of the Childcare Center houses classrooms, offices and kitchen facilities used by the Child Development Laboratory School. The Dean of Professional, Technical and Human Performance is located across from the childcare

center. The second floor contains a multi-purpose conference room, faculty offices and classrooms, as well as offices used by the Upward Bound program and the Marketing department.

- D** Facilities for instruction in industrial programs include an electronics lab, a welding lab and fabrication shop. 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 office administration lab.
- E** The Student Center consists of the Game Room, Student Activities offices, Campus Café, College Store, and Study Grounds Coffee Bar. Students may also obtain their Student ID in the Student Center.
- F** 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.
- G** The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Academic Dean of Arts & Sciences and Academic Dean of General Education & Academic Support.
- J/I** The Art Instruction facilities contains offices and space for art instruction and creation (ceramics, sculpture & jewelry making).
- H** The Continuing Education Workforce Development Center contains the office of the Executive Director/Dean, Continuing Education & Workforce Development, classrooms, and laboratories supporting workforce training in health sciences, information technology, commercial driving and contract training. Campus Police is also located in this building.
- S** The Science/Health Science Building contains four teaching theaters, laboratories, classrooms, faculty suites, offices of Allied Health Directors, and office of the Dean of Legal and Health Sciences.
- N** The Occupational Technical Building includes a drafting lab/classroom, computer laboratories, six classrooms, faculty offices, Process Technology lab, and the Criminal Justice Training Center.
- K** 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.
- R** 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.

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



## Public Notice, Compliance Statements

### The Campus Sexual Violence Elimination Act

Alvin Community College is committed to providing a safe learning and working environment through compliance with the Campus Sexual Violence Elimination Act, or Campus SaVE Act which is a 2013 amendment to the Federal Jeanne Clery Act. SaVE was designed by advocates, victims, survivors, and a bi-partisan coalition in Congress as a companion to Title IX to help bolster the response to and prevention of sexual violence in higher education.

Campus crime statistics are reported on the college home page - [www.alvincollege.edu](http://www.alvincollege.edu).

### VAWA (Violence Against Women Reauthorization Act)

Under VAWA, new students and new employees must be offered "primary prevention and awareness programs" that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. ACC offers prevention and awareness programs through the office of Student Activities.

### Sexual Assault, Domestic Violence, Dating Violence, and Stalking Defined

Sexual assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly and against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

### Reporting an Incident

ACC encourages anyone who has experienced a sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident immediately to Alvin Community College Campus Police Department at 281-756-3700. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Vice President of Student Services, (who also serves as the student Title IX Coordinator) at 281-756-3517, Alvin Community College Counselors 281-756-3531, or Coordinator of Student Activities 281-756-3686. College employees who have experienced a sexual assault, domestic violence, dating violence, or stalking

may also report an incident to the Office of Human Resources at 281-756-3639. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

### 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 Advising Services. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Director of Advising Services.

**Sex Offender Information:** The college complies 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. Access the State of Texas Sex Offender database [www.records.txdps.state.tx.us/sex-offender/](http://www.records.txdps.state.tx.us/sex-offender/).

### Student 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).

### 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.

### 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 if any of the information listed above is not to be released.

A student must complete the FERPA Non-release Form in person and provide picture identification to the Admissions Office staff. A student also has the right to allow designated individuals to view their non-directory information. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification to the Admissions Office staff. No information will be given by 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 not 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**

ACC's Marketing Department photographs still and video pictures 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.

#### **Religious Holy Days**

Alvin Community College recognizes and respects the diversity of its members, including the diversity of religious faiths and observances. Under Texas Education Code, §51.911, Alvin Community College shall excuse a student from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Students should inform the instructor at least two weeks in advance of the absence and establish a time by which all assignments or examinations shall be

completed. Any disagreement about the nature of the absence or if there is disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Vice President of Instruction. The student and instructor shall abide by the decision of the Vice President of Instruction.

#### **Substance Abuse Policy Statement**

Alvin Community College is committed to providing a safe, healthy, and satisfying environment for its students, faculty, staff and guests. Drug and alcohol use, misuse, and abuse are complex behaviors with many negative outcomes at both cultural and individual levels. This substance policy stands in effect to minimize the potentially harmful outcomes related to student learning at Alvin Community College.

College policy prohibits the unlawful possession, use or distribution of tobacco, alcohol, illegal and prescription drugs.

#### **Tobacco Policy**

Alvin Community College limits smoking to campus parking lots and private vehicles parked on college property. Smoking (including E-cigarettes) is not allowed anywhere on the ACC campus.

#### **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 Misconduct**

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 are to create an intimidating, hostile, or offensive environment for the student.

#### **Racial Harassment or Discrimination**

It is the policy of Alvin Community College to maintain an academic and working environment free from all forms of harassment or discrimination and to insist that all students and employees be treated with dignity, respect, and courtesy. Comments or conduct relating to a person's race or ethnic background, which fails to respect the dignity and feelings of the individual, are unacceptable. Any behavior toward a student or employee by an employee, supervisor, or student that constitutes racial harassment or discrimination will not be tolerated. Students believing that they have been victims of racial harassment or discrimination should report such incident to the Vice President of Student Services. Employees should report incidents to the Executive Director of Human Resources. Every reported incident of racial harassment or discrimination will be thoroughly and promptly investigated with the cooperation of the person being harassed.

**Title IX - Equal Educational Opportunity**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive Federal financial assistance.

**Title IX Coordinators Responsible for Implementation and Enforcement**

Students may receive information about rights and grievance procedures by going to the "What is Title IX" Quick Link on the ACC Website or by contacting the office of the Vice President of Student Services. Employees and others may contact the Executive Director of Human Resources or see the Board of Regents Policy Manual, Sec. 13.22 for more information on sexual harassment.

**Filing a Grievance**

The Office of the Vice President of Student Services and the Executive 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 administrative personnel should immediately contact the Vice President of Student Services and/or the Executive Director of Human Resources for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a Title IX Discrimination Complaint Form (<http://www.alvincollege.edu/Quick-Links/What-is-Title-IX>) to the Vice President of Student Services. 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.

**Child Protection and Sexual Abuse Training**

Alvin Community College, in compliance with SB 1414 and Texas Education Code 51.976 mandates Sexual Abuse Awareness Training for college employees involved in any campus programs for minors' such as camps for various activities including athletics, cheerleading, debate, theater, dance, and music.

The legislation defines a 'campus program for minors' as any program that is (1) operated by or on the campus of an institution for higher learning; (2) for the purpose of recreation, athletics, religion or education; (3) for at least 20 campers; (4) who attend or temporarily reside at the camp for all or part of at least four days. The college will provide information and documentation to the Texas Department of State Health Services (TDSHS) demonstrating that each employee of the campus program for minors has completed a state-approved Sexual Abuse Awareness Training Program.

**Social Media Statement**

Social media has fundamentally changed the way communication occurs as individuals and as a college. Alvin Community College recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the college community which includes students, faculty, staff, parents, alumni, and other interested parties. Students using social media are governed by the same policies and rules of conduct that apply to all other activities at Alvin Community College. Even activities of a private nature conducted away from the College may subject a student to disciplinary action if they reflect poorly on the College, interfere with the conduct of College business, or are threatening to the safety of others. Please refer to the Student Handbook for a comprehensive list of general cautionary recommendations.

**EEOC Statement**

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran status.

# Academic Policies & Regulations

## Admissions Office

Alvin Community College is an open admission institution defined as all students being eligible for general admissions. However, admission to the College does not guarantee admission to specific competitive programs. Some departments require that the student obtain departmental approval before registering for their programs and courses, and special requirements for acceptance will apply. See the Admission to Specific Curriculums section for further details.

To apply or to request information in person, visit the Admissions Office in the A Bldg. Correspondence regarding admission should be addressed to the Registrar's Office.

All students enrolling at ACC for the first time must be advised by Advising Services. Students should complete testing before their advising session, or bring TSI Assessment scores or proof of Texas Success Initiative (TSI) exemption to the session (see Testing section for further details).

## Admission Categories

### • High School Graduate

A student is accepted as a high school graduate when they report on the admissions application that they graduated from a public state recognized high school, a private regionally accredited high school or TEPSAC recognized high school or a home school where the instruction was supervised and/or administered by the parent.

### • GED - General Equivalency Diploma

A student is admitted as a GED graduate when they report on the admissions application that they completed the General Equivalency Diploma in Texas or another state.

### • Former ACC Student

\* Returning ACC students (or students who have not attended for at least one academic year; fall, spring, summer) are required to submit a new admission application and transcript(s) from college(s) since attending ACC.

### • College Transfer Students

\* Transfer students are required to submit official transcripts from all previous colleges.

### • Dual Credit

A student is accepted for the dual credit program when Texas Success Initiative standards have been met or the student qualifies for an exemption. Students must also meet ACC admission requirements and have approval from high school and college dual credit representatives.

### • International Students

Non U.S. citizens may be admitted as international students. Students seeking admission are required to make an appointment with the advisor for international students.

### • Special Admissions

Students who do not qualify for admission under other categories, may be admitted by individual approval. Students in this category may not qualify for federal financial aid.

### • Out of Country High School Diploma

Students who earned a high school diploma from an out of country high school may enter Alvin Community College under Individual Approval status. Those who plan to apply for financial aid must have their transcripts formally translated and evaluated by an approved evaluation service (See Evaluation of Previous Education section) OR successfully complete the GED prior to seeking admission to the college.

\* EDI/SPEEDE E- formatted transcripts are preferred.

## 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 Alvin Community College application form and a \$25.00 US application fee. Application and information at <http://www.alvincollege.edu/InternationalStudents.aspx>.
2. Official transcripts for a minimum of 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 Evaluation of Credit from Foreign Institutions.
3. A minimum score of 525 on the TOEFL (paper based), and 70 on the TOEFL (internet based) or Band 6 range on the IELTS. Students with competency in English instruction, or from English speaking countries, will not be required to submit TOEFL or IELTS scores.
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 for Hepatitis B and Meningitis.
6. For students transferring from another U.S. college or university, the student must have an international student Advisor's Report from the International Student Office at the institution.

Once admitted to Alvin Community College, students must obtain personal health insurance for the duration of their studies, provide a \$500 security deposit and complete the TSI assessment; this test must be taken before enrolling at ACC.

International students interested in receiving admission information should email: [International@alvincollege.edu](mailto:International@alvincollege.edu).

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service agency as listed under Evaluation of Credit from Foreign Institutions.

## 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 classroom 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 Admissions Office 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 Departmental Programs

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

Child Development/Education  
 Court Reporting  
 Diagnostic Cardiovascular Sonography  
 Emergency Medical Technology  
 Law Enforcement (Police) Academy  
 Neurodiagnostic Technician  
 Nursing  
 Nursing-Transition  
 Pediatric Echocardiography  
 Pharmacy Technician  
 Polysomnography  
 Respiratory Care  
 Vocational Nursing

Departmental admission requirements are listed in the educational programs section of the catalog.

Students may be admitted to a program, subject to enrollment limits, when all of the listed departmental requirements are met. Students who do not meet the admission requirements for a specific program may be eligible to re-apply for that program after satisfactorily completing preparatory coursework. Admission to these programs is determined by the departments.

Admission to certain programs of study or specific 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 background check is required for the program.

## Transcripts

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to ACC 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. EDI-Electronic Data Interchange/SPEEDE is the preferred method for sending and receiving transcripts.

## Placement Testing Requirement

Although testing is not an admission requirement, it is required for registration. Test scores are used to place students in appropriate courses. Students who have not provided official documentation for an exemption from TSI (see TSI Exemptions) must have official TSI Assessment scores prior to registration. Testing information may be found on the ACC website. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed.

## 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 conditions allow students to be classified as Texas residents and are entitled to pay in-state resident tuition 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) - 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 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 taxing boundaries of the ACC district at the time of admission will be classified an in-district student.

**Out-of-District** - A Texas resident who physically resides outside the geographic taxing boundaries of the ACC district at the time of their admission will be classified an out-of-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 Admissions Office 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 date; changes made prior to or on the census date, will apply to the current semester.

**Out-of-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
- 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. Box excluded)
- Other third party documentation (check with Registrar)

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

- Employment documentation showing student's name and location of employment that includes 12 months or an employer's statement on company letterhead indicating dates of employment (beginning and current or ending dates) and location of employment that encompass a minimum of 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
- 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.
  - Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent.
  - Ownership and customary management of a business, by the person seeking to enroll or the dependent's parent, in Texas which is regularly operated without the intention of liquidation for the foreseeable future.
  - Marriage, by the person seeking to enroll or the dependent's parent, to a person who has established and maintained residency in Texas. Supporting documentation may be required.
- Documentation must accompany at least one type of document 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 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 whose placement scores indicate a need to enhance their academic program. However, all students enrolling at Alvin Community College must have scores from a prior approved test or complete the new TSI Assessment.

Scores from students declaring an intent to enroll in a Level One Certificate program are used for diagnostic purposes only and not for placement purposes.

### Required Scores to Meet College Readiness Standard

The state minimum passing standard is a score of 351 in reading; 350 in mathematics; and a score of at least five on the English essay with a writing score of 350, or four on the English essay with a writing score of 363, or four on the ABE writing diagnostics with a five on the English essay.

### TSI Exemptions - Scores are valid for 5 years

ACT – A composite score of 23 with:

- a minimum of 19 on math for an exemption in math and/or
- a minimum of 19 on English for an exemption in reading and writing

SAT – A combined critical reading and math score of 1070 with:

- a minimum of 500 on math for an exemption in math and/or
- a minimum score of 500 on critical reading for an exemption in reading and writing

TAKS –

- A minimum score of 2200 in math for an exemption in math and/or
- 2200 in English Language Arts - with an essay score of 3 for an exemption in reading and writing.

STARR - end of course assessment

- Algebra II-Level 2
- English III-Level 2

Degree Exempt - Students who have an associate or baccalaureate degree from a regionally accredited post-secondary institution or from a college recognized international institution are exempt from all Texas Success Initiative requirements.

Transfer Exempt/Passed – Students whose previous Texas public college or university has determined that they have met minimum passing standards in reading, writing, and/or math are exempt in the curricular area/s indicated. Scores must be verified by an official transcript.

Private/Out of State Transfer Exempt - Students who transfer from a regionally accredited college or university and have earned at least three semester hours of college level credit in a designated college core class, are exempt upon entry. These credits must be verified by an official transcript.

Course Exempt - Students who have completed a restricted course from a regionally accredited college or university earning a grade of C or higher are exempt in the curricular area of that course. See an academic advisor to determine this status.

Veteran Exempt – Students who were honorably discharged, retired or released from active duty in the armed forces, Texas National Guard or any reserve component of the armed forces on or after August 1, 1990 may be exempt. A DD214 showing discharge status and date is required.

Military Waiver - Students on active duty in the armed forces, the Texas National Guard, or any reserve component of the armed

forces and have been serving for at least three years preceding enrollment may be exempt.

ESOL – Students in ESOL programs may be granted an ESOL waiver from TSI testing. The ESOL waiver must be removed after the student attempts 15 hours of ESOL coursework/interventions, or attempts entry level freshman coursework.

### Waived Level One Certificate Programs

Students enrolled in any waived program are waived from TSI Assessment and any developmental education. Course prerequisites will still apply, however. 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	Emergency Med Tech - Advanced
Child Develop/ Early Childhood	Industrial Design Technology
Child Develop/ Early Child. Adm	Management
Computer Info. Tech.	Office Administrative Support
Computer Info. Tech.- Networking	Office Assistant
Court Reporting Scopist	Pharmacy Technician
Crime Scene Technician	Process Technology
Culinary Arts	Radio / TV Broadcasting
Culinary Arts Management	Substance Abuse Counseling
Emergency Medical Technology	Vocational Nursing

### Individual Educational Plan

Students who do not score 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:

- 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 one of the following sequences is completed:

1. The student takes the TSI Assessment and passes.
2. The student passes with a grade of C or better the required developmental course sequence for the subject area not passed.

### Developmental Course Requirement

Students who fail one or more sections of the TSI Assessment must enroll in and attend a developmental course for at least one of the failed sections each semester until all sections are passed, or required developmental courses are completed with a grade of "C or better".

### Developmental Courses

The College offers developmental courses in basic math, reading and writing. 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:**

NCRW 0200 (Non Course Integrated Reading & Writing)  
 NCBM 0200 (Non Course Math)  
 INRW 0309  
 INRW 0310  
 MATH 0310  
 MATH 0311  
 MATH 0312

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

**Prerequisites and Co-requisites**

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 TSI Assessment; 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.

**ESOL**

Students whose first language is not English and who need instruction on reading and writing standard English should meet with an advisor, who may refer them to an ESOL specialist on campus. Depending on students' language proficiency and educational goals, the student may enroll in ESOL or developmental classes as a credit or non-credit student, or they may be referred to services offered with a community resource. Admission to College programs is based on requirements outlined in this catalog. Alvin Community College will take steps to ensure that lack of English language skills will not restrict admission and participation in its programs.

**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 are required to enroll in PSYC 1300 (Learning Strategies) during their first semester of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement.

PSYC 1300 (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.

**Student Responsibility-Course Selection**

The College provides students with information and assistance in making academic decisions. Advising Services, program directors, and department chairs assist students with course selections. 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 may be 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 communicating with an advisor regarding TSI and other testing requirements.

Students transferring credit from ACC are responsible for following the transfer policies of the receiving college or university. Students are encouraged to meet with an ACC advisor for assistance with transfer advising.

**Texas Common Course Numbering System**

Alvin Community College participates in the Texas Common Course Numbering System (TCCNS). 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.

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. Zero (0) as the first digit of the number identifies a course as remedial/developmental in content. Such courses are not 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**

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 does 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 coursework for which there is no ACC equivalent may be transferred as elective credit. Transferred grades must meet departmental degree criteria. Transferred coursework is posted to the student's record using Texas common course numbers to assist transfer students with course selection. Course selection and the non duplication of coursework are the responsibility of the student.

**Evaluation of Credit from Foreign Institutions**

Alvin Community College accepts credit from foreign institutions when evaluated from one of the approved 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  
<http://ies.accrao.org/evaluations/>

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

Foreign Credentials Service of America  
1910 Justin Lane, Austin, TX 78757  
<http://www.foreigncredential.org>

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

Global Credential Evaluators, Inc.  
P.O. Box 9203, College Station, TX 77842-9203  
<http://www.gceus.com>  
Phone: 1-800-707-0979

International Academic Credential Evaluators, Inc.  
PO Box 2465  
Denton, TX 76202-2465  
Email: [staff@iacei.net](mailto:staff@iacei.net)  
Phone: 940-383-7498  
<http://www.iacei.net/>

International Education Research Foundation, Inc.  
Credentials Evaluation Service  
P.O. Box 3665, Culver City, CA 90321  
<http://www.ierf.org>

National Association of Credential Evaluations Services  
<http://www.naces.org/>

RIA International Education Consultants  
9461 LBJ Freeway, Suite 206, Dallas, TX 75243  
<http://www.riaiec.org>  
Phone: 214-575-5404

SDR Educational Consultants  
10134 Hammerly, No. 192  
Houston, TX 77080  
713-460-3525  
713-460-5344 (FAX)  
Email: [sdrodrig@aol.com](mailto:sdrodrig@aol.com)

Span Tran Educational Services, Inc.  
2400 Augusta Dr., Suite 451, Houston, TX 77057  
<http://www.spantran.com>  
Phone: 713-266-8805

Worldwide Education Consultant Services  
5521 N. Expressway 77, Brownsville, TX 78520  
Brownsville Email: [info@wecseval.com](mailto:info@wecseval.com)  
Brownsville Phone: 956-350-4660  
Houston Phone: 281-829-9243  
Houston email: [wecshouston@wecseval.com](mailto:wecshouston@wecseval.com)

World Education Services Foreign Academic Credential Evaluation  
P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745  
[www.wes.org](http://www.wes.org)

### Articulated Credit Program

Articulated Credit is the process of completing classes at the high school level that translate, or articulate, into college courses in the same discipline. Completing the high school classes within certain parameters allows the student to apply for full credit of the

corresponding course at Alvin Community College at no charge. To receive Articulated Credit, a high school student must earn an 80 or above in the articulated class, file a petition for credit within 15 months of graduation, be recommended by the teacher, and major in an articulating associate of applied science program at ACC. This ensures that students entering the workforce in these technological environments have the competencies and skills necessary to succeed.

### Nontraditional Learning Credit

Nontraditional Learning credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college coursework, military training, and credit by examination (departmental and national exams). Nontraditional credit granted and listed on a regionally accredited institution's transcript will transfer to ACC. Students planning to transfer nontraditional credit should confer with the receiving institutions.

The evaluation of Nontraditional Learning 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 (ACE Guide), published to 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, the Dean of the respective subject and the Vice President of Instruction, 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 paid. Fees for nontraditional credit are waived for veterans with honorable or general conditions discharge.
- A maximum of 24 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to a currently enrolled ACC student after the census date of the term.
- 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/DSST credit.

### Types of Nontraditional Learning Credit

#### Continuing Education Workforce 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. 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 carry the same tuition and fees as credit classes.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form available in the Admissions Office.

- Academic credit will count as resident credit.
- A grade of A, B, or C will be assigned.

**Credit for Military Service**

Credit for prior military service/training is available to eligible veterans when the following criteria are met:

- Graduated from an accredited public or private high school or a school operated by the US Department of Defense;
- Is honorably discharged with a minimum two years of service in the armed forces or was discharged because of a disability.

The college will award the following upon the student’s request:

- Two hours of physical activity credit from the DD214;
- course credit directly equivalent and applicable to the student’s major from the military transcript (AARTS, SMART, CCAF), based on ACE Guide recommendations.
- up to 12 hours of college elective credit to satisfy any elective course requirements in the student’s degree program.

**National Credit by Examination**

Credit by examination offers students an opportunity to earn credit for previous knowledge. Types of national examinations considered for credit include Advanced Placement (AP) tests, College-Level Examination Program (CLEP), Dantes (DSST) and the International Baccalaureate Diploma Program. Content of any examination must be equivalent to a course in the current course catalog of the College.

**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:

- Check with the Department Chair to determine if a departmental examination is offered
- Apply for Credit by Exam at the Admissions Office
- Pay the non traditional exam fee prior to attempting credit by examination.

Credit earned and a 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 the CLEP Subject, other nationally recognized exams, or departmental examinations.

**Foreign Language Nontraditional Credit**

Students may earn up to 11 hours of nontraditional foreign language credit when the placement exam, taken prior to semester registration, grants placement into a higher level course. Credit may be claimed for the lower level course(s) if a grade of “C” or higher is earned in the advanced course. Refer to the college procedure - Requesting Credit-Nontraditional Learning.

**Requesting Credit - Nontraditional Learning**

1. Initiate the request for credit in the Admissions Office by completing the Application for Nontraditional Learning
2. Pay the Nontraditional Evaluation fee at the cashier window \*
3. Submit the Application for Evaluation of Nontraditional Learning, any required documentation, and proof of payment to the Admissions Office
4. Students will be notified via USPS mail
5. CLEP College Level Examination Program and AP-Advanced Placement exams require the direct submission of the score report to the college from the testing company. For currently enrolled ACC students taking CLEP exams through the ACC Testing Center, scores are automatically submitted for them. These exams are not charged the evaluation fee. Credit is based upon the Score Chart found in the Nontraditional Learning section of this catalog.

\*CLEP and AP exams are not charged the evaluation fee.

**DSST Exams (DANTES)**

Test Title	Minimum Score	Credit Hours Awarded	ACC Course
General Anthropology	47	3	ANTH 2346
Human/Cultural Geography	48	3	GEOG 1302
Lifespan Developmental Psychology	46	3	PSYC 2314
Introduction to Business	<b>46/400</b>	3	BUSI 1301
Introduction to Computing	<b>45/400</b>	4	COSC 1401
Introduction to World Religions	<b>48/400</b>	3	PHIL 1304
Management Information Systems	<b>46/400</b>	4	BCIS 1405
Personal Finance	<b>46/400</b>	3	BUSI 1307
Physical Geology	46	3	GEOL 1403
Principles of Financial Accounting	47	3	ACCT 2301
Principles of Statistics	<b>48/400</b>	3	MATH 1342

*(Bold = Exams revised in 2008-2009)*

## 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:		
<b>French</b>		
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
<b>German</b>		
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
<b>Spanish</b>		
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

## 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 2305
American Literature		50	3	ENGL 2328
Analyzing & Interpreting Literature		50	3	ENGL 2333
Art / Art History	3		6	ARTS 1303 / 1304
Art / Studio Art: Drawing	3		6	ARTS 1316 / 1317
Art / Studio Art: 2-D Design	3			ARTS 1311
Art / Studio Art: 3-D Design	3			ARTS 1312
Biology	3		8	BIOL 1406 / 1407
Biology, General		50	4	BIOL 1406
Business Law, Introductory		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	3		4	MATH 2413
Calculus BC	3		8	MATH 2413 / 2414
Chemistry		50	4	CHEM 1411
Chemistry	3		8	CHEM 1411 / 1412
College Algebra		50	3	MATH 1314
College Mathematics		50	3	MATH 1332
College Composition		50	3	ENGL 1301
English Literature		50	3	ENGL 2323
French Lang, Level I		50	8	FREN 1411 / 1412
French Lang, Level II		59	11	FREN1411/ 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	11	GERM 1411/ 1412
				GERM 2311
German Language	3		8	GERM 1411/ 1412
Government & Politics / US	3		3	GOVT 2305
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
Human Geography	3		3	GEOG 1302
Information Systems & Computer App		50	3	BCIS 1305
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
Physics 1	3		4	PHYS 1401
Physics 2	3		4	PHYS 1402
Physics C Electricity / Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Psychology	3	50	3	PSYC 2301
Sociology		50	3	SOCI 1301
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	SPAN1411/ 1412
Spanish Literature				
	3		11	SPAN 1411/ 1412
				SPAN 2311
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
World History	3		3	HIST 2321

- 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 Admissions Office.

# CORE OBJECTIVES

X = Required Core Objectives    O = Optional Core Objectives							
Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
<b>Communication</b>	6	X	X	O	X	O	X
Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.							
<b>Mathematics</b>	3	X	X	X	O	O	O
Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.							
<b>Life and Physical Sciences</b>	6	X	X	X	X	O	O
Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.							
<b>Language, Philosophy &amp; Culture</b>	3	X	X	O	O	X	X
Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.							
<b>Creative Arts</b>	3	X	X	O	X	X	O
Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.							
<b>American History</b>	6	X	X	O	O	X	X
Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.							
<b>Government/Political Science</b>	6	X	X	O	O	X	X
Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.							
<b>Social &amp; Behavioral Sciences</b>	3	X	X	X	O	X	O
Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.							
<b>Component Area Option</b>	6	X	X	O	O	O	O
a. A minimum of 3 SCH must meet the definition and corresponding Core Objectives specified in one of the foundational component areas							
b. As an option for up to 3 semester credit hours of the Component Area Option, an institution may select course(s) that:							
(i) Meet(s) the definition specified for one or more of the foundational component areas; and							
(ii) Include(s) a minimum of three Core Objectives, including Critical Thinking Skills, Communication Skills, and one of the remaining Core Objectives of the institution's choice.							

# CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

*Effective Fall 2016*

Component Area	Courses	Hours
<b>Communication 010</b>	<b>Required:</b> ENGL 1301 and ENGL 1302 <u>or</u> 2311	6
<b>Mathematics 020</b>	<b>Select one:</b> MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
<b>Life &amp; Physical Sciences 030</b> <i>(formerly Natural Sciences)</i>	<b>Select <u>two</u>:</b> ASTR 1403, 1404 BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1411, 1412, 2423, 2425 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1301, 1401, 1402, 1403, 1404, 2425, 2426	6
<b>Language, Philosophy &amp; Culture 040</b> <i>(formerly Humanities)</i>	<b>Select one:</b> CHIN 2311, 2312 FREN 2311, 2312 GERM 2311, 2312 SPAN 2311, 2312, 2313, 2315 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301, 1302 PHIL 1301, 1304, 2306	3
<b>Creative Arts 050</b> <i>(formerly Visual &amp; Performing Arts)</i>	<b>Select one:</b> ARTS 1301, 1303, 1304 COMM 2366 DRAM 1310, 1351, 1352, 2362, 2366 MUSI, 1306, 1307, 1308, 1309, 1310	3
<b>American History 060</b> <i>(formerly U.S. History)</i>	<b>Select <u>one</u> group:</b> HIST 1301 and 1302 or 2301, HIST 2327 and 2328 or 2301	6
<b>Government / Political Science 070</b> <i>(formerly Political Science)</i>	<b>Required:</b> GOVT 2305 and 2306	6
<b>Social &amp; Behavioral Sciences 080</b>	<b>Select one:</b> ECON 2301, 2302 GEOG 1301, 1303 PSYC 2301 SOCI 1301	3
<b>Component Area Options 090</b>	<b>Select one from each group:</b> <b><u>Group A:</u></b> CHIN 1411, 1412 FREN 1411, 1412 GERM 1411, 1412 SPAN 1411, 1412 SPCH 1315, 1318, 2335 <b><u>Group B:</u></b> PSYC 1300 <i>(Can be substituted with other core course upon advisement.)</i>	6
<b>TOTAL CORE CURRICULUM CREDITS</b>		<b>42</b>

Revised: 04-04-16



## Core Curriculum

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

### Core Objectives

- **Critical Thinking Skills (CT)** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills (COM)** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills (EQS)** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork (TW)** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Social Responsibility (SR)** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
- **Personal Responsibility (PR)** - to include the ability to connect choices, actions and consequences to ethical decision-making.

## 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.") A student's transcript will indicate core completion.

### Core Completers

Core completers will receive credit for each course transferred. Students will not be required to pass additional core curriculum courses at the transferred public institution unless the Texas Higher Education Coordinating Board (THECB) has approved an expanded core curriculum at that institution.

### Incomplete Core

Students who do not complete the core curriculum may still transfer any credits earned. Students are then required to complete core requirements at the transferred institution.

### 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, 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

A "field of study curriculum," is used to satisfy the lower division requirements for a bachelor's degree in a specific academic area at a post-secondary institution.

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

- Business Administration
- Communications
- Criminal Justice
- Music
- Nursing

## 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 that 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 under the following conditions:

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.

The transfer plan must include:

- courses to be taken for transfer,
- name of college to which student plans to transfer,
- the name of degree and major selected,
- 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 Vice President of Instruction, 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 12 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 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 appropriate Dean 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. Additional training for skill deficiencies shall be limited to nine (9) tuition-free credit hours under conditions described above.

### Registration

All credit students must be admitted and comply with TSI requirements before they may register for classes unless enrolled in a Level One Certificate program. 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.

### Class Schedules

Class schedules are considered an extension of the catalog. The class schedule contains courses being offered during the given semester and are released for all scheduled registrations. At the time schedules are released, it is the intention of the College to teach the classes according to the information (date, time, instructor, location). The College reserves the right, however, to

make necessary adjustments to the schedule as circumstances warrant. The website provides the most current listing of available courses.

### Audit Registration

Audit registration, based upon space availability, 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 who need to refresh or revisit skills.

Audit registration is conducted in the Admissions Office 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 six (6) hours per semester without payment of tuition and fees, on a space-available basis for any course the College offers (Texas Education Code 54.210).

### Academic Classifications

<b>Freshman:</b>	1 to 29 hours
<b>Sophomore:</b>	30 - 60 semester hours
<b>Unclassified:</b>	more than 60 semester hours

#### Full-time Status:

Fall and Spring	12 - 18 semester hours
Summer 11 - Weeks	8 -14 semester hours
Summer 5 - Weeks	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 Advisor to determine enrollment status.
- Students seeking loan deferrals should consult with Financial Aid to determine course load requirements.

### Maximum Course Load

Fall and Spring semester	18 semester hours
Second Start semester	13 semester hours
Summer 11 Week session	14 semester 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	4 semester hours

### Student Course Overload Policy

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

# Tuition and Fees

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

## Fall 2016 & Spring 2017

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee*	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	\$135	\$270	\$420	\$7	\$60	\$30	\$22	\$20	\$15	\$10	\$164	\$299	\$434	\$584
2	135	270	420	14	60	30	22	20	15	10	171	306	441	591
3	135	270	420	21	60	30	22	20	15	10	178	313	448	598
4	180	360	560	28	60	30	22	20	15	10	185	365	545	745
5	225	450	700	35	60	30	22	20	15	10	192	417	642	892
6	270	540	840	42	60	30	22	20	15	10	199	469	739	1,039
7	315	630	980	49	60	30	22	20	15	10	206	521	836	1,186
8	360	720	1120	56	60	30	22	20	15	10	213	573	933	1,333
9	405	810	1260	63	60	30	22	20	15	10	220	625	1,030	1,480
10	450	900	1400	70	60	30	22	20	15	10	227	677	1,127	1,627
11	495	990	1540	77	60	30	22	20	15	10	234	729	1,224	1,774
12	540	1080	1680	84	60	30	22	20	15	10	241	781	1,321	1,921
13	585	1170	1820	91	60	30	22	20	15	10	248	833	1,418	2,068
14	630	1260	1960	98	60	30	22	20	15	10	255	885	1,515	2,215
15	675	1350	2100	105	60	30	22	20	15	10	262	937	1,612	2,362
16	720	1440	2240	112	60	30	22	20	15	10	269	989	1,709	2,509
17	765	1530	2380	119	60	30	22	20	15	10	276	1,041	1,806	2,656
18	810	1620	2520	126	60	30	22	20	15	10	283	1,093	1,903	2,803

## Summer 2017

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee*	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	\$135	\$270	\$420	\$7	\$60	\$30	\$11	\$10	\$15	\$10	\$143	\$278	\$413	\$563
2	135	270	420	14	60	30	11	10	15	10	150	285	420	570
3	135	270	420	21	60	30	11	10	15	10	157	292	427	577
4	180	360	560	28	60	30	11	10	15	10	164	344	524	724
5	225	450	700	35	60	30	11	10	15	10	171	396	621	871
6	270	540	840	42	60	30	11	10	15	10	178	448	718	1,018
7	315	630	980	49	60	30	11	10	15	10	185	500	815	1,165
8	360	720	1120	56	60	30	11	10	15	10	192	552	912	1,312
9	405	810	1260	63	60	30	11	10	15	10	199	604	1,009	1,459
10	450	900	1400	70	60	30	11	10	15	10	206	656	1,106	1,606
11	495	990	1540	77	60	30	11	10	15	10	213	708	1,203	1,753
12	540	1080	1680	84	60	30	11	10	15	10	220	760	1,300	1,900
13	585	1170	1820	91	60	30	11	10	15	10	227	812	1,397	2,047
14	630	1260	1960	98	60	30	11	10	15	10	234	864	1,494	2,194
15	675	1350	2100	105	60	30	11	10	15	10	241	916	1,591	2,341
16	720	1440	2240	112	60	30	11	10	15	10	248	968	1,688	2,488
17	765	1530	2380	119	60	30	11	10	15	10	255	1,020	1,785	2,635
18	810	1620	2520	126	60	30	11	10	15	10	262	1,072	1,882	2,782

### 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.

### Definitions for Column Headings

**Res-In:** Resident-In District

**Res-Out:** Resident-Out of District

**Non-Res:** Non-resident

**Gen. Svc. Fee:** General Service Fee

**Tech Fee:** Technology Fee

**Reg. Fee:** Registration Fee

**Stu. Serv.:** Student Service Fee

**Sec. Fee:** Security Fee

**LRC Fee:** Learning Resources Center Fee

**Bursar Fee:** Business Office Fee

Students with four delinquent payments on their payment plan will be ineligible to set up a future payment plan.

### Tuition per/hour:

In District: \$45

Out of District: \$90

Non-Resident: \$140

Credit by Exam (per semester hour) \$50 /semester hr

Installment Plan Fee \$30

Diploma Replacement Fee \$45

Nontraditional Education Fee \$50 /per semester hour

Non Payment (after census date) \$50

Technical Program Fee \$10 /per technical course

Returned Check Fee \$30

Late Registration Fee \$50

ID Card Replacement Fee \$5

Transcript Fee \$5 /transcript

On-Line Course Fee \$35

\* Registration Fee - Non-Refundable

Unless otherwise noted, all co-ops, internships and labs include a \$15 fee.

Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the ACC Cashier.

## 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 student residency status and the number of hours taken. Residency status for tuition purposes will be reclassified or corrected when a student files a Residency Reclassification Petition accompanied with supporting documentation in the Admissions Office. Students may not attend classes unless tuition and fees are paid. Students who fail to meet the payment deadline will be withdrawn for nonpayment and will be required to re-register should they desire to enroll. Registration does not guarantee a student will receive their original schedule of initially enrolled courses.

### 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 and science labs. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the class schedule.

### Active Duty Military Tuition

Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the VA Certifying Advisor.

## Higher Tuition Charged for Third Attempt Classes

College level courses (excluding developmental) taken for the third time and thereafter, will be billed an additional fee equal to 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 from Texas taxpayers. Selected courses are exempt from the repeat charges. The following courses are exempt from this rule:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2347	ARTS 2357	*CRTR 1207
*CRTR 1257	*CRTR 1259	CRTR 1304
CRTR 1306	CRTR 2231	CRTR 2301
CRTR 2335	MUAP - all exempt	MUEN- all exempt
MUSC 2447	PHED 1109, 1119	PHED 1122, 1123
PHED 1134, 1136	PHED 1138, 1148	PHED 1145
PHED 1150, 2150	PHED 2100, 2101	PHED 2102, 2103
PHED 2117, 2118	PHED 2119, 2120	PHED 2122, 2123
PHED 2138, 2148		

## 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 extra hours, nor 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 using the installment plan. This plan allows a student to pay a downpayment at enrollment and the remaining tuition and fees in installments thereafter. The dates of the installments are set by the college. A nonrefundable \$30 fee is assessed at the time the installment plan is executed.

The installment plan is a legally binding contract. Installment plans are available beginning with registration through late registration. Any student failing to make an installment payment will be placed on restriction hold, blocking registration and transcript services.

Students who have been on restriction hold four times for late or missed payments, including ACH returned payments, will no longer be eligible to enroll in the payment plan.

## 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 \$50 non-payment fee.

## 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. 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.

## 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.

See course schedule for refund policy.

## 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 three 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.

## 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 Advising Services for complete details.

## Campus Closing Notification

### Inclement Weather & Closing of the College

If severe weather or emergency situations make it advisable to discontinue classes, the College makes every effort to notify students through local television, radio stations and the ACC web site at [www.alvincollege.edu](http://www.alvincollege.edu). Make-up days for official college closings will be scheduled as needed.

## Emergency Notification System

Alvin Community College utilizes an emergency notification system. Contact information for all registered students is made available through the system. It is designed to quickly warn the college community of possible threats, severe weather and school closings through text, email and phone messaging. For more information visit the college web site [www.alvincollege.edu](http://www.alvincollege.edu).

## Emergency Management/Evacuation Plan

An Emergency Management Plan can be found on the college web site that outlines procedures for various emergency situations. Training and evacuation procedures are conducted annually 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.

## Family Emergency Student Contact

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

## Attendance Policy

Alvin Community College students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks are to be reported to the Office of Advising Services, along with appropriate recommendations. Departments and faculty may have other attendance policies for their course.

Students who are enrolled in developmental courses because of TSI requirements must attend classes and participate in instructional activities. Failure to attend a required TSI course 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 if there is evidence that the student's admission, or presence on campus may pose a 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 based on written and/or oral evidence. The student will be granted due process as outlined in the Student Handbook.

## Classroom Conduct

Instructors are authorized to establish rules of conduct within the classroom. Instructors may ask a student to leave the classroom whenever the behavior is believed to be disruptive or inappropriate. Disruptive students are subject to disciplinary action as outlined in the Student Code of Conduct as described in the Alvin Community College Student Handbook.

## Assessment and Care Team (ACT)

The Assessment and Care Team consists of a multi-disciplinary group of ACC employees including counselors, faculty, police, and student services staff. The ACT is committed to providing ACC staff, employees and students with supportive resources through a practical, collaborative, and thoughtful approach to the prevention, identification, assessment, intervention and holistic management of situations that may be disruptive in a student's academic progress or to the well-being of campus employees. To educate and empower all members of the College community, resources and procedures are available to prevent, deter, and respond to concerns. The ACT offers assistance to departments and individuals in determining indicators that may be of concern along with resources to support the learning environment.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team page at <http://www.alvincollege.edu/ACT>, direct email to: [ACareTeam@alvincollege.edu](mailto:ACareTeam@alvincollege.edu), or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

## Classroom Use - Electronic Devices

Alvin Community College establishes the right of each faculty member to determine the use of personal electronic devices in the classroom.

1. College instructors may restrict or prohibit the use of personal electronic devices in their classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes or classwork.
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 to leave the class.

## Children in Class/Minors/Visitors

The college promotes 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. Only officially enrolled students may attend classes.

## Withdrawing from Class/College

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 withdrawn for failure to attend, except in developmental courses.

When withdrawing include: Name, Student ID or SSN, date of birth, course rubric (ENGL), number (1301), and section (01).

Online: <http://form.jotformpro.com/form/50835004997966>

A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact [advising@alvincollege.edu](mailto:advising@alvincollege.edu) if an email receipt is not received.

- Mail: Alvin Community College  
Admissions Office  
3110 Mustang Road  
Alvin, TX 77511
- In Person: Admissions Office- A100

## Withdrawals - Students Receiving Financial Aid (Pell Grants and Loans)

Include: Name, Student ID or SSN, date of birth, course rubric (ENGL), number (1301), and section (01).

Students receiving financial aid must contact the ACC Financial Aid Office for withdrawal approval. Failure to obtain approval may result in not being withdrawn and receiving failing grades and could result in repayment of financial aid funds.

- Email: [fa@alvincollege.edu](mailto:fa@alvincollege.edu)

All email course withdrawal requests must be sent from the official email address on file with the college. Email address changes can be made on WebACCess. Failure to obtain FA Office approval may result in the repayment of all monies received. A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact [fa@alvincollege.edu](mailto:fa@alvincollege.edu) if a receipt is not received.

- In Person: Admissions Office- A100

## Active Military Withdrawal

Those called into active duty may see the Vice President of Student Services to:

1. Request refund of the tuition and fees
2. Receive an incomplete grade in all courses by designating "withdrawn- military" on the student's transcript.
3. Receive an appropriate final grade if the student has satisfactorily completed a substantial amount of the course.

No penalty assessed to students receiving financial aid.

## Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received at the Admissions Office or received via email after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W. Courses may not be dropped after the posted deadline.

## 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 Deans or Vice President of Instruction. 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. Other colleges may compute the grade point average in a manner different from that of Alvin Community College.

## Grading

### Grade-Point Value

A	Excellent – 4.00 per semester hour
B	Good – 3.00 per semester hour
C	Average – 2.00 per semester hour
D	Poor – 1.00 per semester hour
F	Failure – No grade points per semester hour
AU	Audit – Grade points not assigned
I	Incomplete – Grade points not assigned
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 2231 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 Vice President of Student Services and have a legitimate exception will receive a WE grade. Instructors may not issue a WE as the final grade.

An I grade may be extended by the course instructor for one additional semester only 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 I grade will convert to an F.

### 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. A GPA calculator is provided on the college homepage.

**Cumulative Grade Point Averages** are 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 Averages** are 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, including developmental courses. Semester GPA's are not rounded up.

### Grade Range

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

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

Exceptions to this grading system may exist and are published in the course syllabus.

### 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:

- In-person request of a transcript - Admissions Office
- Online - WebACCess at [www.alvincollege.edu](http://www.alvincollege.edu)

### Grade Challenge Petition

Students have one year from the date of the grade assigned to challenge a grade. A grade challenge petition begins with the course instructor and must be approved by the instructor 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 appropriate Dean. 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 appropriate Dean who will meet with the student to resolve the dispute. The appropriate Dean will forward the written results of the meeting with the student to the Vice President of Instruction. The Vice President of Instruction 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 Vice President of Instruction will act as chairman of the hearing. The decision of the Academic Affairs Committee is final.



## Code of Academic Integrity & Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and are subject to disciplinary measures. See the ACC student handbook for more information.

## 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 Dean to the Vice President of Instruction. Further challenge will be referred to the Academic Affairs Committee.

## Academic Honors

### Presidential Scholar

Presidential scholars are selected during the spring term. A student may receive the award one time. 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 minimum 3.90 grade point average on all college level courses taken at ACC,
- no grade below a B on any course taken at ACC,
- completed at least 12 college-level semester hours taken at ACC during the previous calendar year, and
- 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, the list 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, the list 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.

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 six (6) semester hours. The probation stands until the cumulative GPA is raised to 2.0 or higher. The maximum course load for students on academic probation is 13 credit hours. Students who do not make satisfactory progress in the following programs will be subject to removal from the program:

Court Reporting  
 Diagnostic Cardiovascular Sonography-Adult Echocardiology  
 Diagnostic Cardiovascular Sonography-Pediatric Echocardiology  
 Diagnostic Cardiovascular Sonography-Vascular Sonography  
 Intraoperative Neurophysiologic Monitoring  
 Law Enforcement Academy  
 Law Enforcement In-Service Training  
 Neurodiagnostics  
 Nursing  
 Nursing-Transition  
 Pharmacy Technician  
 Polysomnography  
 Respiratory Care  
 Vocational Nursing

## Student Demographic Information Changes

At the time of application to Alvin Community College, the student's name, address, phone number, email, residential and mailing address, emergency contact and social security number are taken from the admissions application as disclosed by the student. This information will remain until a Student Data Change Request Form is submitted by the student to the Admissions Office or the student submits an online form on WebACCess. The following changes, however, require verification and documentation must be submitted by the student to the Admissions Office:

1. A name change requires verification of the former and new name in the form of one of the following:
  - Marriage Certificate
  - Divorce Decree
  - Legal Court Document
  - Birth Certificate

Current ID is needed for identification and for change to ACC record.

2. Social security number change/correction requires verification in the form of a social security card.
3. An address change affecting district residency requires verification in the form of one of the following:
  - Driver's License
  - Lease Agreement
  - Other approved documentation
4. An address change effecting state residency requires verification as determined by state legislation. Contact the Admissions Office at 281-756-3531 for more information.
5. A date of birth change requires verification in the form of a birthcertificate or a valid state driver's license.

### 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.

### Challenge to Accuracy of Records

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

### Records Restriction

A restriction is placed on a student's record for an incorrect address or an outstanding obligation, such as required documents, unreturned library books, traffic violation, child care expenses, unreturned athletic uniforms and/or equipment, and financial aid or business obligation. The restriction will prohibit the student from future registration, receipt of an official transcript or receiving a diploma. The Admissions Office assists students in determining the office which placed the restriction. Students should contact the appropriate department (i.e., library, college police, etc.) to clear the obligation.

### Transcript Requests

Students may request transcripts through WebACCess. The processing fee is \$5 per transcript request. Official transcript requests may also be submitted in person at the Admissions Office in A-100 or by mail with a \$5 money order. If an accompanying form is requested to be mailed with the transcript, or if the only attendance was prior to fall 1999, submit the request in person or by mail. All transcripts provided directly to the student will be marked "Issued to Student" and may not be accepted as an official transcript by other institutions.

Transcript requests will be serviced when all obligations to the College have been met. Express transcript service is provided when pre-paid and arranged by the student. Students must contact the express service for rates and procedures. Students can print unofficial transcripts through WebACCess on-line services.

### Graduation

Students must submit a graduation application by the published deadline in the semester's schedule.

1. All program course requirements have been completed by enrollment or approved course substitution.
2. A minimum of 15 college-level semester hours were earned in residence for an associate degree; 11 college-level semester hours were earned in residence for a certificate. Semester

hours granted for non-traditional education do not apply toward residence hours.

3. A minimum 2.0 grade point average was earned in courses which apply to the degree or certificate.
4. TSI requirements were met, if pursuing an obligated degree/certificate.

The College will automatically award a degree or certificate when requirements are evaluated as complete for students who are enrolled:

#### Graduation Under a Particular Catalog

To graduate, a student 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 done during the admission process. To change an election, a Program Change Form must be filed with a Counselor or Advisor. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate programs. Students are limited to one active academic associate degree or one active technical associate degree and its corresponding certificate at a time.

Students may petition for graduation under the program and catalog year on file at ACC for three years from the date of last enrollment. If petition for graduation is made four years or more from date of last enrollment, the catalog in effect at the time of the petition is used to determine program completion.

Alvin Community College will also evaluate credits for the award of the AA General Studies degree using the current catalog year. If the student qualifies for a degree it will be posted to the ACC transcript.

#### Reverse Transfer Graduation

Alvin Community College has entered into agreements with many Texas universities which allows the automatic evaluation of credits earned after the student transfers. Students who sign agreements at their university will have their university credits reverse transferred to ACC for the possible award of an Associate Degree. ACC will use the catalog year of the student's degree on file at the time of transfer providing the request does not exceed three years.

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.
- a diploma is requested, the application and fee have been received.

Alvin Community College will also evaluate credits for the award of the AA General Studies degree using the current catalog year. If the student qualifies for either degree it will be posted to the ACC transcript.

#### Earning Additional Associate Degrees

A student who has received an associate degree from ACC or any other regionally-accredited institution of higher education may

obtain an additional associate degree in another area. However, students should meet with an academic advisor before initiating the pursuit of another associate degree.

This provision is subject to the following stipulations:

1. For each additional associate degree, a minimum of 15 semester credit hours must be completed at ACC. These credit hours may not repeat credit applied to a previous degree and must apply to the additional degree.
2. All courses required by any specific program must be completed.

### 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 department chair, dean and the Vice President of Instruction. Application for a course substitution must be initiated through the Admissions Office or the department chair.

**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.

### Participation in Commencement with Honors

Associate degree candidates whose cumulative grade point average at Alvin Community College is 3.5 or higher will receive honors recognition at commencement.

**Honors Grade Point Average** is calculated 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. Honors GPA's are not rounded up.

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

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

### Commencement Ceremony

Graduates are encouraged to participate in commencement ceremonies. ACC conducts a commencement ceremony in December for fall graduates and in May for spring graduates. More information about the ceremonies will be emailed to students several weeks before the scheduled date and will be available on the college website as well.

### Distance Education

Distance education is an option for students who work irregular hours or have other time commitments. ACC offers two different ways to complete a distance education class in a secure online environment - Internet (IN) or Hybrid (HY).

### 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. Students may request a course syllabus in advance to determine if course is fully online or not.

### Hybrid (HY)

Hybrid courses combine online learning and face-to-face instruction in a manner that reduces the number of 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.

### What kinds of courses are available?

A listing of Distance Education classes may be found at <http://www.alvincollege.edu/Distance-Education/Online-Classes-Degrees>

### What programs are available online?

The Distance Education Department offers the following degrees and certificates that can be earned completely online:

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

Contact the Admissions Office for further details.

### What is MyBlackboard?

Internet and hybrid courses are conducted online using the MyBlackboard system. Students may log in to MyBlackboard at <http://www.alvincollege.edu/myBlackboard> or by using the MyBlackboard link located on the ACC homepage.

### Blackboard Mobile™ learn (app)

#### What is Blackboard Mobile Learn?

Blackboard Mobile Learn™ is an app that enables students and faculty to access and update much of the core content already available on Blackboard Learn from their mobile devices.

#### How do students obtain Blackboard Mobile Learn ?

- Android Marketplace™ on Android devices
- BlackBerry App World® on BlackBerry® smartphone devices
- Palm App Catalog on HP webOS devices
- App Store on iPhone®, iPod touch®, and iPad™

- Search for "Blackboard Mobile Learn"
- Install the app
- Search for: Alvin Community College
- Login with the same ID/password used to log into Blackboard

#### What is the Online Readiness Course - ORNT 0100?

The focus of the Quality Enhancement Plan (QEP) for ACC is to increase student success in the area of online learning. In order to increase student success in the online learning environment all students taking an online class are required to take the Online Readiness Course (ORNT 0100). This is a no cost self-paced course that should be successfully completed by the 7th class day. The average completion time for this course is one hour. This course is designed to break down the technological barriers and other issues that prevent student success in the online learning environment.

Students registering for an online course for the first time must register for the required ORNT 0100 before they can register for an online course.

# Student Services

## Advising Services

The first step in a student's collegiate experience is to complete the admissions and advising process. The staff in the Admissions and Advising Offices 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
- Interpretation of TSI Assessment
- Assistance with the registration process
- Assistance with course selection
- Transfer information
- 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 include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skills assistance. Consultation and referrals are confidential. Exceptions to confidentiality will apply when 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 these instances, state law requires that ACC Licensed Professional Counselors notify the proper authorities.

## Foster Care Liaison Officer for Students Currently/Formerly in DFPS Conservatorship

The Texas Education Agency requires that each institution of higher education appoint a Foster Care Liaison Officer to assist in coordinating educational support services and other relevant information directly to individuals who are currently or were previously placed in foster care. For more information about this service at ACC call 281-756-3534.

## Drug and Alcohol Prevention and Programming

The college strongly believes that the abuse of alcohol and/or drugs negatively impacts a person's ability to meet educational goals. The college offers a program for drug education and prevention and is coordinated by the Vice President of Student Services, Office of Student Activities, and Advising Services. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered throughout the academic year to increase awareness of the consequences of drug and alcohol abuse.

## 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 a 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 Services Center and 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 – 5:00pm or by appointment by calling 281-756-3560 or 281-756-3534.

## The Career Planning Program

The Career Planning Program helps students define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments, the Myers-Briggs Type Indicator and the Strong Interest Inventory. Once completed, a career counseling session is provided to interpret and discuss the outcomes.

## Employment Services

All Alvin Community College students and alumni of college and continuing education programs may register and access the online JobLink 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 [www.alvincollege.edu](http://www.alvincollege.edu). Alvin Community College makes no recommendations or guarantees regarding employers or employees and act as a referral service only.

## Employers Services

Employers may access JobLink, a free job posting service/database at [www.alvincollege.edu](http://www.alvincollege.edu). Click the JobLink logo to locate the Employers Guidelines and to register. Registered employers may print resumes of applicants who have granted access. Other employer services include job fairs 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.

## On-Campus Student Jobs/Resume Assistance

On-campus student jobs are posted outside the Career Services office, A205. Job postings for on-campus Work Study and Student Worker positions can also be found at [www.alvincollege.edu/CareerServices](http://www.alvincollege.edu/CareerServices) - click on the JobLink logo, create an account, and search "Active" jobs. Students may schedule an appointment to create a resume; a resume is required for all on-campus jobs.

## New Student Orientation Requirements - NSO

Advising Services and the Office of Student Activities coordinates New Student Orientation. Students who are attending college for the first time and dual credit students continuing their studies at ACC are required to complete NSO. Those who are new to ACC,

will also benefit from the information presented in this program. Orientation must be completed during the first semester of attendance using one of the following formats:

- Web based programs found on the college home page
- New Student Orientation programs held throughout the year
- Dolphin Camp

**Dolphin Camp** is a two-day extended orientation session offered during the summer. The camp provides students with the chance to get a crash course in college life, meet new students and start developing the relationships needed for college success.

## 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	GEOL 1403
ARTS 1312	GEOL 1404
ARTS 2326	GEOL 1405
ARTS 2346	GOVT 2305
ARTS 2349	GOVT 2306
ARTS 2356	HIST 1301
ARTS 2357	HIST 1302
ARTS 2348	HIST 2301
ARTS 2377	HIST 2321
ASTR 1403	HIST 2322
BIOL 1406	HUMA 1301
BIOL 1407	HUMA 1302
BIOL 2401	MATH 1342
BIOL 2402	MATH 2412
BIOL 2420	MATH 2413
CHEM 1412	MATH 2414
DSAE 1303	MUSI 1306
DSAE 1340	PHYS 2301
DSAE 2335 – Advanced	PHYS 2426
DSAE 2404	PHIL 1301
DSAE 2437	PHIL 2306
DSVT 1300	PSGT 1400
DVST 2418	PSYC 2301
DVST 2461	PSYC 2306
Echocardiography	PSYC 2314
Vascular Technology	RNSG 1215
ECON 2301	RNSG 1441
ECON 2302	RNSG 1443
EDUC 1301	RNSG 1512
EDUC 2301	SCWK 1313
ENDT 1350	SOCI 1301
ENGL 1301	SPAN 2321
ENGL 1302	SPCH 1315
ENGL (any 2000 level course)	TECA 1303
GEOL 1401	

Honors Credit may be received for additional classes if approval is granted by the course instructor and the Honors Committee. Admission to the Honors Program is available to full and part time students who meet 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 3.25 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. Contact 281-756-3742 or emclane@alvincollege.edu for more information.

## DUAL CREDIT

### College Enrollment for High School Students

The Dual Credit program is designed for high school students desiring a head start on their college career. Through partnerships with neighboring school districts, the program allows students to earn high school and college credit simultaneously. Dual Credit students may take available classes on their high school campus or at ACC.

#### Steps to Enroll:

1. Visit with an ACC Dual Credit Advisor and identify courses
2. Complete the ACC online admission application and an early admissions contract
3. Meet TSI-A standards through SAT/ACT, any approved college placement exam, or approved TSI exemption or waiver
4. Attend Dual Credit Orientation

#### Dual Credit Standards for Participation:

1. Students must take the TSI exam (or qualify for an exemption or waiver) and meet prerequisites assigned to the course(s) of interest.
2. Students enrolled in the Dual Credit program must maintain a 2.0 cumulative GPA.
3. House Bill 505 removed limitations on the number of classes a student may take. Students wanting to take more than two classes per semester should do so under the recommendation and advisement of the ACC Dual Credit Advisor or High School Counselor.
4. Students are required to pay for their classes and college textbooks.

#### Dual Degree Program

To help students reach their educational goals in a timely manner, local ISDs and Alvin Community College offer qualified students the opportunity to simultaneously earn a high school diploma and an Associate of Arts Degree in General Studies. The Dual Degree program is a rigorous program that requires extra time and dedication. Interested students should contact their high school counselor or ACC Dual Credit Advisor for more information. Information is also available at [www.alvincollege.edu/dualcredit](http://www.alvincollege.edu/dualcredit) or by emailing the department at [dualcredit@alvincollege.edu](mailto:dualcredit@alvincollege.edu).

## Upward Bound Program

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

## Services for Students with Disabilities

Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities for individuals with disabilities. Disability Services focus on assisting students with disabilities make a successful transition to college by giving continued support while in college. Disability Services 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 Disability Services and provide appropriate documentation in order to determine support services and accommodations. Appointments with the Disability Services coordinator should be made at least 60 days prior to the beginning of the semester that a student plans to attend to ensure accommodations will be available at the beginning of the semester.

More information and resources regarding transition, documentation, and services provided can be found on the ACC webpage under Disability Services. Information and assistance is available by meeting with an advisor in admissions, calling 281-756-3533 (voice), 281-756-3845 (TTY) or e-mailing ods@alvincollege.edu.

## FINANCIAL AID -

<http://www.alvincollege.edu/Financial-Aid>

The student financial aid program at Alvin Community College provides financial assistance in the form of grants, scholarships, loans and work/study jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
- Complete requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- Choose a program of study (degree or certificate);
- Submit all requested documents
- Financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

Students must apply for financial aid online and submit a new application for re-evaluation each year. Application should be submitted as soon as family income tax information is available and as early in the year as possible. Application forms and additional information are available on the ACC website:

<http://www.alvincollege.edu/Financial-Aid/Forms>.

All information remains confidential.

Tuition and fees must be paid in full, or a payment plan set up, before a student may attend classes. If a student's financial aid is not available when tuition payment is due, the student is responsible

for tuition and fees. Students needing financial assistance should apply for financial aid well in advance prior to the semester start.

Applications are accepted throughout the year, however, some funds are limited and awarded on first come first serve basis. Apply Early!

### 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 or third 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 or third mini semester, will be awarded aid at the end of the term based on successful completion.

## Federal Assistance Programs

**Federal Pell Grant:** This grant makes funds available to eligible undergraduate students who are enrolled in classes leading toward an approved ACC degree or certificate program. Students who desire to participate in this program must submit a FAFSA.

**Federal Supplemental Educational Opportunity Grants:** Supplemental Educational Opportunity Grants (SEOG) 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:

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

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

### 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 a 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 a 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 a 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.
4. If a student fails to earn a passing grade in all classes, the student is placed in financial aid warning and is at risk of not receiving financial aid in the future.

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 or state 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

This information is subject to change without notice.

- The Federal Satisfactory Academic Progress Requirements apply to all hours (ACC, transfer hours, and other hours as listed below) and degree/certificate programs that have been 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 may fund only one repeat of a previously passed course.
- Students may only 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.
- Satisfactory Academic Progress cannot be determined for

students that receive a grade of "I". A final grade must be posted before eligibility for aid can be determined.

### Drops, Withdraws, Repeats (R), and Fs

- Students are required to contact the ACC Financial Aid Office before dropping or withdrawing from classes.
- Students who drop, withdraw, repeat (R), or receive F's in courses, may have to repay financial aid.
- Dropping, withdrawing, repeating (R), and receiving F's has a negative effect on a student's completion rate, GPA, and may affect eligibility for aid.
- Students who earn a zero (0) GPA for a semester are required to pay for and successfully pass at least six (6) hours with their own funds. This is in addition to any funds that may be owed.
- Satisfactory Academic Progress may be re-evaluated after the student has successfully passed at least six (6) hours. Reevaluation may result in the student being placed on Financial Aid Warning or Probation based on the Satisfactory Academic Progress calculation.

### 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 the completion rate. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam and non-traditional credit (S), and in-progress classes (IP). Grades of F, W, I, R, 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.

## Penalties for Failing to Meet the Minimum Completion Rate or GPA

### Financial Aid Warning:

- Students will be placed on Financial Aid Warning status if they do not maintain an overall 67% completion rate and a 2.0 cumulative GPA, and the Satisfactory Academic Progress calculation indicates that the student may meet the requirements within one semester.
- 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.
- If a 67% overall completion rate and 2.0 cumulative GPA are not met by the end of the semester that the student is placed on Financial Aid Warning, the student will be placed on Financial Aid Probation (see next page).

### Financial Aid Probation:

- Students will be placed on Financial Aid Probation if the 67% overall completion rate and 2.0 cumulative GPA requirements are not met by the end of the semester that the student was placed on Financial Aid Warning status.
- 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 their financial aid eligibility. Only students with documentable and extenuating circumstances will be considered. (Example: death or illness of a loved one). Appeals submitted without documentation will not be considered.
- An appeal must include a thorough explanation of the circumstances with documentation, and an explanation of what circumstances have changed that allow the student 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 determine recommended future enrollment in order to complete their degree/certificate while meeting all Satisfactory Academic Progress requirements. A copy of the academic plan must be submitted with an appeal. As part of the appeal decision, the ACC Appeal Committee has the authority to limit the number of courses students enroll in and require that they enroll in certain courses.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee. Students are notified via email of the appeal decision. The decision of the ACC Appeal Committee is final.

#### Reinstatement of Financial Aid Eligibility:

- If an appeal is denied, students must pay out-of-pocket for school until they have met all of the Satisfactory Academic Progress Requirements.

#### Degree/Certificate Plan

- Students must have a declared program on file (degree or certificate) in order to receive financial aid.
- Students are only allowed to have one active degree program at ACC. Students may declare associated certificates within the same degree program.
- Students can only enroll in classes that are required for their ACC degree/certificate plan.
- Financial aid may be reduced or cancelled if enrolled classes are not required for the ACC degree/certificate plan on file.
- Students may change their degree or certificate plan twice while attending ACC. All degree/certificate plan changes will be counted, regardless of whether or not aid was received.
- All attempted and completed hours from ACC and previous schools will be calculated in the attempted hours towards a degree/certificate plan. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).

#### Maximum Time to Complete Degree/Certificate

- Students must complete their degree/certificate program by attempting no more than 150% of the hours required for the degree/certificate program. Example: A degree requires 60 hours to complete, so a student must finish the degree requirements with no more than 90 hours attempted ( $60 \times 1.5 = 90$  hours).
- All hours attempted at ACC and previous schools will be calculated in the attempted hours. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).
- Students are considered to have met the maximum time to complete their degree/certificate plan, and are no longer eligible for aid, when the number of hours required to graduate with the degree/certificate is greater than or equal to the number of hours remaining in the maximum time calculation

for the degree/certificate plan.

- Students will be notified via email if they have exceeded the maximum time to complete their degree/certificate.
- Students who have exceeded the maximum time frame for completing the ACC degree/certificate on file, may submit a written appeal (available on the ACC website) to request an extension of financial aid eligibility.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee, and students are notified via email of the decision. The decision of the ACC Appeal Committee is final.

## 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.

**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.

#### Tuition Exemptions

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Detailed information regarding exemptions may be found at College for All Texans - [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

## 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/Education  
 Communications  
 Computer Information Technology  
 Court Reporting  
 Criminal Justice  
 Diagnostic Cardiovascular Sonography  
 Neurodiagnostic Technology  
 Emergency Medical Technology  
 English  
 Foreign Languages



Human Services - Substance Abuse Counseling  
 Industrial Design Technology  
 Law Enforcement  
 Math  
 Management  
 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](http://www.alvincollege.edu).

### Veterans Benefits (Federal)

Alvin Community College has been approved for Veterans 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](http://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 VA Students

**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 0.0 of 0.0 GPA will automatically be placed on VA suspension. Suspensions will be reported to the VA and the student will not be certified for enrollment benefits.

**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 and achieves a semester GPA above a 2.0, they can be certified for VA benefits the next semester under the probation guidelines.

#### Hazlewood Act (State)

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:

- Show DD-214
- 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 post 9/11
- Receipt of an honorable or under honorable conditions discharge

- 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 in default for any educational student loan
- Submit a statement of Hazlewood hours for all colleges or universities attended after September 1995 and prior to ACC enrollment, if the student transferred to ACC must also be submitted.

The "Hazlewood Legacy Act" permits eligible veterans to assign their unused hours to their children. Children of eligible veterans must meet the institution's financial aid requirement for Satisfactory Academic Progress.

#### Hazlewood Application Deadline:

New applicants - First time Hazlewood veterans and dependents must apply two weeks prior to the payment deadline. If the application is submitted by the deadline, but not yet approved, the student must make arrangements to pay from personal funds. The student will be reimbursed once approved for Hazlewood benefits. First time applications submitted after the deadline will be processed for the following term. Previous Recipients - Students who have used their Hazlewood benefits previously at ACC may apply through late registration.

The Registrar's Office processes the application for benefits and notifies the student by mail. For additional information and applications for the Hazlewood Benefits Act, please visit the College for Texans website at [www.collegeforalltexas.com](http://www.collegeforalltexas.com)

#### Learning Lab

The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Tutoring for writing assignments is offered and additional tutoring is offered in areas such as English, reading, history, geography, government, economics, physics, chemistry and biology (anatomy & physiology). Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, and computer usage and printing, including internet service. The Learning Lab also provides assistance with study skills.

#### Library

The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has numerous periodical subscriptions, a scanner, and a photocopier. Study rooms are available for individual and group study. Materials not housed in the library are available through Inter-library Loan or Document Delivery. Students must show a valid student ID card to borrow materials.

Texshare, a statewide system allows reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 78 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition, the college provides access to JSTOR and Lexis-Nexis databases.

Internet and bibliographic instruction is provided to patrons in the College's electronically equipped multi-media classroom. PowerPoint instruction and assistance is provided to interested groups as a way to aid in class presentations. Students may also receive assistance with their technical/computer questions.

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

## 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.

### CHILD DEVELOPMENT LABORATORY SCHOOL

The Child Development Laboratory School is a licensed childcare facility for children ages 18 months to 6 years. The goals are to provide a teaching laboratory for college students who are preparing for careers in early childhood professions and to provide a developmentally appropriate educational setting for young children. The lab school is a full time program only. ACC Students have priority in childcare enrollment.

### STUDY GROUNDS COFFEE BAR

Study Grounds serves a variety of coffees, teas, specialty drinks and gourmet desserts. Study Grounds is a great place to meet with other students to relax and study. Located in the bookstore and open Monday – Friday.

### COLLEGE STORE

The College Store, offering books, school supplies, ACC t-shirts and sundry items, is operated for the convenience of students and faculty. Located in the Student Center, it is open Monday – Friday. Book-buy-back is conducted by the College Store on a daily basis during regular College store hours.

### FITNESS CENTER

The ACC Fitness Center located in F building, includes the gym, racquetball courts, tennis courts, weight training/cardio room, locker rooms, and saunas. The fitness center is free for students, faculty, and staff with a current Alvin Community College ID. Individuals and families who wish to use the fitness center, may purchase a membership for a fee. Guests may utilize the fitness center for a \$5.00 per day fee. The fitness center operates seven days a week and remains open during holidays and school breaks. In the event of a closing, the fitness center will posts any closed days prior to each event. For additional membership information or questions, 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.

### PARKING AND PARKING PERMITS

Automobiles must be registered with the College Police Department to park on campus. Students are required to present a current student identification card to obtain a parking permit. Permits must be displayed while on campus. Along with the parking permit, students will also receive traffic regulations for the College. Student parking spaces are marked with yellow stripes.

Faculty and Staff parking spaces are designated by white stripes as well as "Faculty and Staff Parking" signs at the heads of the rows. Parking lots are monitored regularly by Campus Police.

The application for a parking permit is available from the Campus Police Department, located in Building H. When applying for a permit, you will complete a vehicle registration form that includes your driver's license number, license plate number and vehicle description. The parking permit is valid from the fall semester through the summer semesters.

### CAMPUS POLICE DEPARTMENT

The Alvin Community College Police Department's primary goal is to provide a safe environment for all persons who use the campus. The department is staffed with police officers who are commissioned by the State of Texas and are charged with the responsibility of receiving, investigating, and reporting all criminal activities. Department policies require that officers immediately respond to and investigate any criminal offenses or incidents. All investigations that involve students or employees are reported to the appropriate offices for disciplinary action. The College Police Department also provides a variety of services to students and employees, such as motor assists, first aid, lost and found, information, campus escort, and other services.

Alvin Community College is accessible between the hours of 7:00 a.m. - 10:00 p.m. Monday through Friday. Some areas are accessible Saturdays and Sundays from 8:00 a.m. to 4:00 p.m. Secured areas are closed when college employees are not present. The College Police Department monitors the college 24 hours a day, seven days a week. If you have any questions regarding rules, regulations, laws or related concerns, please feel free to call or come by the department in Building H, Room 132.

### POLICE SERVICES

#### Emergency Messages

If you need to be contacted regarding someone else's injury, serious illness, or death, the police will make every attempt to locate and advise you if the call is deemed an emergency.

#### Campus Escort

Should you feel uncomfortable going to your vehicle, contact the College Police Department at 281-756-3700, and a police officer will be provided.

#### Lost and Found

Should you lose a personal item or find something that belongs to someone else, please contact the College Police Department. We secure all found items until they are claimed by their owner.

#### Vehicle Assists

Officers are glad to assist you if you have difficulty starting your vehicle, have a flat tire, or lock your keys in your vehicle.

College Police Department  
Building H, Room 132  
To report an emergency:  
On Campus 3700  
Off Campus 281.756.3700 or 911

**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 and wellness to cultural awareness; entertainment, as well as intramural sports. Special events include: the Fall Festival, Open House, Student Leadership Conference and much more. Contact the Student Activities Office at 281-756-3686 for more information.

**STUDENT GAME ROOM**

The ACC game room is open to all current ACC students with a current ID. It features pool and ping pong tables, foosball, video gaming systems and board games. The game room is open Monday – Thursday 9:00 am – 9:00 pm. To learn more, call 281-756-3686

**STUDENT ID CARD**

All enrolled students are required to carry a valid student ID card when on campus. The card grants access to the Fitness Center, Learning Lab, Testing Center, student computer labs, game room and many other student services. The first ID card is free, and replacement cards are \$5. Students must present a tuition receipt showing payment for the current semester and a valid picture ID such as driver's license, state-issued ID, passport, or military ID. A state-issued ID may be obtained at the local driver's license office – parent signature is required for minors. Students must renew their ID's each semester of attendance. Students may get ID's in the Student Center/Student Activities Office.

**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. Contact the Coordinator of Student Activities to learn more about student clubs and organizations:

- ACC Broadcasting Club  
Sponsor: Jason Nichols jnichols@alvincollege.edu
- ACC Disabilities Rights Education Advocacy & Motivation (DREAM)  
Sponsor: Eileen Cross ecross@alvincollege.edu
- ACC Writer's Club  
Sponsor: Charley Bevill cbevill@alvincollege.edu
- Alvin Nursing Students Association (ANSA) - Nursing Students  
Sponsor: Debra Fontenot dfontenot@alvincollege.edu
- Anime & Video Game Club  
Sponsor: Ellen Birdwell ebirdwell@alvincollege.edu
- Baptist Student Ministries (BSM)  
Sponsor: Charles Kilgore ckilgore@alvincollege.edu
- Catholic Newman Association  
Sponsor: Carlos Ordenez cordonez@alvincollege.edu
- Church of Christ Fellowship  
Sponsor: Cammy Guggisberg cguggisberg@alvincollege.edu
- Christians United for Israel (CUFI)  
Sponsor: Deana Dick ddick@alvincollege.edu

- Culinary Arts - Conditions for membership required  
Sponsor: Mary Bass mbass@alvincollege.edu
- Equality Now: ACC's Gay Straight Alliance  
Sponsor: Tonya Reid Creel tcreel@alvincollege.edu
- History Club  
Sponsor: Chris Chance cchance@alvincollege.edu
- Honors Student Organization  
Sponsor: Elizabeth McLane emclane@alvincollege.edu
- International Students Club  
Sponsor: Alpha Trevino atrevino@alvincollege.edu
- Meditation Club  
Sponsor: Johanna Hume jhume@alvincollege.edu
- Peer Educators  
Sponsor: Jean Raniseski jraniseski@alvincollege.edu
- Phi Theta Kappa - Conditions for membership required  
Sponsor: Sosina Peterson speterson@alvincollege.edu
- Polysomnography Club  
Sponsor: Jordan Rusk jrusk@alvincollege.edu
- Runner's Club  
Sponsor: Jason Nichols jnichols@alvincollege.edu
- Sonography Club (SONO)  
Sponsor: Jessica Murphy jmurphy@alvincollege.edu
- Student Government Association (SGA)  
Sponsor: Amanda Smithson studentactivities@alvincollege.edu
- Student Organization for Respiratory Care (SORC)  
Sponsor: Marby McKinney mmckinney@alvincollege.edu
- Student Veterans of America (SVA)  
Sponsor: Toby Herzog therzog@alvincollege.edu
- Word Droppers - Court Reporting  
Sponsor: Micki Kincaide mmckinney@alvincollege.edu

**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. Students have the opportunity to participate in intramural 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 Student Code of Conduct. The student handbook is available online at <http://www.alvincollege.edu/Students/CurrentStudents>.

## Stay Connected!

### ACC APP

The College provides a free student app, for Apple and Android devices. This app features upcoming events, club information and opportunities to connect. To find the app, search Alvin Community College in your app store.

### ACC NEWS

Stay current with the latest news and happenings around the ACC campus with the daily blog at: <http://alvincommunitycollege.tumblr.com/>

### ACC'S WEBSITE - [www.alvincollege.edu](http://www.alvincollege.edu)

The ACC website is your online resource for information available at your fingertips. Constantly maintained and updated, the website provides students with information and services including class schedules, advising information, online registration, and much more. The ACC website offers faculty and staff professional development resources, college operations and personnel information while also serving the community with information regarding campus events, degree and certificates, college financials, strategic planning details and more.

### BLUETUBE

BlueTube is a campus electronic communication system that informs students of activities, new classes and of campus emergencies.

### EMAIL

Email is the official means of communication at ACC. A Google email service provides students with a "name@stu.alvincollege.edu" email address upon request. Assistance is available for students to receive a free e-mail address through Yahoo.com, Hotmail.com or Gmail.com.

Contact the IT Help Desk at 281-756-3544 or [helpdesk@alvincollege.edu](mailto:helpdesk@alvincollege.edu) or visit the Cyber Lab in A-173.

### FACEBOOK

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

### FLICKR

ACC takes photos at many of its events that are also posted on the photo-sharing site Flickr. Search for ACC at [www.flickr.com](http://www.flickr.com) Link available on ACC's homepage.

### INSTAGRAM

Instagram is ACC's online photo-sharing social networking service. Feel free to tag #acc with your campus photos. Link available on ACC's homepage.

### KACC

The KACC 89.7 FM app is available for Apple iOS and Android phones and will stream live broadcast of the station including classic rock music, live events and local sports.

### LINKEDIN

Strengthen and extend your existing network of trusted contacts with ACC through LinkedIn. Get the latest news, inspiration, and insights you need to be great at what you do.

### TWITTER

ACC's Twitter is a different way to connect with others and network by keeping students informed. Link available on ACC's homepage.

### WIRELESS ACCESS

Wireless Internet access is available in the library and throughout the campus. See an assistant in the Cyber-Student Computer Lab - A-173 to register for this service. ACC Wi-Fi password is ACCWIFI.



Spring 2016 Student Ambassadors

Left to Right: Michael Edie, Madisson Jones, Neisha Pander, Madison Goss, Noelle Rebresh, Bethany Chapman, Victoria Soto, Julie Higuera, Shemilore Oguntoye

## Degrees & Certificates

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

■ The Associate of Applied Science (AAS) Degree with Enhanced Skills Certificate.

▲ Advanced Technical Certificate. - Requires Associate Applied Science Degree or Bachelors degree prior to earning certificate.

Degrees & Certificate Name	AA	AS	AAS	CERT	High School Articulated Credit
Art	✓				
Biological Science		✓			
Business Administration		✓			
Child Development	✓				
Child Development/Early Childhood				✓	Cert
Child Development/Early Childhood Administration				✓	
Communications - Radio/TV Broadcasting		✓	✓	✓	AAS, Cert
Computer Information Technology			✓	✓	AAS, Cert
Computer Information Technology - Computer Information Systems		✓			
Computer Information Technology - Computer Networking			✓	✓	AAS, Cert
Court Reporting			✓	✓ ■	
Court Reporting Scopist				✓	
Criminal Justice - Academic Alternative Texas Peace Officer Program				✓	Cert
Criminal Justice - Basic Law Enforcement Academy				✓	Cert
Criminal Justice - Crime Scene Technician				✓	Cert
Criminal Justice - Field of Study in Criminal Justice	✓				
Criminal Justice - Law Enforcement & Police Administration			✓		AAS
Culinary Arts			✓	✓	AAS, Cert
Culinary Arts - Culinary Management				✓	
Diagnostic Cardiovascular Sonography - Adult Echocardiography			✓	✓ ▲	AAS
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography			✓	✓ ▲	AAS
Diagnostic Cardiovascular Sonography - Vascular Sonography			✓	✓ ▲	AAS
Drama	✓				
Emergency Medical Technology			✓		AAS
Emergency Medical Technology - Advanced				✓	
Emergency Medical Technology - Paramedic				✓	
General Studies	✓				
Health Science		✓			
History	✓				
Human Services-Substance Abuse Counseling			✓	✓	
Industrial Design Technology			✓	✓	AAS, Cert
Intraoperative Neurophysiologic Monitoring				✓ ▲	
Management			✓	✓	AAS, Cert
Mathematics		✓			
Music - Instrumental Concentration	✓				
Music - Voice Concentration	✓				
Music - Theatre Concentration	✓				
Neurodiagnostic Technology			✓	✓ ▲	AAS
Nursing - ADN			✓		
Nursing - Vocational				✓	Cert
Nursing Transition (LVN-to-ADN)			✓		
Office Administration - Administrative Assistant			✓		AAS
Office Administration - Administrative Support				✓	
Office Administration - Office Assistant				✓	Cert
Paralegal			✓	✓	AAS
Pharmacy Technician			✓	✓	AAS
Physical Science		✓			
Polysomnography – Sleep Medicine			✓	✓ ▲	AAS
Process Technology			✓	✓	AAS
Psychology	✓				
Respiratory Care			✓		
Sociology	✓				
Sports and Human Performance	✓				
Teaching (AAT)	✓				

Revised 04-06-16

## 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 Art, Child Development, Criminal Justice, Drama, General Studies, History, Music, Psychology, Sociology or Sports & Human Performance curricula. Students who complete these curricula normally transfer to a four-year college

**Program Requirements:** These curricula 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 clearly understand and adhere to the requirements of the major department in the college or university to which he or she expects to transfer.

### General Studies

**281-756-3718**

**Associate of Arts Degree Program (A.A.)**

**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.** The Associate of Arts in General Studies fulfills the Texas statute which requires each public community college to offer a multidisciplinary degree.

Course	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ PSYC 1300	Learning Framework	3
+ ENGL 1301	Composition I	3
* Mathematics	Select from Mathematics Core Curriculum	3
* Creative Arts	Select from Creative Arts Core Curriculum	3
<b>Second Semester</b>		
+ HIST 1301	United States History I	3
+ ENGL 1302	Composition II	3
+ SPCH	Select a SPCH from Component Area - Group A	3
* Elective	Select Academic College Level Courses	3
<b>Summer Term</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ GOVT 2305	Federal Government	3
Elective	Select Academic College Level Courses	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ GOVT 2306	Texas Government	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Elective	Select Academic College Level Courses	3
<b>Second Semester</b>		
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ HIST 1302	United States History II	3
* Electives	Select Academic College Level Courses	6
<b>Summer Term</b>		
* Electives	Select Academic College Level Courses	3
Total Minimum Credits required for the Associate of Arts - General Studies Degree		60

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

\* Any General Academic Electives not taken as core curriculum. Students should consult with an advisor to determine electives based on the chosen field of study and preferred transfer institution.

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 selected program.

# Art

281-756-3605

## Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ PSYC 1300	Learning Framework	3
+ ENGL 1301	Composition I	3
ARTS 1316	Drawing I	3
ARTS 2346	Ceramics I	3
<b>Second Semester</b>		
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
ARTS 1311	Design I	3
+ ARTS 1303	Art History I	3
<b>Summer Term</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ American History	Select from American History Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum - Group A	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ ENGL 1302	Composition II	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
ARTS 2326	Sculpture I	3
+ American History	Select from American History Core Curriculum	3
<b>Second Semester</b>		
+ GOVT 2305	Federal Government	3
ARTS 2316	Painting I	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
ARTS Elective	Select from ARTS courses	3
<b>Summer Term</b>		
+ GOVT 2306	Texas Government	3
Total Minimum Credits Required for an Arts Degree .....		60

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

**Child Development** (CIP 19.0706)

**281-756-3643**

**Associate of Arts Degree Program (A.A.)**

**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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
FIRST YEAR		
<b>First Semester</b>		
+ PSYC 1300	Learning Framework	3
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
TECA 1311	Educating the Young Child	3
<b>Second Semester</b>		
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
TECA 1303	Family, School, Community	3
<b>Summer Terms</b>		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
SECOND YEAR		
<b>First Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
TECA 1354	Child Growth & Development	3
TECA 1318	Wellness of the Young Child	3
<b>Second Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ SPCH 1315	Public Speaking	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
Electives	Select Academic College Level Courses.	3
<b>Summer Terms</b>		
+ Social & Behavioral Science	Select from Social & Behavioral Core Curriculum	3
Electives	Select Academic College Level Courses.	3

Total Minimum Credits Required for a Child Development Degree . . . . . 60

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



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

Course	Course Title	Credits
<b>Fall Semester</b>		
*ENGL 1301	Composition I	3
+American History	Select from American History Core Curriculum	3
*CRIJ 1301	Introduction to Criminal Justice	3
*Component Area Options	Select 6 hours from Component Area Options Core Curriculum	6
		<b>15</b>
<b>Spring Semester</b>		
+ENGL 1302 or	Composition II or	3
+ENGL 2311	Technical Writing	
+American History	Select from American History Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
CRIJ 1310	Fundamentals of Criminal Law	3
*CRIJ 2313	Correctional Systems & Practices	3
		<b>15</b>
<b>Fall Semester</b>		
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+GOVT 2305	Federal Government	3
*CRIJ 1306	Court Systems & Practice	3
CRIJ Elective	Select from any CRIJ course	3
		<b>15</b>
<b>Spring Semester</b>		
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+Mathematics	Select from Mathematics Core Curriculum	3
+GOVT 2306	Texas Government	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
CRIJ 2328	Police Systems & Practices	3
		<b>15</b>
Total Credits for Associate In Arts Degree With A Field Of Study In Criminal Justice . . . . .		<b>60</b>

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.  
 \* Articulated credit from an approved and successfully completed high school program may substitute for this class.

**Drama** (CIP 500501)

**281-756-3607**

**Associate of Arts Degree Program (A.A.)**

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>Fall Semester</b>		
+ DRAM 1351	Acting I	3
+ DRAM 1310	Introduction to Theater	3
DRAM 1120	Theater Practicum I	1
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
<b>Spring Semester</b>		
DRAM 1341	Makeup	3
DRAM 2331 or +1352	Stagecraft II or Acting II	3
DRAM 1121	Theater Practicum II	1
+ ENGL 1302	Composition II	3
+ Social & Behavioral Sciences	PSYC 2301 or SOCI 1301 Recommended	3
<b>Summer Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
<b>SECOND YEAR</b>		
<b>Fall Semester</b>		
DRAM +1352 or 2331	Acting II or Stagecraft II	3
DRAM 2120	Theater Practicum III	1
+ American History	Select from American History Core Curriculum	3
+ GOVT 2305	Federal Government	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Language, Philosophy & Culture	COMM 1307, HUMA 1301, or PHIL 1301 Recommended	3
<b>Spring Semester</b>		
DRAM 1330	Stagecraft I	3
+ GOVT 2306	Texas Government	3
+ American History	Select from American History Core Curriculum	3
<b>Summer Semester</b>		
SPCH 1318	Interpersonal Communications	3

Total Minimum Credits Required for Drama Degree ..... 60

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

Note: With the exception of DRAM 1310, courses required for the drama degree are offered on a two-year cycle. Please contact the department chair to plan your schedule.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
* ENGL 1301	Composition I	3
* HIST 1301	United States History I	3
* GEOG 1303	World Regional Geography	3
* PSYC 1300	Learning Framework	3
<b>Second Semester</b>		
* ENGL 1302	Composition II	3
* HIST 1302	United States History II	3
* GOVT 2305	Federal Government	3
* Component Area Options	Select from Component Area Options Core Curriculum - Group A	3
<b>Summer Terms</b>		
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
* Creative Arts	Select from Creative Arts Core Curriculum	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
HIST 2321	World Civilizations I	3
* GOVT 2306	Texas Government	3
* Mathematics	Select from Mathematics Core Curriculum	3
HIST Elective	Select from HIST 2301, 2311 or 2327	3
<b>Second Semester</b>		
HIST 2322	World Civilizations II	3
* PHIL 1301	Introduction to Philosophy	3
HIST Elective	Select from HIST 2301, 2312, 2328 2381, or 2389	3
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
<b>Summer Terms</b>		
Elective	Select Academic College Level Course(s)	3
* PHIL 2306	Introduction to Ethics	3

Total Minimum Credits Required for History Degree ..... 60

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

**Music - Instrumental Concentration** (CIP 50.0903)

**281-756-3587**

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
MUSI 1211	Music Theory I	2
MUSI 1216	Sight Singing & Ear Training I	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 1181	Class Piano I	1
<sup>a</sup> MUEN 1122	Concert Band	1
<sup>+</sup> ENGL 1301	Composition I	3
Music Elective	Select any MUAP or MUEN course	1
<b>Second Semester</b>		
MUSI 1212	Music Theory II	2
MUSI 1217	Sight Singing & Ear Training II	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 1182	Class Piano II	1
<sup>a</sup> MUEN 1123	Concert Band	1
<sup>+</sup> ENGL 1302	Composition II	3
<sup>+</sup> Mathematics	Select from Mathematics Core Curriculum	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2305	Federal Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
MUSI 2211	Music Theory III	2
MUSI 2216	Sight Singing & Ear Training III	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 2181	Class Piano III	1
<sup>a</sup> MUEN 2122	Concert Band	1
<sup>+</sup> MUSI 1307	Music Literature	3
<sup>+</sup> American History	Select from American History Core Curriculum	3
<b>Second Semester</b>		
MUSI 2212	Music Theory IV	2
MUSI 2217	Sight Singing & Ear Training IV	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 2182	Class Piano IV	1
<sup>a</sup> MUEN 2123	Concert Band	1
<sup>+</sup> American History	Select from American History Core Curriculum	3
<sup>+</sup> Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2306	Texas Government	3

Total Minimum Credits Required for Music-Instrumental Concentration Degree . . . . . 60

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

<sup>a</sup> Piano and guitar majors may substitute Concert Choir (MUEN 1141, 1142, 2141, 2142)

<sup>b</sup> Can be substituted with MUAP 1269, 1270, 2269, and 2270.

Refer to page 50 for more information on Field of Study curriculum.

**Music - Voice Concentration** (CIP 50.0903)**281-756-3587**

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
MUSI 1211	Music Theory I	2
MUSI 1216	Sight Singing & Ear Training I	2
MUAP 1281	Applied Music - Voice	2
<sup>b</sup> MUSI 1181	Class Piano I	1
MUEN 1141	Concert Choir	1
<sup>+</sup> ENGL 1301	Composition I	3
Music Elective	Select any MUAP or MUEN course	1
<b>Second Semester</b>		
MUSI 1212	Music Theory II	2
MUSI 1217	Sight Singing & Ear Training II	2
MUAP 1282	Applied Music - Voice	2
<sup>b</sup> MUSI 1182	Class Piano II	1
MUEN 1142	Concert Choir	1
<sup>+</sup> ENGL 1302	Composition II	3
<sup>+</sup> Mathematics	Select from Mathematics Core Curriculum	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2305	Federal Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
MUSI 2211	Music Theory III	2
MUSI 2216	Sight Singing & Ear Training III	2
MUAP 2281	Applied Music - Voice	2
<sup>b</sup> MUSI 2181	Class Piano III	1
MUEN 2141	Concert Choir	1
<sup>+</sup> MUSI 1307	Music Literature	3
<sup>+</sup> American History	Select from American History Core Curriculum	3
<b>Second Semester</b>		
MUSI 2212	Music Theory IV	2
<sup>*</sup> MUSI 2217	Sight Singing & Ear Training IV	2
MUAP 2282	Applied Music - Voice	2
<sup>b</sup> MUSI 2182	Class Piano IV	1
MUEN 2142	Concert Choir	1
<sup>+</sup> American History	Select from American History Core Curriculum	3
<sup>+</sup> Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2306	Texas Government	3

Total Minimum Credits Required for Music - Voice Concentration Degree ..... 60

<sup>+</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.<sup>b</sup> Can be substituted with MUAP 1269, 1270, 2269, and 2270.

Refer to page 50 for more information on Field of Study curriculum.

## 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.

<i>Course</i>	<i>Number of Semesters</i>	<i>Semester Credit Hours</i>
<b>Ensemble</b>		
MUEN 1122, 1123, 2122, 2123 (Instrumental Majors)	4	4
MUEN 1141, 1142, 2141, 2142 (Voice Majors)	4	4
<b>Applied Study</b>		
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
<b>Theory/Aural Skills</b>		
MUSI 1211, 1212, 2211, 2212 (Music Theory)	4	8
MUSI 1216, 1217, 2216, 2217 (Sight Singing & Ear Training)	4	8
<b>Music Literature</b>		
MUSI 1307	1	3

### Keyboard (Piano) Competency

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

**Competency, Proficiency, and Diagnostic Assessment**

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

**Courses for Specific Degree Programs**

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

**Full Academic Credit**

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

**General Education Courses**

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

**The Associate's Degree in Music**

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

**Music - Musical Theater Concentration** (CIP 50.0563)

**281-756-3587**

Associate of Arts Degree Program (A.A.)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>Fall Semester</b>		
DRAM 1351	Introduction to Acting	3
+ GOVT 2305	Federal Government	3
MUAP 1281	Applied Music: Voice	2
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
<b>Spring Semester</b>		
DRAM 1341	Makeup	3
* MUEN 1144	Musical Theater I	1
MUAP 1282	Applied Music: Voice	2
+ ENGL 1302	Composition II	3
+ GOVT 2306	Texas Government	3
<b>Summer Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
<b>SECOND YEAR</b>		
<b>Fall Semester</b>		
DRAM 1352	Acting II	3
MUAP 2281	Applied Music: Voice	2
+ American History	Select from American History Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Language, Philosophy & Culture	COMM 1307, HUMA 1301, or PHIL 1301 Recommended	3
<b>Spring Semester</b>		
* MUEN 2144	Musical Theater II	1
+ SPCH 1318	Interpersonal Communication	3
MUAP 2282	Applied Music: Voice	2
DRAM Elective	DRAM 2336 strongly recommended	2
+ Social & Behavioral Sciences	PSYC 2301 or SOCI 1301 Recommended	3
+ American History	Select from American History Core Curriculum	3

Total Minimum Credits Required for Musical Theatre Degree .....60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.  
 \* May be repeated for credit

Note: Drama courses required for the musical theatre degree are offered on a two-year cycle. Please contact the department chair to plan your schedule.



**Psychology** (CIP 42.0101)

**281-756-3733**

**Associate of Arts Degree Program (A.A.)**

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+PSYC 1300	Learning Framework	3
+ENGL 1301	Composition I	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+PSYC 2301	General Psychology	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
<b>Second Semester</b>		
PSYC 2307 <b>or</b>	Adolescent Psychology <b>or</b>	3
PSYC 2308 <b>or</b>	Child Psychology <b>or</b>	
PSYC 2314	Lifespan Growth & Development	
+ENGL 1302	Composition II	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
PSYC Elective	Choose from PSYC Elective List below	3
+Component Area Options	Select from Component Area Options Core Curriculum - Group A	3
<b>Summer Semesters</b>		
+American History	Select from American History Core Curriculum	6
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+Mathematics	Select from Mathematics Core Curriculum	3
PSYC Elective	Choose from PSYC Elective List (below)	3
+GOVT 2305	Federal Government	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
<b>Second Semester</b>		
PSYC 2317	Statistical Methods in Psychology	3
PSYC Elective	Choose from PSYC Elective List (below)	3
+GOVT 2306	Texas Government	3
Elective	Select Academic College Level Course	3

Total Minimum Credit Hours Required for an A. A. in Psychology . . . . . 60

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

**PSYC Elective List:**

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

**Sociology** (CIP 45.1101)  
 Associate of Arts Degree Program (A.A.)

**281-756-3733**

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+PSYC 1300	Learning Framework	3
+ENGL 1301	Composition I	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+SOC1 1301	Introduction to Sociology	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
<b>Second Semester</b>		
**SOC1 2319 or	Minority Studies (offered this semester) or	3
**SOC1 1306	Social Problems (offered Fall 2017)	
+ENGL 1302	Composition II	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
SOCI 2301	Marriage & The Family	3
+Component Area Options	Select from Component Area Options Core Curriculum - Group A	3
<b>Summer Semesters</b>		
+American History	Select from American History Core Curriculum	6
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+Mathematics	Select from Mathematics Core Curriculum	3
**SOC1 1306 or	Social Problems or	**
**SOC1 2319	Minority Studies	
+GOVT 2305	Federal Government	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+SOC1 Elective	Select from Course List Below	3
<b>Second Semester</b>		
PSYC 2317	Statistical Methods in Psychology	3
SOCI Electives	Select Electives from Course List Below	3
+GOVT 2306	Texas Government	3
Electives	Select Academic College Level Course	3

Total Minimum Credit Hours Required for an A. A. in Sociology. . . . . 60

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

\*\*May take either course in the semester it is offered but only one is required for the Degree.

**Elective Course List:**

- SOCI 1306 Social Problems
- SOCI 2306 Human Sexuality
- SOCI 2319 Minority Studies
- SOCI 2326 Social Psychology
- SOCI 2336 Criminology
- SOCI 2340 Drug Use and Abuse
- SOCI 2389 Co-op/Internship

**Sports & Human Performance** (CIP 31.0511)

**281-756-3691**

Associate of Arts Degree Program (A.A.)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
PHED 1301	Introduction to Physical Fitness & Sport	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
<b>Second Semester</b>		
+ BIOL 1406	Biology for Science Majors I	4
PHED 1304	Health and Wellness	3
+ PSYC 1300	Learning Framework	3
+ American History	Select from American History Core Curriculum	3
<b>Summer Semesters</b>		
* PHED Electives	Select Physical Activity Courses	2
+ GOVT 2305	Federal Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ ENGL 1302	Composition II	3
PHED 1346	Drug Use and Abuse	3
+ Mathematics	Select from Mathematics Core Curriculum	3
* PHED Electives	Select Physical Activity Courses	1
+ GOVT 2306	Texas Government	3
<b>Second Semester</b>		
PHED 1306	First Aid	3
+ BIOL 2401	Anatomy and Pysiology I	4
+ SPCH 1315	Public Speaking	3
Creative Arts	Select from Creative Arts Core Curriculum	3
<b>Summer Semesters</b>		
* PHED Electives	Select Physical Activity Courses	1
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3

Total Minimum Credits Required for Sports & Human Performance Degree . . . . . 60

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

\* Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.

## Associate of Arts in Teaching (CIP 13.1210)

**281-756-3643**

Leading to Initial Texas Teacher Certification, EC - Grade 6, Other Certification Areas

**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 in the state of Texas that offers educator preparation programs. The transfer student must meet the admission requirements from the accepting college or institution.

**Program Requirements:** Students will complete a criminal background check upon enrollment in education courses.

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

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ PSYC 1300	Learning Framework	3
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
Elective	Select Academic College Level Course or TECA	3
<b>Second Semester</b>		
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
+ MATH 1314	College Algebra or higher	3
<b>Summer Semesters</b>		
+ GOVT 2305	Federal Government	3
+ GOVT 2306	Texas Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ MATH 1350	Fundamentals of Math I	3
EDUC 1301	Introduction to Teaching Profession	3
+ SPCH 1315	Public Speaking	3
<b>Second Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
MATH 1351	Fundamentals of Math II	3
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
EDUC 2301	Introduction to Special Populations	3
<b>Summer Semesters</b>		
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
Elective	Select Academic College Level Course or TECA	3
Total Minimum Credits Required .....		60

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

# Associate of Arts in Teaching (CIP 13.1210)

281-756-3643

Leading to Initial Texas Teacher Certification, Grades 7 – 12

**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 in the state of Texas that offers educator preparation programs. The transfer student must meet the admission requirements from the accepting college or institution.

**Program Requirements:** Students will complete a criminal background check upon enrollment in education courses.

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

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ PSYC 1300	Learning Framework	3
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
<b>Second Semester</b>		
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
Academic Discipline	Select from courses in Area Teaching Field	3
<b>Summer Semesters</b>		
+ GOVT 2305	Federal Government	3
+ GOVT 2306	Texas Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
Academic Discipline	Select from courses in Area Teaching Field	3
EDUC 1301	Introduction to Teaching Profession	3
+ SPCH 1315	Public Speaking	3
<b>Second Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
Academic Discipline	Select from courses in Area Teaching Field	3
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
EDUC 2301	Introduction to Special Populations	3
<b>Summer Semesters</b>		
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
Academic Discipline	Select from courses in Area Teaching Field	3
	Discipline:	
	Geography	
	Mathematics	
	Science	
	Art	
Total Minimum Credits Required		60

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

## Associate of Science Degree

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, Business Administration, Communications, Computer Information Systems, Health Science, Mathematics, or Physical Science curriculum. Students who complete these curriculums normally transfer to a four-year college.

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

### Biological Science (CIP 26.0101)

**281-756-5669**

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ BIOL 1406	Biology for Science Majors I	4
+ ENGL 1301	Composition I	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ PSYC 1300	Learning Framework	3
<b>Second Semester</b>		
+ BIOL 1407	Biology for Science Majors II	4
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ CHEM 1411	General Chemistry I	4
<b>Summer Semesters</b>		
+ American History	Select from American History Core Curriculum	3
+ Component Area Options Group A	Recommend SPCH 1315 - Public Speaking	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ CHEM 1412	General Chemistry II	4
BIOL 2306 or BIOL 2420 or	Environmental Conservation or Microbiology or	3
+ BIOL 2401	Anatomy and Physiology I	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ GOVT 2305	Federal Government	3
<b>Second Semester</b>		
+ BIOL 2402	Anatomy and Physiology II (must take BIOL 2401 first)	4
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2306	Texas Government	3
<b>Summer Semesters</b>		
Elective	Select Academic College Level Course	1

Total Minimum Credits Required for Biological Science Degree ..... 60

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

**Associate of Science Degree Program (A.S.) with a Field of Study in Business**

**Purpose:** 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 have been adopted by the THECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 1305, SPCH 1315 or SPCH 1321 (one speech course only), ACCT 2301 and 2302.

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ American History	Select from American History Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
<b>Second Semester</b>		
+ ENGL 1302	Composition II	3
+ MATH 1324	Finite Math	3
> BCIS 1305	Business Computer Applications	3
+ Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum <b>or</b>	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
<b>Summer Semesters</b>		
BUSI 1301 <b>or</b> Elective	Business Principles <b>or</b> Select Academic College Level Course	3
+ American History	Select from American History Core Curriculum	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
> + ECON 2301	Principles of Macroeconomics	3
> ACCT 2301	Principles of Financial Accounting	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
BUSI 2301	Business Law	3
<b>Second Semester</b>		
> ACCT 2302	Principles of Managerial Accounting	3
> + ECON 2302	Principles of Microeconomics	3
> + MATH 1325	Business Calculus	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
<b>Summer Semesters</b>		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
> + SPCH 1315	Public Speaking	3
Total Minimum Credits Required for Business Administration Degree .....		60

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

> Field of Study Curriculum, see page 22.

**Communications - Radio/TV Broadcasting** (CIP 09.0701)

**281-756-3767**

**Associate of Science Degree Program (A.S.) with a Field of Study in Communication**

**Purpose:** The degree is designed to meet the needs of students who plan to transfer to a four year college or university.

**Program Requirements:** Upon satisfactory completion of this curriculum, the student will be awarded the Associate of Science Degree with a major in Communication - Radio/TV Broadcasting

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
COMM 1336	Video Production I	3
COMM 2311	Media Writing	3
+ ENGL 1301	Composition I	3
> + COMM 1307	Introduction to Mass Communication	3
<b>Second Semester</b>		
+ American History	Select from American History Core Curriculum	3
COMM 1337	Video Production II	3
COMM 1318	Photography I	3
+ ENGL 1302	Composition II	3
<b>Summer Semesters</b>		
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
COMM Elective	Select COMM Electives from Course List Below	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ American History	Select from American History Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ GOVT 2305	Federal Government	3
COMM 2303	Audio Production	3
<b>Second Semester</b>		
+ Mathematics	Select from Mathematics Core Curriculum	3
> + COMM 2366	Introduction to Cinema	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ SPCH	Select a SPCH from Component Area Options Core Curriculum - Group A	3
<b>Summer Semesters</b>		
+ Component Area Options	Select from Component Area Options Core Curriculum - Group B	3
+ GOVT 2306	Texas Government	3

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree. . . . . 60

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

> Field of Study Curriculum, see page 22.

**Communication Elective List**

- >COMM 1319            Photography II
- >COMM 2324            Practicum in Electronic Media
- >COMM 2327            Introduction to Advertising
- >COMM 2331            Radio/Television Announcing
- >COMM 2332            Radio/Television News



**Computer Information Technology -  
Computer Information Systems** (CIP 11.0201)

**281-756-3822**

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

**Purpose:** This is a recommended course of study for students who plan to pursue a baccalaureate degree or higher in Computer Information Systems, Digital Gaming & Simulation, Information Technology, Management Information Systems, Game Development, Computer Science, Digital Media, Computer Engineering Technology, Electrical Engineering, Graphic Communications, and other computer technology fields. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

**Program Requirements:** Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Science Degree with a major in Computer Information Systems.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
*PSYC 1300	Learning Framework	3
BCIS 1305	Business Computer Applications	3
ITSE 1331	Introduction to Visual Basic Programming	3
*ENGL 1301	Composition I	3
*MATH 1314	College Algebra	<u>3</u>
<b>Second Semester</b>		
COSC 1436	Programming Fundamentals I - C++	4
*ENGL 1302	Composition II	3
*American History	Select from American History Core Curriculum	3
*Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	<u>3</u>
<b>Third Semester</b>		
COSC 1437	Programming Fundamentals II - JAVA	4
*American History	Select from American History Core Curriculum	3
*Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
*GOVT 2305	Federal Government	3
*Creative Arts	Select from Creative Arts Core Curriculum	<u>3</u>
<b>Fourth Semester</b>		
*COSC 2436	Programming Fundamentals III - Oracle	4
*GOVT 2306	Texas Government	3
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
*SPCH 1315	Public Speaking	<u>3</u>

Total Minimum Credits Required for AS Computer Information Systems Degree . . . . . **60**

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

\* Capstone Course

\*\*\*This degree has a 2+2 agreement with other universities.\*\*\*

**Health Science** (CIP 51.0000)

**281-756-5601**

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

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	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
BIOL 1322 or HECO 1322	Nutrition & Diet Therapy	3
* ENGL 1301	Composition I	3
* Mathematics	Select from Mathematics Core Curriculum	3
* PSYC 1300	Learning Framework	3
<b>Second Semester</b>		
* CHEM 1405 or 1411	Introductory Chemistry I or General Chemistry I	4
* ENGL 1302	Composition II	3
* American History	Select from American History Core Curriculum	3
* SOCI 1301	Introduction to Sociology	3
<b>Summer Semesters</b>		
* American History	Select from American History Core Curriculum	3
* Component Area Options-Group A	SPCH 1315-Public Speaking Recommended	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
* Creative Arts	Select from Creative Arts Core Curriculum	3
* BIOL 2401	Anatomy and Physiology I	4
* PSYC 2301	General Psychology	3
* GOVT 2305	Federal Government	3
<b>Second Semester</b>		
* BIOL 2402	Anatomy and Physiology II	4
* Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
PSYC 2314	Lifespan Growth & Development	3
* GOVT 2306	Texas Government	3
<b>Summer Semesters</b>		
Elective	Select Life & Physical Science Course	3

Total Minimum Credits Required for Health Science Degree . . . . . 60

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

**Mathematics** (CIP 27.0101)**281-756-3707****Associate of Science Degree Program (A.S.)**

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ MATH 1314	College Algebra	3
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
+ PSYC 1300	Learning Framework	3
<b>Second Semester</b>		
+ MATH 2412	Pre-Calculus Math	4
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ GOVT 2305	Federal Government	3
<b>Summer Terms</b>		
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Elective	Select from Academic College Level Course(s)	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ MATH 2413	Calculus I	4
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ GOVT 2306	Texas Government	3
+ Component Area Options	Select from Component Area Options Group A Core Curriculum	3
<b>Second Semester</b>		
+ MATH 2414	Calculus II	4
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
<b>Summer Terms</b>		
Electives	Choose Academic College Level Course(s)	3

Total Minimum Credits Required for Mathematics Degree ..... 60

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

**Physical Science** (CIP 40.0101)  
Associate of Science Degree Program (A.S.)

281-756-5669

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
* + Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum (based on major)	3
+ ENGL 1301	Composition I	3
+ MATH 2412	Pre-Calculus Math	4
+ PSYC 1300	Learning Framework	3
<b>Second Semester</b>		
* + Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum (based on major)	3
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum (Recommend HIST 1301)	3
+ MATH 2413	Calculus I	4
<b>Summer Semesters</b>		
+ American History	Select from American History Core Curriculum (Recommend HIST 1302)	3
+ Component Area Options Group A	Select from Component Area Options Group A (Recommend SPCH 1315)	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ CHEM 1411	General Chemistry I	4
MATH 2414	Calculus II	4
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ GOVT 2305	Federal Government	3
<b>Second Semester</b>		
+ CHEM 1412	General Chemistry II	4
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2306	Texas Government	3
<b>Summer Semesters</b>		
+ Elective	Select Academic College Level Course	1
Total Minimum Credits Required for Physical Science Degree .....		60

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

\* Chemistry majors should take CHEM 2423 and CHEM 2425 or PHYS 2425.

Geology majors should take GEOL 1403 and GEOL 1404.

Physics majors should take PHYS 2425 and PHYS 2426.

## 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:

Communications-Radio/TV Broadcasting	Industrial Design Technology
Computer Information Technology	Management
Computer Information Technology - Computer Networking	Neurodiagnostic Technology
Court Reporting	Nursing ADN
Criminal Justice - Law Enforcement & Police Administration	Nursing Transition (LVN to ADN)
Culinary Arts	Office Administration- Administrative Assistant
Diagnostic Cardiovascular Sonography-Adult Echocardiography	Paralegal
Diagnostic Cardiovascular Sonography-Pediatric Echocardiography	Pharmacy Technician
Diagnostic Cardiovascular Sonography - Vascular Sonography	Polysomnography - Sleep Medicine
Emergency Medical Technology	Process Technology
Human Services - Substance Abuse Counseling	Respiratory Care

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

**Capstone Experience:** The capstone is a learning experience which results in a consolidation of a student's educational experience and certifies mastery of entry-level workplace competencies. The Capstone experience should 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- Pediatric Echocardiography
- \*Diagnostic Cardiovascular Sonography-Vascular Sonography
- \*Neurodiagnostic Technology
- \*Polysomnography - Sleep Medicine

## 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	Emergency Medical Technician Advanced
Child Development/Early Childhood Administration	Human Services - Substance Abuse Counseling
Communications-Radio/TV Broadcasting	Industrial Design Technology
Computer Information Technology	Intraoperative Neurophysiologic Monitoring
Computer Information Technology - Networking	Management
Court Reporting	Office Administration - Administrative Support
Court Reporting Scopist	Office Administration - Office Assistant
Criminal Justice - Basic Law Enforcement	Paralegal
Criminal Justice - Crime Scene Technician	Pharmacy Technician
Culinary Arts	Process Technology
Culinary Arts - Culinary Management	Vocational Nursing
Emergency Medical Technician Paramedic	

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

**Child Development / Early Childhood Certificate** (CIP 19.0706)

**281-756-3643**

Articulated Credit

**Purpose:** The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs and related occupations. 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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
CDEC 1311	Educating the Young Child	3
CDEC/TECA 1303	Family, School and Community	3
CDEC 1313	Curriculum Resources for Early Childhood	3
Elective	Select from CDEC or TECA courses	3
<b>Second Semester</b>		
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math & Science for Early Childhood	3
Elective	Select from CDEC or TECA courses	3
<b>Summer Terms</b>		
* CDEC 1384	Cooperative Ed. in Child Development I	3
Elective	Select from CDEC or TECA courses	3

Total Credits Required for Child Development/Early Childhood Certificate . . . . . 30

\*Capstone course.

**Child Development / Early Childhood Administration Certificate** (CIP 19.0706) **281-756-3643**

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
CDEC 2426	Administration of Program for Children I	4
Elective	Select from CDEC or TECA courses	6
<b>Second Semester</b>		
* CDEC 2428	Administration of Program for Children II	4
CDEC 1319	Child Guidance	3
Elective	Select from: BUSI, BMGT, BUSG, or ACNT	3

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

\*Capstone Course

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

**Purpose:** The program is designed to prepare the student for careers in the field of broadcast communications with specific study in broadcasting and digital media, audio and video production.

**Program Requirements:** Upon satisfactory completion of this curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Radio/TV Broadcasting.

The listing below may serve as a guideline to curriculum completion. The student is encouraged to meet with the Department Chair or Academic Advisor for proper course selection that considers the student's career and academic goals.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ COMM 1307	Introduction to Mass Communication	3
+ ENGL 1301	Composition I	3
RTVB 1301	Broadcast News Writing	3
RTVB 1325	TV Studio Production	3
<b>Second Semester</b>		
+ SPCH 1315 or 1318 or 2335	Public Speaking <b>or</b> Interpersonal Communication <b>or</b> Argumentation & Debate	3
COMM 1318	Photography I	3
RTVB 1321	TV Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
<b>Summer Semesters</b>		
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Course Rubric	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ Mathematics	Select from Mathematics Core Curriculum	3
RTVB 1309	Audio/Radio Production I	3
RTVB 2337	TV Production Workshop	3
RTVB 1355	Radio and Television Announcing	3
<b>Second Semester</b>		
+ American History	Select from American History Core Curriculum	3
+ COMM 2366	Introduction to Cinema	3
RTVB 2331	Audio/Radio Production III	3
* RTVB 2340	Portfolio Development	3
<b>Summer Semesters</b>		
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Courses	3

Total Credits Required for Communications-Radio/TV Broadcasting Degree . . . . . 60

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

\*Capstone Course

**Communications - Radio/TV Broadcasting Certificate** (CIP 09.0701)

**281-756-3767**

Articulated Credit

**Purpose:** Program prepares the student for entry into occupations in radio and television broadcasting, digital media, audio or video production. Completion of this program also enhances the effectiveness of those presently employed in the field of communications.

**Program Requirements:** Upon satisfactory completion of this curriculum, the student will be awarded a Radio/TV Broadcasting Certificate.

The listing below may serve as a guideline to curriculum completion. The student is encouraged to meet with the Department Chair or Academic Advisor for proper course selection that considers the student's career and academic goals.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
+ COMM 1307	Introduction to Mass Communication	3
RTVB 1301	Broadcast News Writing	3
RTVB 1309	Audio/Radio Production I	3
RTVB 1325	TV Studio Production	3
<b>Second Semester</b>		
RTVB 1321	TV Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 2331	Audio Radio Production III	3
RTVB 2340	Portfolio Development	3
<b>Summer Semesters</b>		
RTVB or COMM Elective	Select from RTVB or COMM Courses	3
* RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3

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

+ Denotes core requirement.  
 \*Capstone course requirement.



# Computer Information Technology (CIP 11.0201)

281-756-3783

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

**Purpose:** The Computer Information Technology program is designed primarily for students seeking a certificate or associate of applied science (A.A.S.) degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

**Program Requirements:** Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ PSYC 1300	Learning Framework	3
BCIS 1305	Business Computer Applications	3
ITSE 1331	Introduction to Visual BASIC Programming	3
+ ENGL 1301	Composition I	3
ITNW 1313	Computer Virtualization	3
<b>Second Semester</b>		
COSC 1436	Programming Fundamentals I - C++	4
+ Life & Physical Sciences	Life & Physical Sciences Core Curriculum	3
ITNW 1358	Network+	3
+ MATH 1314	College Algebra	3
ITMT 1302	Windows Seven Configuration	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
COSC 1437	Programming Fundamentals II - JAVA	4
ITNW 1325	Fundamentals of Networking	3
IMED 2415	Web Design	4
+ Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum <b>or</b>	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
<b>Second Semester</b>		
* COSC 2436	Programming Fundamentals III - Oracle	4
ITSW 1404	Introduction to Spreadsheets	4
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
ITSE 2409	Database Programming	4
Minimum Total Credits Required for A.A.S. Computer Information Technology Degree.....		60

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

\*Capstone Course

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

\*\*\*This degree has a 2+2 agreement with other universities.\*\*\*

**Computer Information Technology - Computer Networking** (CIP 11.0201)

**281-756-3669**

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

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

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
ITNW 1358	Network+	3
ITMT 1302	Windows Seven Configuration	3
BCIS 1305	Business Computer Applications	3
ITNW 1325	Fundamentals of Networking	3
ITMT 2351	Windows Server 2008 Administrator	3
<b>Second Semester</b>		
ITMT 2301	Win Srv 2008 Ntwrk Infrastructure Config.	3
ITSY 1342	Information Technology Security (Security+)	3
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
ITMT 2302	Windows Server 2008 AD Configuration	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
ITNW 1313	Computer Virtualization	3
ENGL 1301	Composition I	3
+ Component Area Options	Select from Component Area Option Core Curriculum	3
ITNW 2321	Networking with TCP/IP	3
MATH 1333	Contemporary Mathematics for Tech	3
<b>Second Semester</b>		
ITMT 2356	Windows Server 2008: Enterprise Administrator	3
ITNW 1353	Supporting Network Server Infrastructure	3
*ITMT 2322	Windows Server 2008 Application Platform Config.	3
ITNW 1354	Implementing and Supporting Services	3
+ ENGL 1302	Composition II	3

Minimum Total Credits Required for A.A.S of Computer Networking Degree ..... 60

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

**Computer Elective List:**

ITSE 1331 Introduction to Visual Basic Programming	ITSE 2409 Database Programming
COSC 1436 Programming Fundamentals I-C++	ITSW 1404 Introduction to Spreadsheets
COSC 1437 Prog Fundamentals II - JAVA	GAME 1436 Introduction to 3D Gaming Modeling
COSC 2436 Prog Fundamentals III - Oracle	ITSC 1305 Introduction to PC Operating Systems
IMED 2415 Web Design	ITSC 1325 Personal Computer Hardware
or ITSC 1419 Internet / Web Page Development	

Articulated Credit

**Purpose:** The Certificate of the Computer Information Technology program is designed primarily for students seeking employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, and installation and maintenance of networks.

**Program Requirements:** Upon satisfactory completion of the two-semester curriculum, with an overall 2.0 grade point average for all computer courses attempted, the student will be awarded the Certificate in Computer Information Technology.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
BCIS 1305	Business Computer Applications	3
ITSE 1331	Introduction to Visual Basic Programming	3
ITNW 1358	Network+	3
ITMT 1302	Windows Seven Configuration	3
<b>Second Semester</b>		
* COSC 1436	Programming Fundamentals I - C++ Programming	4
ITNW 1325	Fundamentals of Networking	3
Elective	Select from the Computer Elective list below.	10

Total Credits Required for Computer Information Technology Certificate .....29

**Computer Elective List:**

- |   |  |
|---|--|
| COSC 1437 Programming Fundamentals II - JAVA    | GAME 1436 Introduction to 3D Gaming Modeling   |
| ITSE 2431 Advanced C++ Programming              | GAME 2409 Video Game Art II                    |
| COSC 2436 Programming Fundamentals III - Oracle | ITNW 1313 Computer Virtualization              |
| ITSE 2409 Database Programming                  | ITSC 1305 Introduction to PC Operating Systems |
| ITSW 1404 Introduction to Spreadsheets          | ITSC 1325 Personal Computer Hardware           |
| IMED 2415 Web Design                            | ITMT 2351 Windows Server 2008: Server Admin    |

\* Capstone Course

This plan provides courses for preparation for the following certifications:

- CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
- Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

**Computer Information Technology - Computer Networking Certificate 281-756-3669**

(CIP 11.0201)

Articulated Credit

Course Number	Course Title	Credits
<b>First Semester</b>		
ITNW 1358	Network+	3
ITMT 1302	Windows Seven Configuration	3
BCIS 1305	Business Computer Applications	3
ITNW 1325	Fundamentals of Networking	3
<b>Second Semester</b>		
*ITMT 2351	Windows Server 2008 Administrator	3
ITMT 2301	Windows Server 2008 Network Infrastructure Config.	3
ITMT 2302	Windows Server 2008 AD Configuration	3
Total Credits Required for Computer Information Technology Computer Networking Certificate .....		21

\* Capstone Course

This plan provides courses for preparation for the following certifications:

- CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
- Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

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

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

**Program Description:** The curriculum is two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, and dictation is provided through MyBlackboard on the ACC website for home practice. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-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 testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Court Reporters Association and the Texas Court Reporters Certification Board. Accompanying objectives are the attainment of the Court Reporting Scopist Certificate.

### Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:

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

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

2. Any student who has accumulated the equivalent of any five full days absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis. All CRTR students will be limited to two semesters of CRTR 1304 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades will be issued on the following basis:

- A 90 – 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 59 or less

No grade below a C (70%) in any CRTR English class, including CRTR 1312, CRTR 2311, will be accepted for progression. A grade of D or below will not be accepted for advancement in machine shorthand classes.

3. Transfer students:

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

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

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1304	Machine Shorthand I - Theory	3
<b>Second Semester</b>		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-80-100)	3
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Reporting Communications II	3
<b>Third Semester</b>		
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
CRTR 1208	Realtime Court Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2303	Advanced Machine Shorthand (160-180)	3
CRTR 2312	Court Reporting Procedures	3
<b>Second Semester</b>		
+ Mathematics or	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
CRTR 2231	Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
<b>Third Semester</b>		
* CRTR 2381	Cooperative Education - Court Reporting/Court Reporter	3
* SPCH 1318	Interpersonal Communications	3

Total Credits Required A.A.S. Court Reporting ..... 60

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

\* Capstone Course

- 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 two five-minute testimony tests with a minimum of 95% accuracy and two five-minute tests with a minimum of 97.8% 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%
- Each student shall complete an internship (CRTR 2381) with a court reporter. Students are encouraged to utilize the dictation created by the faculty for home practice and skill building during free periods and before and after school.

# Court Reporting Enhanced Skills Certificate (Captioning)

281-756-3757

(CIP 22.0303)

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

Course Number	Course Title	Credits
CRTR 1346	Captioning Reporting I	3
CRTR 2333	Captioning Reporting II	3

Total Credits Required for Court Reporting Enhanced Skills Certificate ..... 6

## Court Reporting Certificate (CIP 22.0303)

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

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

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

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
CRTR 1202	Law and Legal Terminology	2
CRTR 1304	Machine Shorthand I - Theory	3
CRTR 1312	Court Reporting Communications I	3
<b>Second Semester</b>		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-80-100)	3
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Court Reporting Communications II	3
<b>Third Semester</b>		
CRTR 1208	Realtime Court Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2312	Court Reporting Procedures	3
CRTR 2303	Advanced Machine Shorthand (160-180)	3
<b>Second Semester</b>		
CRTR 2231	Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
<b>Third Semester</b>		
*CRTR 2381	Cooperative Education-Court Reporting/Court Reporter	3

Total Credits Required for Court Reporting Certificate ..... 45

\*Capstone Course

**Court Reporting Scopist Certificate**

**281-756-3757**

(CIP 22.0303)

**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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1304	Machine Shorthand I - Theory	3
CRTR 1312	Court Reporting Communications I	3
<b>Second Semester</b>		
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Court Reporting Communications II	3
CRTR 2313 <b>or</b>	Court Reporting Technology II (Scopist) <b>or</b>	2
CRTR 1208	Realtime Court Reporting I	
<b>Third Semester</b>		
* CRTR 2380 <b>or</b>	Cooperative Education-Court Reporting/Court Reporter (Scopist) <b>or</b>	3
* CRTR 2301	Intermediate Machine Shorthand (120-140)	
Total Credits Required for Court Reporting Scopist Certificate .....		20

\*Capstone Course



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

**Purpose:** The curriculum in Criminal Justice 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.

**Program Requirements:**

1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 60 approved credit hours.

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

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>Fall Semester</b>		
* CRIJ 1301	Introduction to Criminal Justice	3
* CRIJ 1306	Court Systems and Practices	3
* CRIJ 1307	Crime in America	3
CRIJ 2301 or CJCR 1304	Community Resources in Corrections or Probation and Parole	3
+ Speech	Select 3 hours from SPCH 1315, 1318 or 2335	3
<b>Spring Semester</b>		
* CRIJ 2313	Correctional Systems and Practices	3
* CRIJ 2314	Criminal Investigation	3
Elective Group 2	Select 3 hours from Elective Group 2 below	3
+ ENGL 1301	Composition I	3
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum	3
<b>Fall Semester</b>		
Elective Group 2	Select 12 hours from Elective Group 2 below	12
+ Mathematics or	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
<b>Spring Semester</b>		
** CRIJ 2328	Police Systems and Practices	3
Elective Group 1	Select 9 hours from Elective Group 1 below	9
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
<b>Elective Group 1</b>		
CRIJ 1310	Fundamentals of Criminal Law	
CRIJ 1313	Juvenile Justice System	
CRIJ 2323	Legal Aspects of Law Enforcement	
CJLE 1518	Basic Peace Officer III (Police Academy)	
** CJLE 1524	Basic Peace Officer IV (Police Academy)	
<b>Elective Group 2</b>		
BCIS 1305 or	Business Computer Applications or	
CJLE 1211	Basic Firearms (Police Academy)	
CJLE 1327	Interviewing and Report Writing from Criminal Justice Professions	
CJLE 1506	Basic Peace Officer I (Police Academy)	
CJLE 1512	Basic Peace Officer II (Police Academy)	
CJLE 2345	Vice and Narcotics Investigation	
CJSA 1308	Criminalistics I	
CJSA 2323	Criminalistics II	
CJSA 2332	Criminalistics III	
** CJSA 2364	Practicum - Criminal Justice/Safety Studies	
CJSA 2365	Practicum - Criminal Justice/Safety Studies	

Total Credits Required for Criminal Justice Degree . . . . . 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.  
 \* Articulated credit from an approved and successfully completed high school program may substitute for this class.  
 \*\* Capstone Course

**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 lab 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 twenty seven (27-33) 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	Credits
<b>First Semester</b>		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CJSA 1308 or CRIJ 2314	Criminalistics I or Criminal Investigation	3
<b>Second Semester</b>		
CRIJ 1310 or CJLE 1506	Fundamentals of Criminal Law Basic Peace Officer I (Police Academy)	3
CRIJ 2323 or CJLE 1512	Legal Aspects of Law Enforcement Basic Peace Officer II (Police Academy)	3
CJSA 2323	Criminalistics II	3
<b>Third Semester</b>		
CRIJ 2328 or CJLE 1518	Police Systems and Practices Basic Peace Officer III (Police Academy)	3
CRIJ/CJLE/CJSA Elective		3
** CJSA 2332	Criminalistics III	3

Total Credits Required for Crime Scene Technician Certificate . . . . .27

\*\* Capstone Course

# **Criminal Justice - Basic Law Enforcement Academy Certificate** (CIP 43.0107) **281-756-3780** **Police Academy**

**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, Police 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 (TCOLE) and be certified to take the TCOLE licensing examination. In addition, students will earn a total of 22 credit hours. The Academy has graduated over 100 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.

**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 a U.S. Citizen;
3. Be 21 years of age at the time of completion of the course or seek special approval from the Academy Director;
4. Successfully pass a Vocabulary and Reading Comprehension proficiency exam prior to the enrollment process;
5. Provide a valid Texas Driver's license;
6. Provide a Birth Certificate;
7. Provide a high school diploma/GED + college transcripts (if applicable);
8. Agree to purchase and wear the prescribed academy uniform;
9. Complete TCOLE L-2 (Declaration Medical Condition) and TCOLE L-3 (Declaration of Psychological and Emotional Health);
10. Accurately complete a personal history statement;
11. Sign required waiver forms as presented by the college;
12. Abide by the rules of the Academy and Administrative orders;
13. Pay special fees associated with the Academy courses;
14. Meet the minimum standards for licensing as required by TCOLE (Texas Administrative Code 217.1) which are applicable to a training environment.

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

## **Special Registration Requirements:**

Since this course is governed by the TCOLE 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 attend an orientation prior to the start of the academy.

**Course Requirements:**

Day Academy students must enroll in Basic Peace 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 and their licensing endorsement. 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/Range Fee \$475.00
2. Driving Fee \$15.00
3. CPR Card Fee \$5.00
4. TCOLE Exam Fee \$25.00
5. Required Supply Fee \$30.00

**Purchases expected by the student:**

1. Required uniforms and related supplies.
2. Required books.
3. PE clothes, shoes.
4. General supplies.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
**CJLE 1524	Basic Peace Officer IV	5
CJLE 1211	Basic Firearms	2

Total Credits Required for Basic Law Enforcement Academy Certificate.....22

\*\*Capstone Course

**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, seven management classes, two semesters of practicum and general education classes from the common core curriculum. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
CHEF 1301	Basic Food Preparation	3
CHEF 1205	Sanitation and Safety	2
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
<b>Second Semester</b>		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318	Nutrition for the Food Service Professional	3
<b>Third Semester (summer)</b>		
BCIS 1305	Business Computer Applications	3
CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
CHEF 1291	Current Events in Culinary Arts	2
<b>SECOND YEAR</b>		
<b>First Semester</b>		
*ENGL 1301	Composition I	3
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
*Mathematics <b>or</b>	Select from Mathematics <b>or</b>	3
*Life & Physical Sciences <b>or</b>	Life & Physical Sciences Core Curriculum	
MATH 1332	Contemporary Mathematics	
<b>Second Semester</b>		
*Creative Arts <b>or</b>	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
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
RSTO 2301	Principles of Food and Beverage Controls	3
Total Credits Required for A.A.S. Culinary Arts Degree . . . . .		60

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

\*Capstone Course

## Culinary Arts Certificate (CIP 12.0503)

Articulated Credit

**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. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>First Semester</b>		
CHEF 1301	Basic Food Preparation	3
CHEF 1205	Sanitation and Safety	2
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
<b>Second Semester</b>		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318	Nutrition for the Food Service Professional	3
<b>Third Semester (Summer)</b>		
POFI 1301	Computer Applications I	3
*CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
CHEF 1291	Current Events in Culinary Arts	2

Total Credits Required for Culinary Arts Certificate ..... 38

\*Capstone Course

## Culinary Arts - Culinary Management Certificate (CIP 12.0503)

**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. It is strongly suggested that prospective students visit with the program director prior to enrolling.

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>First Semester</b>		
CHEF 1205	Sanitation and Safety	2
HAMG 1321	Introduction to the Hospitality Industry	3
HAMG 1324	Hospitality Human Resources Management	3
IFWA 1217	Food Production and Planning	2
<b>Second Semester</b>		
CHEF 1291	Current Events in Culinary Arts/Chef Training	2
IFWA 1318	Nutrition for the Food Service Professional	3
POFI 1301	Computer Applications I	3
RSTO 2301	Principles of Food and Beverage Controls	3
<b>Third Semester (Summer)</b>		
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2

Total Credits Required for Culinary Management Certificate ..... 23

\*Capstone Course

## Diagnostic Cardiovascular Sonography

281-756-5650

Associate of Applied Science Degree Program(A.A.S.) - Articulated Credit  
(In either Adult Echocardiography or Vascular Sonography, or Pediatric Echocardiography)

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

### 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.
  2. Apply to ACC and fulfill the college admission requirements, including the TSI Assessment.
  3. Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office.
  4. Complete all pre-requisites with a grade of C or better including: ENGL 1301, BIOL 2401, BIOL 2402, MATH Core, PHYS 1401 (or any 4 credit college level or applied Physics can be accepted, including CTEC 1401).
  5. Take the ACT or SAT. (This is required for ALL AAS DCVS Applicants regardless of previous college or degree level.) 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](http://www.ACTStudent.org) or [www.SATCollegeBoard.org](http://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 and submit the application to the Diagnostic Cardiovascular Sonography Program and attend one of the mandatory DCVS information sessions. See the Webpage for dates and registration. 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 July.
  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: February - Applications Due, March - Acceptance Packets are sent, April - Criminal Background Checks, Physical Exam & Mandatory Orientation, June - Start Program

- B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If your A&P is expired please take DSAE 2303 Cardiovascular Concepts prior to acceptance. DSAE 2303 is an internet course offered every semester.
- C. If students are in progress with all or some of the prerequisites during the spring semester they are allowed to apply; however, you must:
  - 1. Have your professor send an email as of February 15th indicating your progress/status in that pre-requisite to jmurphy@alvincollege.edu.
  - 2. Those in progress will be accepted on contingency if space permits after those who are completed with all the pre-requisites.
- D. 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 these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
  - 7. Transfer students must complete a minimum of 24 credit hours at ACC to be awarded a Degree from this institution.

## II. Alternate Enrollment:

- A. Practicing Echocardiographers and Vascular Sonographers who wish to earn their degree.
  - 1. This option applies to those who are registered in Adult Echocardiography or Vascular Sonography with at least 2 years of experience and would like to earn their Associate Degree. Requires advance permission from program director.
  - 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 Sonographers who wish to take courses for refresher or registry exam review.
  - 1. This option is available to all Echo and Vascular sonographers with advanced permission from program director.
  - 2. These students may register as an audit to sit in on any course offered through the DCVS Program for refresher or registry review on a space available basis. Contact the program Director for more information.

## 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. DMSO 1210 is an internet course offered every semester.
- B. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge. DSAE 2303 is an internet course offered every semester.

## IV. 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 program.
- E. A student who makes a D or F in any DCVS, 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 DCVS 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. A maximum of two attempts at any course will be allowed. If a student fails the second attempt they will be unable to continue in the program and they are **not** eligible for re-admission.
- 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 class, lab, or 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.
- H. If a student does not complete all DCVS courses and academic courses within 5 years, they will be dropped from the program.
- I. Those students are eligible to re-apply. If accepted they must start completely over and repeat all DCVS courses from the beginning in sequence and complete them on time in the usual 2 year time period.



# Diagnostic Cardiovascular Sonography

281-756-5650

## Adult Echocardiography (CIP 51.0910)

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

Course Number	Course Title	Credits
<b>Program Pre-requisites - Must be completed or in progress in order to apply.</b>		
*+ BIOL 2401	Anatomy and Physiology I	4
*+ BIOL 2402	Anatomy and Physiology II	4
*+ ENGL 1301	Composition I	3
*+ PHYS 1401 or * CTEC 1401	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) or Applied Petrochemical Technology	4
*+ 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
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1

#### Third Semester (Spring 16 weeks)

DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST Intro to Echo	3

### SECOND YEAR

#### First Semester (Summer 11 weeks)

DSAE 2304	Echocardiography Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST Echo I	3
Language, Philosophy & Culture or Creative Arts	Select from Language, Philosophy & Culture Core Curriculum or Select from Creative Arts Core Curriculum	3

#### Second Semester (Fall 16 weeks)

DSAE 2337	Echocardiography Evaluation of Pathology II	3
DSAE 2461	Clinical - DMST Echo II	4

#### Third Semester (Spring 16 weeks)

DSAE 2335	Advanced Echocardiography	3
Δ DSAE 2462	Clinical - DMST Echo III	4

(Consider DSPE 1300 or DSVT 1300 for cross-training (Introduction to Pedi Echo Tech or Principles of Vascular Tech.))

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

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

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

ΔCapstone Course

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

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

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

Δ Capstone Course

+ 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)

281-756-5650

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

Course Number	Course Title	Credits
<b>Program Pre-requisites - Must be completed or in progress in order to apply.</b>		
*+ 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
<b>FIRST YEAR</b>		
<b>First Semester (Summer 11 weeks)</b>		
HPRS 1304	Basic Health Profession Skills	3
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
<b>Second Semester (Fall 16 weeks)</b>		
**+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
<b>Third Semester (Spring 16 weeks)</b>		
DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST Introduction to Vascular	3
<b>SECOND YEAR</b>		
<b>Fourth Semester (Summer 11 weeks)</b>		
DSVT 2330	Cerebral Vascular Evaluation	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
<b>Fifth Semester (Fall 16 weeks)</b>		
DSVT 2318	Peripheral Vascular Evaluation	3
DSVT 2461	Clinical - DMST Vascular II	4
<b>Sixth Semester (Spring 16 weeks)</b>		
DSVT 2335	Advanced Vascular Technology	3
Δ DSVT 2462	Clinical - DMST Vascular III	4

Consider DSAE 1303 for cross training (Introduction to Adult Echo)

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

Δ Capstone Course

+ 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.

**Diagnostic Cardiovascular Sonography****281-756-5650****Advanced Technical Certificate**

**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 taking 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.

**I. 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](http://www.ACTStudent.org) or [www.SATCollegeBoard.org](http://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 and submit the application to the Diagnostic Cardiovascular Sonography Program and attend one of the mandatory DCVS information sessions. See the Webpage for dates and registration. 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.

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 on a space available basis. Contact the program Director for more information. 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

## 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
<b>First Semester (Spring 16 week)</b>		
** 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 Echo	3
<b>Second Semester (Summer 11 week)</b>		
** DSAE 2303	Cardiovascular Concepts	3
DSAE 2304	Echo Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST Echo I	3
<b>Third Semester (Fall 16 week)</b>		
** DSAE 1340	Diagnostic Electrocardiography	3
DSAE 2337	Echo Evaluation of Pathology II	3
** DSAE 2461	Clinical - DMST Echo II	4
<b>Fourth Semester (Spring 16 week)</b>		
DSAE 2335	Advanced Echocardiography	3
Δ** DSAE 2462	Clinical - DMST Echo III	4

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography . . . . .37

Δ Capstone Course

\* 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. Must hold a professional credential.

Course Number	Course Title	Credits
<b>First Semester (Spring 16 week)</b>		
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
<b>Second Semester (Summer 11 week)</b>		
DSPE 2257	Echo Eval of Congenital Heart Disease 1	2
DSPE 2261	Clinical - DMST Pediatric Echo I	2
<b>Third Semester (Fall 16 week)</b>		
DSPE 2249	Echo Eval of Congenital Heart Disease 2	2
DSPE 2461	Clinical - DMST Pediatric Echo II	4
<b>Fourth Semester (Spring 16 week)</b>		
DSPE 2259	Advanced Pedi Echocardiography	2
Δ DSPE 2462	Clinical - DMST Pediatric Echo III	4

Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography. . . . . 23

Δ Capstone Course

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

## 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.

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

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

Δ Capstone Course

\* 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.

**Emergency Medical Technology Program****281-756-5610****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 (CoAEMSP) 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 current Texas or National Registry certification at the EMT-Basic level certification 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.
13. Applicants to the ACC EMS program must complete an ACC Allied Health physical and immunizations as listed on the current ACC Allied Health Physical Form.
14. All applicants must attend an ACC EMS program information session held once a month by contacting the ACC EMS Administrative Assistant at (281)756-5625 prior to being accepted into the program.
15. Any Advanced EMT student transferring into the ACC Paramedic program may apply if their NAEMT EMT Advanced Certification is within two years of the starting date of the paramedic class.
16. Any Advanced EMT student transferring into the ACC Paramedic program may apply if they meet one of the following criteria:
  - a) Their NREMT EMT Advanced Certification is within two years of the starting date of the paramedic class.
  - b) Their NREMT Advanced Texas EMT Intermediate certificate is more than two years old but they have completed an Advanced EMT Refresher Course (taught through the ACC Continuing Education Department).

**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)

**281-756-5610**

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
EMSP 1160	Clinical - Emergency Medical Technician - Basic	1
EMSP 1501	Emergency Medical Technician - Basic	5
HITT 1305	Medical Terminology	3
<b>Second Semester</b>		
EMSP 1166	Practicum I - EMT Paramedic	1
EMSP 1261	Clinical I - EMT Paramedic	2
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1338	Introduction to Advanced Practice	3
<b>Third Semester</b>		
<i>Mini 1</i>		
EMSP 2206	Emergency Pharmacology	2
EMSP 2160	Clinical II - EMT Paramedic	1
EMSP 2444	Cardiology	4
<i>Mini 2</i>		
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2261	Clinical III - EMT Paramedic	2
<b>SECOND YEAR</b>		
<b>First Semester</b>		
**EMSP 2166	Practicum II - EMT Paramedic	1
EMSP 2243	Assessment Based Management	2
EMSP 2305	EMS Operations	3
+BIOL 2401	Anatomy and Physiology I	4
<b>Second Semester</b>		
+Language, Philosophy & Culture	or Select from Language, Philosophy & Culture Core Curriculum or	3
+Creative Arts	Select from Creative Arts Core Curriculum	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ENGL 1301	Composition I	3
+BIOL 2402	Anatomy and Physiology II	4

Total Credits Required for A.A.S. Emergency Medical Technology Degree .....60

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

\*\* Capstone Course

**Emergency Medical Technician Advanced Certificate** (CIP 51.0904)**281-756-5610**

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

Total Credits Required for Certificate in Advanced Emergency Medical Technician ..... 18

**Emergency Medical Technology Paramedic Certificate** (CIP 51.0904)**281-756-5610**

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical - Emergency Medical Technician-Basic	1
<b>Second Semester</b>		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Clinical I - EMT Paramedic	2
EMSP 1166	Practicum I - EMT Paramedic	1
<b>Third Semester</b>		
EMSP 2444	Cardiology	4
EMSP 2206	Emergency Pharmacology	2
EMSP 2305	EMS Operations	3
EMSP 2160	Clinical II - EMT Paramedic	1
<b>SECOND YEAR</b>		
<b>First Semester</b>		
EMSP 2434	Medical Emergencies	4
EMSP 2261	Clinical III - EMT Paramedic	2
<b>Second Semester</b>		
EMSP 2330	Special Populations	3
EMSP 2243	Assessment Based Management	2
**EMSP 2166	Practicum II - EMT Paramedic	1

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

\*\* Capstone Course

**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.

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

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** (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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
SCWK 1313	Introduction to Social Work	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment of Substance-Related and Addictive Disorders	3
DAAC 1311	Counseling Theories	3
DAAC 2354	Dynamics of Group Counseling	3
DAAC 1364 <b>or</b>	Practicum Substance Abuse Counseling	3
PMHS 1380	Coopertive Ed I - Psychiatric/Mental Health Services	
<b>Second Semester</b>		
*DAAC 2341	Counseling Alcohol and Other Drug Addictions	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 <b>or</b>	Coopertive Ed I - Substance Abuse/Addiction Counseling	3
PMHS 1381	Coopertive Ed II - Psychiatric/Mental Health Services Technician	
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 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 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
<b>FIRST YEAR</b>		
<b>First Semester</b>		
POFI 1204	Computer Fundamentals	2
+ 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
+ MATH 1314	College Algebra	3
<b>Second Semester</b>		
DFTG 1409	Basic Computer-Aided Drafting	4
TECM 1317	Technical Trigonometry	3
+ SPCH 1315 or SPCH 1318, or SPCH 2335	Public Speaking or Interpersonal Communication or Argumentation & Debate	3
+ ENGL 1301	Composition I	3
<b>Summer Semesters</b>		
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1405	Technical Drafting	4
^ DFTG Specialization or DFTG 2481	Select from Mechanical, Piping, or General Specialization or Cooperative Education-Drafting	4
<b>SECOND YEAR</b>		
<b>First Semester</b>		
^ DFTG Specialization	Select from Mechanical, Piping, or General Specialization	8
ENTC 1423	Strength of Materials	4
<b>Second Semester</b>		
^ DFTG Specialization or DFTG 2481	Select from Mechanical, Piping, or General Specialization or Cooperative Education-Drafting	4
^ DFTG Specialization DFTG 2440	Select from Mechanical, Piping, or General Specialization Solid Modeling and Design	4
Total Credits Required for Industrial Design Technology Degree .....		60

^ Students must complete 20 credit hours in either the Mechanical, Piping, or General areas of specialization

### Mechanical Specialization

- DFTG 1455 - Parametric Modeling & Design
- DFTG 1433 - Mechanical Drafting
- \*\*DFTG 2450 - Geometric Dimensioning & Tolerancing
- DFTG 2406 - Machine Design
- DFTG 2435 - Advanced Technologies in Mechanical Drafting & Design

### Piping Specialization

- DFTG 2457 - Advanced Tech Pipe Design & Drafting
- DFTG 2423 - Pipe Drafting
- ARCE 1452 - Structural Drafting
- \*\*DFTG 2445 - Advanced Pipe Drafting
- DFTG 2430 - Civil Drafting

### General Specialization

- DFTG 2423 - Pipe Drafting
- \*\*DFTG 2445 - Advanced Pipe Drafting
- DFTG 1433 - Mechanical Drafting
- DFTG 1455 - Parametric Modeling & Design
- \*\*DFTG 1455 - Machine Design

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

\*\*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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Summer Semester</b>		
POFI 1204	Computer Fundamentals	2
DFTG 1409	Basic Computer-Aided Drafting	4
^DFTG Specialization or DFTG 2481	Select from Mechanical, Piping or General Specialization or Cooperative Education-Drafting	4
<b>First Semester</b>		
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1405	Technical Drafting	4
^ DFTG Specialization	Select from Mechanical, Piping or General Specialization	4
<b>Second Semester</b>		
^DFTG Specialization or DFTG 2481	Select from Mechanical, Piping or General Specialization or Cooperative Education-Drafting	4
DFTG 2440	Solid Modeling and Design	4
Total Credits Required for Industrial Design Technology Certificate.....		30

^ Students must complete 12 credit hours in either the Mechanical, Piping, or General areas of specialization

**Mechanical Specialization**

DFTG 1455 - Parametric Modeling & Design

DFTG 1433 - Mechanical Drafting

\*\*DFTG 2406 - Machine Design

**Piping Specialization**

DFTG 2457 - Advanced Tech Pipe Design & Drafting

DFTG 2423 - Pipe Drafting

\*\*DFTG 2445 - Advanced Pipe Drafting

**General Specialization**

DFTG 2423 - Pipe Drafting

\*\*DFTG 1433 - Mechanical Drafting

DFTG 1455 - Parametric Modeling & Design

\*\*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)**

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
BMGT 1327	Principles of Management	3
+ HIST 1301	The United States History I	3
BMGT 2303	Problem Solving & Decision Making	3
+ ENGL 1301	Composition I	3
<b>Second Semester</b>		
HRPO 1311	Human Relations	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
** + MATH 1314 or	College Algebra	3
MATH 1333	Contemporary Mathematics for Tech	
MRKG 1311	Principles of Marketing	3
<b>Summer Semester</b>		
BMGT 1305	Communications in Management	3
BUSG 2309	Small Business Management	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
** POFI 1301 or	Computer Applications I	3
** BCIS 1305	Business Computer Applications	
<b>Second Semester</b>		
+ SOCI 1301	Introduction to Sociology	3
HRPO 2301	Human Resources Management	3
* MRKG 1391	Special Topics in Marketing and Marketing Management	3
BMGT 2383	Cooperative Education-Business Administration & Management, General III	3
<b>Summer Semester</b>		
HRPO 1391	Special Topics in Human Resource Management	3
MRKG 2349	Advertising & Sales Promotions	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
<b>First Semester</b>		
BMGT 1327	Principles of Management	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
MRKG 1311	Principles of Marketing	3
<b>Second Semester</b>		
HRPO 1311	Human Relations	3
BUSG 2309	Small Business Management	3
*MRKG 1391	Special Topics in Marketing and Marketing Management	3
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
<b>Summer Semester</b>		
**POFI 1301 or	Computer Applications I	3
**BCIS 1305	Business Computer Applications	
HRPO 2301	Human Resource Management	3
Total Credits Required for Management Certificate .....		30

\*Capstone Course

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

## Neurodiagnostic Technology

281-756-5644

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

**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](http://www.caahep.org)) upon the recommendation of the committee on Accreditation for Education in Neurodiagnostic Technology ([www.coa-ndt.org](http://www.coa-ndt.org)).

### Admission Requirements:

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

- Make application to Alvin Community College and fulfill the admission requirements.
- Make application to the Neurodiagnostic Technology program by July 1st.
- Submit official transcripts from other colleges attended with application.
- Complete physical examination form which includes TB skin test and immunizations upon acceptance to the program.
- Not currently be on suspension or academic probation.
- A negative background check and a negative drug screen are required as a condition of full acceptance into the program.
- CPR certification will be taught in HPRS 1304.
- Personal health insurance is required (Student Health Insurance is available through ACC. Insurance form is available in S108.)

### Advanced Standing

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

### Progression Policy

- 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.
- 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.
- No grade below a C in a NDT or academic course will be acceptable.
- 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.
- 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.
- 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.
- 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.
- A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
- 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.)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Pre-requisite Courses</b>		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	3
+Mathematics	Select from Mathematics Core Curriculum	3
<b>First Semester (Fall)</b>		
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	3
HPRS 1304	Basic Health Profession Skills	3
ENDT 1310	Neuroanatomy & Physiology	3
<b>Second Semester (Spring)</b>		
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1463	Clinical I - Electroneurodiagnostic Technology	4
PSYC 2314	Life-Span Growth and Development	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
<b>Third Semester (Summer)</b>		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Clinical II - Electroneurodiagnostic Technology	4
<b>Fourth Semester (Fall)</b>		
ENDT 2210	Evoked Potentials	2
*ENDT 2661	Clinical III - Electroencephalography	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.

\* Capstone Course

**Neurodiagnostic Technology Advanced Technical Certificate** (CIP 51.0903)

**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.

**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 1st.
- 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 form which includes TB skin test and immunizations upon acceptance into the program.
- g. Not currently be on suspension or academic probation.
- h. Current CPR certification – AHA Health Care Provider.
- i. A negative background check and negative drug screen are required as a condition of full acceptance into the program.
- j. Personal Health insurance is required (Insurance form is available in S108)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Fall Semester</b>		
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	3
<b>Spring Semester</b>		
ENDT 1463	Clinical I - Electroneurodiagnostic Technology	4
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1310	Neuroanatomy & Physiology	3
<b>Summer Semester</b>		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Clinical II - Electroneurodiagnostic Technology	4
<b>Fall Semester</b>		
ENDT 2210	Evoked Potentials	2
*ENDT 2661	Clinical III - Electroencephalography	6

Total Credits Required for A.T.C. Neurodiagnostic Technology Certificate .....34

\* Capstone Course

# 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:

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Intraoperative Neurophysiologic Monitoring (IONM) certificate program by December 1st.
- c. Hold a registry in Electroencephalography (EEG) or Evoked Potentials (EP) or an Associate Degree.
- d. Submit official transcripts from where above degree was granted.
- e. Submit appropriate registry credentials from one of the disciplines in (C) above.
- f. Complete a physical examination and immunization upon acceptance..
- g. Not currently be on suspension or academic probation.
- h. Possess a current CPR certification – AHA Health Care Provider.
- i. Agree to a background check conducted as a condition of full acceptance in the Intraoperative Neurophysiologic Monitoring (IONM) certificate program.
- j. 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.

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

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

\* Capstone Course

**Nursing****281-756-5630****Associate of Applied Science Degree Program (A.A.S.)**

**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](http://www.bon.state.tx.us)

ACEN  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://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.alvincollege.edu/adn](http://www.alvincollege.edu/adn) during the application period. Application periods are typically in March 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 by application deadline. 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. Do not submit college transcripts to the nursing office.
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.
8. A student is ineligible for admission to the ACC nursing program if he/she has been dismissed for unprofessional or unethical conduct while previously enrolled in a health occupation program.

**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 GPA 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.

**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 Testing Center 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. 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. See ADN application packet for further information about BON background check procedures. 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 petition for "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](http://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, varicella and hepatitis B)
  - 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 Admissions Office 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.

**Progression / Dismissal Policies:**

1. Students will abide by the current ADN admission, curriculum and program requirements at the time they are admitted 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, 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/or 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer).
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. A student will be terminated from the ADN Program if he/she has received more than one (1) D or F in a nursing course. 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 readmission if he/she has not posted a previous D, F, or W.
10. Co-Requisite courses must be completed for a student to progress to the next semester.
11. A student may be dismissed from the program for demonstration of unprofessional and unsafe behaviors as described in the Texas Administrative 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.
12. 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.
13. Notification by the BON that a student has been involved in criminal activity may result in temporary withdrawal or termination from the ADN program.

**Readmission:** Students may be readmitted to the ADN Program ONCE after withdrawal or failure of a course.

1. 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 apply for readmission.
2. Students are readmitted on a space available basis, and on the student's compliance with conditions/requirements established by the Director. These requirements may include remediation in academic course work, repeat of nursing course(s) previously taken, or documentation of recovery from illness. Inability to meet the readmission stipulations may be grounds for denial or permanent dismissal from the program.
3. Students applying for readmission must apply in writing to the Director at least 14 days prior to the semester in which readmission is desired. Include the following information: Date of withdrawal from the Program; primary reason(s) for withdrawal from the Program; understanding of the requirements for readmission at the time of withdrawal; ways in which recommendations at the time of withdrawal have been completed; and what has been done to improve chances for successful completion.
4. A student who has withdrawn from the ADN program during the first semester must reapply during the program application period and be ranked with that applicant pool.
5. 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 Director for test dates.
6. Re-entering students must abide by the current admission, curriculum and program requirements of the department.
7. 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.
8. 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.
9. 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.
10. All courses must be completed within five (5) years of original enrollment date into the ADN program.
11. Students re-entering the program following the curriculum change that was implemented Fall 2015 will be required to follow the new curriculum.



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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Prerequisites</b>		
^ + BIOL 2401	Anatomy & Physiology I	4
^ + BIOL 2402	Anatomy & Physiology II	4
+ ENGL 1301	Composition I	3
^ + PSYC 2301	General Psychology	3
<b>First Semester</b>		
** + 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
<b>Second Semester</b>		
** + BIOL 2420	Microbiology for Non-Science Majors	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
<b>Third Semester</b>		
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	
<b>Fourth Semester</b>		
RNSG 2435	Integrated Patient Care Management	4
* RNSG 2463	Clinical IV RN	4
Total Credits Required for A.A.S. Nursing .....		60

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

\* Capstone Course

^ 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.

**Nursing Transition (LVN-to-ADN)** (CIP 51.3801)

**281-756-5630**

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

**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 ACC/VN program.
4. Have recent work experience, preferably in an acute care setting, as a licensed vocational nurse, or:
  - a. scheduled to graduate from the ACC/VN 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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Prerequisites</b>		
+ 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 for Non-Science Majors	4
<b>First Semester</b>		
RNSG 1240	Professional Nursing Skills for Articulating Students	2
RNSG 1262	Clinical I - RN Transition	2
RNSG 1327	Transition to Professional Nursing	3
<b>Credit for Prior Learning</b>	RNSG 1219, RNSG 1523, RNSG 2504	12
<b>Second Semester</b>		
RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
RNSG 2462	Clinical III - RN	4
* + Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum <b>or</b>	3
* + Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
<b>Third Semester</b>		
RNSG 2463	Clinical IV RN	4
RNSG 2435	Integrated Patient Care Management	4

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

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

\* 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, 2017. 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](http://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. VN applicants may combine section scores from different HESI 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 Admissions Office @ 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 2017-2018 (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 VN Program policy, 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, 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. This policy is applicable even if a prospective student has filed a "Petition for Declaratory Order" with the BON and received BON consent to sit for the NCLEX-PN after graduation from an approved VN program.

- 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.

- f. Provide proof of the following:
  - a. Up-to-date immunizations or proof of immunity – measles mumps, rubella (titer required), tetanus, diphtheria, pertussis (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.
  3. 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.

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

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

\* Capstone Course

# Office Administration – Administrative Assistant (CIP 52.0402)

281-756-3822

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 or an office manager.. 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 in addition to the Administrative Support Certificate and the Office Assistant Certificate.

## Associate of Applied Science Degree Program

Course Number	Course Title	Credits
<b>AM - Semester 1 (Fall 2016)</b>		
PSYC 1300	Learning Framework	3
POFT 1309	Business Office Procedures I	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	<u>3</u>
		<b>15</b>
<b>Second Semester</b>		
POFT 1325	Business Math Using Technology	3
POFI 2301	Word Processing (Word)	3
*BMGT 1305	Communications in Management	3
POFI 1341	Computer Applications II (Adobe Acrobat, Visio, Publisher, SAP)	3
ACNT 1303	Introduction to Accounting	<u>3</u>
		<b>15</b>
<b>Third Semester</b>		
POFI 1349	Spreadsheets (Excel)	3
Emphasis Electives:	Select one course from Emphasis Electives:	3
ACNT 1311 or	Intro to Computerized Accounting (QuickBooks)	
HITT 1305 or	Medical Terminology I	
POFL 1340	Legal Office Procedures II	
*POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
*MATH 1314	College Algebra	3
*ENGL 1301	Composition I	<u>3</u>
		<b>15</b>
<b>Fourth Semester</b>		
Emphasis Electives:	Select one course from Emphasis Electives:	3
*BMGT 1327 or	Principles of Management	
*POFM 1317 or	Medical Administrative Support	
***LGLA 1345	Civil Litigation	
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
*Creative Arts or	Select from Creative Arts Core Curriculum	3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
POFT 1300	Career Exploration & Planning	<u>3</u>
		<b>15</b>
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.

\*\*\*Course description is under the Paralegal department.

**Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1327 Principles of Management**

**Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support**

**Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation**

**Office Administration – Office Assistant Certificate** (CIP 52.0408)

Articulated Credit

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
POFT 1309	Business Office Procedures	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	3
ACNT 1303	Introduction to Accounting (QuickBooks)	3
		<b>15</b>
<b>Second Semester</b>		
POFI 2301	Word Processing (Word)	3
**BMGT 1305	Communications in Management	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio)	3
*POFT 1382	Co-op - General Office Occupations & Clerical Services	3
POFT 1300	Career Exploration & Planning	3
		<b>15</b>

Total Credits Required for Office Assistant Certificate Program .....30

\*Capstone course.

\*\*Course description is under the Management department.

**Office Administration – Administrative Support Certificate** (CIP 52.0401)

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
POFT 1309	Business Office Procedures	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	3
ACNT 1303	Introduction to Accounting (QuickBooks)	3
		<b>15</b>
<b>Second Semester</b>		
POFI 2301	Word Processing (Word)	3
POFT 1325	Business Math Using Technology	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio)	3
Emphasis Electives	Select One Course from Emphasis Elective List:	3
ACNT 1311 or	Intro to Computerized Accounting (QuickBooks)	
HITT 1305 or	Medical Terminology	
POFL 1340	Legal Office Procedures II	
POFT 1382	Co-op - General Office Occupations & Clerical Services	3
		<b>15</b>
<b>Third Semester</b>		
** BMGT 1305	Communications in Management	3
POFI 1349	Spreadsheets (Excel)	3
Emphasis Electives	Select One Course from Emphasis Elective List:	3
*BMGT 1327 or	Principles of Management	
*POFM 1317 or	Medical Administrative Support	
*** LGLA 1345	Civil Litigation	
* POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
POFT 1300	Career Exploration & Planning	3
		<b>15</b>

Total Credits Required for Administrative Support Certificate Program .....45

\*Capstone course.

\*\*Course description is under the Management department.

\*\*\*Course description is under the Paralegal department.

**Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1327 Principles of Management**

**Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support**

**Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation**

**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, business and industry, including banks, title companies, insurance firms, governmental agencies, petrochemical companies, etc.

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). A co-op course provides the students with the opportunity to further increase their knowledge and skill levels needed for employment in the legal field.

*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**

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

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

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 Certificate** (CIP 22.0302)

**281-756-3642**

The Paralegal Certificate program is designed for individuals who would like to obtain their paralegal education and enter the job market as quickly as possible. This program is a great option for individuals who presently have an associate or bachelor's degree, from an accredited college, in a different field of study. 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.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
+ ENGL 1301	Composition I	3
LGLA 1301	Legal Research & Writing	3
LGLA 2305	Interviewing & Investigating	3
LGLA 1353	Wills, Trust, and Probate Administration	3
LGLA 2303	Torts and Personal Injury Law	3
<b>Second Semester</b>		
LGLA 1355	Family Law	3
LGLA 1380	Cooperative Ed I - Paralegal	3
LGLA 1345	Civil Litigation	3
LGLA 2313	Criminal Law & Procedure	3
POFI 1301	Computer Applications I	3
<b>Third Semester</b>		
LGLA 1351	Contracts Law	3
LGLA 1359	Immigration Law	3
LGLA 2311	Business Organizations	3
LGLA 2323	Intellectual Property	3
* LGLA 2381	Cooperative Ed II - Paralegal	3

Total Credits Required for Paralegal Certificate. . . . . 45

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

\* Capstone course. 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.



**Purpose:** The Pharmacy Technician Program offers a 2 year curriculum to prepare individuals for an allied health career working in a pharmacy. The program prepares you to take the Pharmacy Technician Certification Exam. Once certified, you will be able to work in retail pharmacies, hospital pharmacies, and mail order pharmacies. The 2 year curriculum provides courses in Management allowing you to gain knowledge needed to move into management.

**Program Requirements:**

1. Have a high school diploma or GED.
2. Apply to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation at any college.
4. Interview with the Department Chair of the program.
5. All students are required to make a C or greater for all pharmacy technician courses.
6. A background check will be conducted by the State of Texas Pharmacy Board when applying for "technician in training" status. You must not have any felonies (in the last 5 years) or drug convictions.
7. A drug test is required for clinical rotation.
8. Current immunizations required for clinical rotation.
9. CPR certification required for clinical rotation.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
+ENGL 1301	Composition I	3
PHRA 1301	Introduction to Pharmacy	3
PHRA 1315	Pharmacy Terminology	3
+SPCH	Select SPCH course from Component Area Options Core Curriculum	3
<b>Second Semester</b>		
BMGT 1327	Principles of Management	3
HRPO 1311	Human Relations	3
PHRA 1305	Drug Classification	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1313	Community Pharmacy Practice	3
<b>Third Semester</b>		
+CHEM 1405	Introductory to Chemistry	4
PHRA 1304	Pharmacy Therapy and Disease Process	3
PHRA 1349	Institutional Pharmacy Practice	3
<b>Fourth Semester</b>		
HRPO 2301	Human Resource Management	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1345	Compounding, Sterile Preparations & Aseptic Techniques	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
<b>Fifth Semester</b>		
+Creative Arts or	Select from Creative Arts Core Curriculum or	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
MRKG 1311	Principles of Marketing	3
PHRA 1291	Special Topics for Pharmacy Technicians	2
*PHRA 2262	Clinical - Pharmacy Technician	2
Total Credits Required for A.A.S. Pharmacy Technician Degree .....		60

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

\* Capstone Course

**Pharmacy Technician Certificate** (CIP 51.0805)

**281-756-3805**

**Purpose:** The Pharmacy Technician Certificate is designed to prepare career oriented persons to take the Pharmacy Technician Certification Exam and enter the field of Pharmacy.

**Program Requirements:**

1. Have a high school diploma or GED.
2. Apply to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation at any college.
4. Interview with the Department Chair of the program.
5. All students are required to make a C or greater for all pharmacy technician courses.
6. A background check will be conducted by the State of Texas Pharmacy Board when applying for "technician in training" status. You must not have any felonies (in the last 5 years) or drug convictions.
7. A drug test is required for clinical rotation.
8. Current immunizations required for clinical rotation.
9. CPR certification required for clinical rotation.

Course Number	Course Title	Credits
<b>First Semester</b>		
PHRA 1305	Drug Classification	3
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1313	Community Pharmacy Practice	3
PHRA 1315	Pharmacy Terminology	3
<b>Second Semester</b>		
PHRA 1349	Institutional Pharmacy Practice	3
PHRA 1304	Pharmacy, Therapy & Disease Process	3
PHRA 1345	Compounding, Sterile Preparations	3
* PHRA 2262	Clinical - Pharmacy Technician	2
Total Credits Required for Pharmacy Technician Certificate .....		26
* Capstone Course		

# Polysomnography - Sleep Medicine

281-756-5655

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

**Purpose:** Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a degree that includes lectures, lab experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT).

The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

## Admission Requirements

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

- a. be a high school or GED graduate.
- b. make an application to Alvin Community College and fulfill the admission requirements.
- c. make an application to the Polysomnography program.
- d. submit official transcripts of all previous college work to ACC Enrollment Services Center.
- e. demonstrate an understanding of the responsibilities, duties and technical standards for the Polysomnography profession..
- f. have completed the HESI A2 Entrance Exam and complete BIOL 2401, BIOL 2402, and ENGL 1301 with a grade no lower than a "C" before the January start date.
- g. interview with the Program Director
- h. complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
- i. not currently be on suspension or academic probation.
- j. have current CPR certification - AHA Health Care Provider (will be taught in HPRS 1310).
- k. must have a negative criminal background check and a clear drug screen as condition of full acceptance into the program.
- l. have proof of medical health insurance.

## Progression Policy

1. The Polysomnography students will abide by the admission and curriculum requirements of the Polysomnography Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Polysomnography Program, all Polysomnography 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 Polysomnography 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 Polysomnography 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 three (3) years after initial acceptance.

## Advanced Standing

1. **Advanced standing applies to those Polysomnography** personnel who have work experience and have not completed the associate degree program.
2. Polysomnography professional with at least two (2) years full-time experience in the field will have the opportunity to challenge polysomnography courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.
4. Not all Polysomnography courses may be challenged. For each credit hour granted by examination, a credit must be taken on this campus.

**Polysomnography - Sleep Medicine** (CIP 51.0903)

**281-756-5655**

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

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Pre-requisites</b>		
* +BIOL 2401	Anatomy & Physiology I	4
* +BIOL 2402	Anatomy & Physiology II	4
* +ENGL 1301	Composition I	3
<b>First Semester (Spring)</b>		
HPRS 1304	Basic Health Profession Skills	3
PSGT 1205	Neurophysiology of Sleep	2
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1340	Sleep Disorders	3
PSGT 1400	Polysomnography I	4
<b>Second Semester (Summer)</b>		
PSGT 1260	Clinical I - Polysomnography	2
PSGT 2205	Sleep Scoring & Staging	2
RSPT 1310	Respiratory Care Procedures I	3
<b>Third Semester (Fall)</b>		
PSGT 2411	Polysomnography II	4
PSGT 2660	Clinical II - Polysomnography	6
RSPT 2239	Advanced Cardiac Life Support	2
* Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
<b>Fourth Semester (Spring)</b>		
PSGT 1191	Special Topics in ENDT	1
PSGT 2250	Infant and Pediatric Polysomnography	2
** PSGT 2661	Clinical III - Polysomnography	6
* Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum	3
* Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	

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

- + Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
- \* Pre-requisite courses must be completed before January start date.
- \*\* Capstone Course

**Purpose**

Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods. PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, lab experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT.)

**Admission Requirements**

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

- a. make an application to Alvin Community College and fulfill the admission requirements.
- b. make an application to the Polysomnography program.
- c. have an Associate Degree in a Health Care field.
- d. submit official transcripts from college where above degree was granted.
- e. submit appropriate state licensure and/or credentials.
- f. interview with the Program Director
- g. complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
- h. not currently be on suspension or academic probation.
- i. have current CPR certification - AHA Health Care Provider.
- j. have a negative criminal background check and a clear drug screen as a condition of full acceptance into the program.
- k. must have proof of medical health insurance

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Spring Semester</b>		
PSGT 1205	Neurophysiology of Sleep	2
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1340	Sleep Disorders	3
PSGT 1400	Polysomnography I	4
<b>Summer Semester</b>		
PSGT 1260	Clinical I - Polysomnography	2
PSGT 2205	Sleep Scoring & Staging	2
* RSPT 1310	Respiratory Care Procedures	3
<b>Fall Semester</b>		
PSGT 2411	Polysomnography II	4
PSGT 2660	Clinical II - Polysomnography	6
RSPT 2239	Advanced Cardiac Life Support	2
<b>Spring Semester</b>		
PSGT 1191	Special Topics in ENDT	1
PSGT 2250	Infant and Pediatric Polysomnography	2
** PSGT 2661	Clinical III - Polysomnography	6

Total Credits Required for Advanced Technical Certificate in Polysomnography . . . . . 40

\*Student must take RSPT 1310 (Respiratory Care Procedures) if he/she is not a Registered Respiratory Therapist

\*\*Capston Course.

# Process Technology (CIP 41.0301)

**281-756-3785**

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

**Purpose:** The Process Technology associate level program offers students core courses related to Process Operations that will prepare them to become process technicians in the refining, petrochemical, power generation, oil and gas production, food and other process industries. Technical knowledge and skills will be gained in areas such as operating equipment, instrumentation systems, process systems, process troubleshooting and computer applications. The associate program will take four semesters to complete. Graduates from the program will be prepared for entry level employment as process technicians.

**Program Requirements:** In addition to the general requirements for admission to ACC, entry into the Process Technology program requires basic proficiency in English, Reading, and Math.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
*** PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health, and Environment	3
* MATH 1332 or	Contemporary Mathematics I	3
* MATH 1314 or	College Algebra	
MATH 1333	Contemporary Math for Tech	
* ENGL 1301	Composition I	3
<b>Second Semester</b>		
SCIT 1414	Applied General Chemistry	4
*** PTAC 1310	Process Technology I (Equipment)	3
PTAC 1332	Process Instrumentation I	3
* Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
<b>Summer Semester</b>		
*** PTAC 2420	Process Technology II (Systems)	4
CTEC 1401	Applied Petrochemical Technology (Physics)	4
*** PTAC 2436	Process Instrumentation II	4
* Creative Arts or	Select from Creative Arts Core Curriculum	3
* Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
<b>SECOND YEAR</b>		
<b>First Semester</b>		
*** PTAC 2446	Process Troubleshooting	4
*** PTAC 1354 or	Industrial Processes	3
** CTEC 2380	Cooperative Ed-Process Technology	
***> PTAC 2438	Process Technology III (Operations)	4
PTAC 2314	Quality, Statistical Process Control & Economics	3
<b>Second Semester</b>		
* SPCH 1315 or	Public Speaking	3
* SPCH 1318	Interpersonal Communications	
TECM 1303	Technical Calculations	3

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

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

> Capstone Course - Can not be substituted.

\*\* Requires Department Chair approval.

\*\*\* Denotes a series of Pre-Requisite Process Technology Courses. A grade of "D" is not considered a passing grade and the course should be retaken.

**Process Technology Certificate** (CIP 41.0301)

**281-756-3785**

**Purpose:** The Process Technology certificate level program is designed to prepare students for entry level trainee jobs in the process industries. Time for completion is one-and-one-half years.

**Program Requirements:** A certificate student will take the following curriculum to achieve the certificate in Process Technology.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>First Semester</b>		
*** PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health and Environment in the Process Industry	3
<b>Second Semester</b>		
SCIT 1414	Applied General Chemistry	4
*** PTAC 1310	Process Technology I (Equipment)	3
PTAC 1332	Process Instrumentation I	3
<b>Summer (Third) Semester</b>		
*** > PTAC 2420	Process Technology II (Systems)	4
CTEC 1401	Applied Petrochemical Technology (Physics)	4
<b>Fourth Semester</b>		
*** PTAC 2446	Process Troubleshooting	4
*** PTAC 2438	Process Technology III (Operations)	4
PTAC 2314	Quality, Statistical Process Control & Economics	3
Total Credits Required for Process Technology Certificate .....		35

> Capstone Course - Can not be substituted.

\*\*\* Denotes a series of Pre-Requisite Process Technology Courses. A grade of "D" is not considered a passing grade and the course should be retaken.

**Respiratory Care****281-756-5661****Associate of Applied Science Degree Program (A.A.S.)**

**Purpose:** The Respiratory Care Department offers a two-year program that prepares individuals for an allied health specialty in the clinical care and management of respiratory disorders. The graduate will possess advanced, intensive-care skills to assess, monitor and evaluate adult, pediatric and neonatal patients on mechanical ventilation. Respiratory therapists practice in a variety of settings, including intensive care units, neonatal/pediatric special care areas, general hospital floors, emergency/trauma units, extended care and rehabilitation facilities, and the home care environment. Respiratory Care courses consist of classroom, lab and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Therapist Multiple-Choice Examination and the Clinical Simulation Examination. Texas requires that respiratory care practitioners obtain a state license to practice respiratory care. The program is affiliated with several community hospitals including Ben Taub, Texas Children's, Memorial-Hermann, Methodist, St Luke's Episcopal Hospital, and eleven other clinical affiliates. The program (CoARC #200307) is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021-4244, 817-283-2835, www.coarc.com.

**Admission Requirements:**

1. To be considered for admission to the respiratory care program, the applicant must:
  - a. be a high school or GED graduate.
  - b. make application to ACC and fulfill the admission requirements, including THEA.
  - c. make application to the respiratory care program.
  - d. submit official transcripts of all previous college work to ACC Registrar's Office.
  - e. applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through observation and discussion with a practicing therapist. Contact the director for details.
  - f. have completed the HESI A2 Entrance Exam and complete BIOL 2401, BIOL 2402 and ENGL 1301 with a grade no lower than a "C" prior to admission. Biology grades and test scores must be within 5 years of the time of application.
  - g. complete a physical examination form which includes TB skin test, and immunizations upon acceptance to the program.
  - h. as a condition of full acceptance into the program, a student must have a negative criminal background check and a clear drug screen.
  - i. personal health insurance is required.
  - j. a current CPR card is not required prior to acceptance. A CPR course will be taught in RSPT 1429.
  - k. not currently be on suspension or academic probation from ACC or another college or university.
2. Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
3. Transfer students must complete the following:
  - a. meet the above admission criteria.
  - b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
  - c. provide the Respiratory Care Department with a description and/or syllabus of each respiratory course being considered for transfer. .
  - d. Must complete a minimum of 18 semester hours at ACC in order to be considered a graduate.
4. Program begins in August.

**Alternate Enrollment:**

1. Alternate enrollment applies to those respiratory care personnel who are licensed and have not completed the associate degree.
2. Respiratory care professionals with at least two years' full-time experience in the field will have the opportunity to challenge respiratory care courses. These courses must be challenged in sequence unless permission is otherwise granted by the program director.

**Progression Policies:**

1. Respiratory care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the respiratory care program, all respiratory care 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 respiratory care or academic course will be acceptable for progression.
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. A student who makes a D or F in any science/respiratory care course may repeat that course once in order to obtain a C or better.
6. 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 the ability to perform satisfactorily.
7. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
8. Students must complete the program within four years after initial acceptance.



# Respiratory Care (CIP 51.0908)

281-756-5661

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

Course Number	Course Title	Credits
<b>Prerequisites</b>		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	3
<b>FIRST YEAR</b>		
<b>Fall Semester</b>		
RSPT 1166	Practicum-Respiratory Care Therapist	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2
RSPT 1331	Basic Respiratory Care Fundamentals II	3
RSPT 1225	Respiratory Care Sciences	2
RSPT 1429	Respiratory Care Fundamentals I	4
<b>Spring Semester</b>		
+Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum <b>or</b>	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
RSPT 1266	Practicum I - Respiratory Care Therapist	2
RSPT 2217	Respiratory Care Pharmacology	2
RSPT 2310	Cardiopulmonary Disease	3
RSPT 2414	Mechanical Ventilation I	4
<b>Summer Semester</b>		
RSPT 1262	Clinical II - Respiratory Care Therapist	2
RSPT 2305	Pulmonary Diagnostics	3
RSPT 2314	Mechanical Ventilation II	3
<b>SECOND YEAR</b>		
<b>Fall Semester</b>		
RSPT 2355	Critical Care Monitoring	3
RSPT 2266	Practicum III - Respiratory Care Therapist	2
RSPT 2453	Neonatal/Pediatric Cardiopulmonary Care	4
BIOL 2420	Microbiology for Non-Science Majors	4
<b>Spring Semester</b>		
*RSPT 2131	Simulations in Respiratory Care	1
RSPT 2267	Practicum IV - Respiratory Care Therapist	2
RSPT 2166	Practicum V - Respiratory Care Therapist	1
RSPT 1191	Special Topics in Respiratory Therapy	1
+Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
Total Credits Required for A.A.S. Respiratory Care .....		66

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

\* Capstone Course

# Course Descriptions

## Academic Foundations

Patricia Konovalov, Department Chairperson  
Margaret Ellen Birdwell, Elizabeth Hall

**NOTE: Non-Course-Based sections offer students small group or individualized help with language.** These options provide help with developing Reading and Writing skills. Students who are not required to take Non-Course-Based classes may elect to take them to improve their Reading and Writing skills. NCCI 0101 provides specialized help to bilingual students currently enrolled in ENGL 1301.

**NOTE: Developmental Integrated Reading and Writing skills are taught in INRW 0309 / INRW 0310.** These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading and writing abilities. One or all of the courses may be required by state law or by the ACC Developmental Education Plan for students whose scores on placement tests fall below established cutoff levels.

### INRW 0309 Developmental Integrated Reading & Writing I (3 credits)

INRW 0309 is an introductory course that prepares students for college success through the integration of critical reading and academic writing skills. (3 lecture and 1 lab hours per week and academic coaching). Prerequisite: Appropriate TSI test scores. [CB32.0108.5912]

### INRW 0310 Developmental Integrated Reading & Writing II (3 credits)

INRW 0310 is the more advanced course that prepares students for college success through the integration of critical reading and academic writing skills. (3 lecture, 1 lab hour per week and academic coaching). Successful completion of this course fulfills TSI requirements for reading and/or writing. Prerequisite: INRW 0309 or appropriate TSI test scores. [CB32.0108.5912]

### NCCI 0101 Writing for Non-Native Speakers (1 credit)

Focuses on strategies and techniques of writing and composition. Open only to non-native speakers. NCCI is a companion non-course based option to ENGL 1301 and ENGL 1302 for international students and non-native speakers. Topics include

American academic rhetorical structure, cultural expectations, student-specific English grammar and language patterns, as well as supporting ENGL 1301 instruction. NCCI is a Non-Course Based ESOL class. (1 lecture hour per week). [CB32.0108.6312]

### NCCN 0101 ESOL Self Paced Study (1 credit)

Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Combines technology-based instruction with tutorials to help students pursue personal goals. (1 lecture hour per week) [CB32.0108.6412]

### NCRW 0200 Non-Course Basic Reading and Writing (2 credit)

Features the integration of critical reading and academic writing skills. Small group, project-based instruction to improve literacy skills, build confidence and expand knowledge of the English language. (2 lecture hours per week.) [CB32.0108.6912]

### ESOL 0301 ESOL Oral Communication (3 credits)

Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Focus on increasing English fluency from basic to mid-intermediate levels. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). [CB32.0108.5512]

### ESOL 0302 ESOL Reading and Vocabulary (3 credits)

Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Focus on increasing English fluency from mid-intermediate to advanced levels, with an emphasis on preparation for academic classes. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). [CB32.0108.5612]

## Accounting

Susan Weatherford Department Chairperson

### ACCT 2301 Principles of Financial Accounting (3 credits)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent. (3 lecture and 1 lab hours per week). [CB5203015104]

### ACCT 2302 Principles of Managerial Accounting (3 credits)

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. (3 lecture and 1 lab hours per week). Prerequisite: ACCT 2301. [CB5203015104]

## Anthropology

Traci Elliott, Department Chairperson

### ANTH 2301 Physical Anthropology (3 credits)

The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health,

and ethics in the discipline.(3 lecture hours per week) Prerequisites: TSI Met. [CB45.0301.5125]

**ANTH 2302**  
**Introduction to Archeology**  
(3 credits)

The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline. (3 lecture hours per week) Prerequisites: TSI Met. [CB45.0301.5125]

**ANTH 2346**  
**General Anthropology**  
(3 credits)

The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline. (3 lecture hours per week) Prerequisites: TSI Met. [CB45.0201.5125]

**ANTH 2351**  
**Cultural Anthropology**  
(3 credits)

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline. (3 lecture hours per week) Prerequisites: TSI Met. [CB45.0201.5325]

**Arts**

*Dennis LaValley, Department Chairperson*  
*Carlos Ordonez*

**ARTS 1301**  
**Art Appreciation**  
(3 credits)

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. (3 lecture hours per week). Prerequisites: TSI Met. [CB50.0703.5126]

**ARTS 1303**  
**Art History I**  
(3 credits)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. (3 lecture hours per week). Prerequisites: TSI Met. [CB50.0703.5226]

**ARTS 1304**  
**Art History II**  
(3 credits)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. (3 lecture hours per week). Prerequisites: TSI Met. [CB50.0703.5226]

**ARTS 1311**  
**Design I**  
(3 credits)

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

**ARTS 1312**  
**Design II**  
(3 credits)

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

**ARTS 1316**  
**Drawing I**  
(3 credits)

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. (3 lecture & 3 lab hours per week) [CB50.0705.5226]

**ARTS 1317**  
**Drawing II**  
(3 credits)

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 [CB50.0705.5226]

**ARTS 2316**  
**Painting I**  
(3 credits)

Exploration of ideas using painting media and techniques. (3 lecture & 3 lab hours per week). [CB50.0708.5226]

**ARTS 2317**  
**Painting II**  
(3 credits)

Exploration of ideas using painting media and techniques. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 2316. [CB50.0708.5226]

**ARTS 2326**  
**Sculpture I**  
(3 credits)

Exploration of ideas using sculpture media and techniques. (3 lecture & 3 lab hours per week) [CB50.0709.5126]

**ARTS 2341**  
**Arts Metal I**  
(3 credits)

Exploration of ideas using basic techniques in jewelry and metal construction. (3 lecture & 3 lab hours per week) [CB50.0713.5126]

**ARTS 2346**  
**Ceramics I**  
(3 credits)

Exploration of ideas using basic ceramic processes. (3 lecture & 3 lab hours per week) [CB50.0711.5126]

**ARTS 2347**  
**Ceramics II**  
(3 credits)

Exploration of ideas using basic ceramic processes. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. [CB50.0711.5126]

**ARTS 2348**  
**Digital Art I**  
(3 credits)

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. (3 lecture & 3 lab hours per week) [CB50.0402.5226]

**ARTS 2356**  
**Photography I**  
(3 credits)

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. (3 lecture & 3 lab hours per week) [CB50.0605.5126]

**ARTS 2357**  
**Photography II**  
(3 credits)

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 [CB50.0605.5126]

**ARTS 2366**  
**Watercolor I**  
(3 credits)

Exploration of ideas using water-based painting media and techniques. (3 lecture & 3 lab hours per week) [CB50.0708.5326]

**Astronomy**

*Dora Devery, Department Chairperson  
Joseph Mills*

**ASTR 1403  
Stars and Galaxies  
(4 credits)**

Study of stars, galaxies, and the universe outside our solar system. Cross-listed as PHYS 1403. (3 lecture and 3 lab hours per week) [CB40.0201.5103]

**ASTR 1404  
Solar System  
(4 credits)**

Study of the sun and its solar system, including its origin. Cross-listed as PHYS 1404. (3 lecture and 3 lab hours per week) [CB40.0201.5203]

**Biology**

*Dwight Rhodes, Department Chairperson  
John Matula, Tommy Dan Morgan,  
Stephanie Havemann*

**BIOL1308  
Biology for Non-Science Majors I  
(3 credits)**

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. (3 lecture hours per week). Prerequisite: TSI Met. [CB26.0101.5103]

**BIOL1309  
Biology for Non-Science Majors II  
(3 credits)**

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. (3 lecture hours per week). Prerequisite: TSI Met. [CB26.0101.5103]

**BIOL1322  
Nutrition & Diet Therapy  
(3 credits)**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Cross-listed with HECO 1322. [CB19.0501.5109]

**BIOL1406  
Biology for Science Majors I  
(4 credits)**

Fundamental principles for living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and

classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. [CB26.0101.5103]

**BIOL 1407  
Biology for Science Majors II  
(4 credits)**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. [CB26.0101.5103]

**BIOL 2306  
Environmental Biology  
(3 credits)**

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. (3 lecture hours per week). Prerequisite: TSI Met [CB03.0103.5101]

**BIOL 2401  
Anatomy and Physiology I  
(4 credits)**

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. [CB26.0707.5103]

**BIOL 2402  
Anatomy and Physiology II  
(4 credits)**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. (3 lecture and 3 lab hours per week). Prerequisite: BIOL 2401. [CB26.0707.5103]

**BIOL 2420  
Microbiology for Non-Science Majors  
(4 credits)**

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. (3 lecture and 3 lab hours per week). Prerequisites: Either BIOL1406 or BIOL 1407, or BIOL 2401, or BIOL 2402. [CB26.0503.5103]

**Business Administration****BUSI 1301  
Business Principles  
(3 credits)**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. (3 lecture hours per week). [CB52.0101.5104]

**BUSI 1307  
Personal Finance  
(3 credits)**

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. (Cross-listed as HECO 1307) NOTE: This course is not part of the business field of study and may not transfer toward a degree in business. (3 lecture hours per week). [CB 19.0401.5109]

**BUSI 2301  
Business Law  
(3 credits)**

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law,

intellectual property, and business law in the global context. (3 lecture hours per week) Prerequisites: INRW 0309, INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB22.0101.5124]

## Chemistry

*Dora Devery, Department Chairperson  
Brian Berger, Esther Kempen*

### CHEM 1405 Introductory Chemistry I (4 credits)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. [CB40.0501.5103]

### CHEM 1411 General Chemistry I (4 credits)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases and an introduction to thermodynamics and descriptive chemistry. It is recommended to have had previous coursework in chemistry within the last five years; at least high school chemistry or CHEM 1405. (3 lecture and 3 lab hours per week). Prerequisites: MATH 1314. [CB40.0501.5403]

### CHEM 1412 General Chemistry II (4 credits)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. It is recommended that a student receive a grade of a "C" or better in CHEM 1411 before taking this course. (3 lecture and 3 lab hours per week) Prerequisite: CHEM 1411. [CB40.0501.5703]

### CHEM 2423 Organic Chemistry I (4 credits)

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity,

reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. It is recommended that a student receive a grade of a "C" or better in CHEM 1412 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 1412. [CB40.0504.5203]

### CHEM 2425 Organic Chemistry II (4 credits)

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. It is recommended that a student receive a grade of "C" or better in BHEM 2423 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 2423. [CB40.0504.5203]

## Child Development / Education

*Jeanine M. Wilburn, Department Chairperson*

### CDEC 1303 Family, School and Community (3 credits)

Study of the child, family, community, and school. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). [CIP19.0706]

### CDEC 1311 Educating the Young Child (3 credits)

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities

standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). [CIP19.0706]

### CDEC 1313 Curriculum Resources for Early Childhood Programs (3 credits)

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; develop guidelines for creating learning environments; describe teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). [CIP19.0709]

### CDEC 1317 Child Development Associate Training I (3 credits)

Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication. The student will identify methods to advance physical and intellectual competence; describe the CDA process; develop observation skills and summarize child growth and development; and utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (3 lecture and 1 lab hours per week). [CIP19.0709]

### CDEC 1318 Wellness of the Young Child (3 credits)

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). [CIP19.0706]

**CDEC 1319****Child Guidance  
(3 credits)**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. The student will describe theories related to child guidance; explain how guidance promotes autonomy, self-discipline, and pro-social skills; identify familial and cultural influences on child guidance; and apply guidance techniques. (3 lecture hours per week). [CIP19.0709]

**CDEC 1321****The Infant and Toddler  
(3 credits)**

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of teacher/child interactions and positive guidance techniques; design learning environments; and select materials and activities for infants and toddlers. (3 lecture hours per week). [CIP19.0709]

**CDEC 1354****Child Growth and Development  
(3 credits)**

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (3 lecture hours per week). [CIP19.0706]

**CDEC 1356****Emergent Literacy for Early Childhood  
(3 credits)**

An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. The student will define literacy and emergent literacy; analyze theories of language development; describe the teacher's role in promoting emergent literacy; and create literacy environments and experiences for children. (3 lecture and 1 lab hours per week). [CIP19.0706]

**CDEC 1358****Creative Arts for Early Childhood  
(3 credits)**

An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through

process-oriented experiences to support divergent thinking for children birth through age eight. The student will define the creative process; describe developmental sequences of creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts; identify components of creative environments; and assess creative arts activities. (3 lecture and 1 lab hours per week). [CIP19.0709]

**CDEC 1359****Children With Special Needs  
(3 credits)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; identify legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families; and identify materials and resources, including current technology, to support learning in all domains for each and every child. (3 lecture hours per week). [CIP19.0709]

**CDEC 1384****Cooperative Ed. In Child Development I  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: 6 hours of CDEC [CIP19.0706]

**CDEC 2307****Math and Science for Early Childhood  
(3 credits)**

Exploration of principles, methods, and materials for teaching children math and science concepts and process skills through

discovery and play. The student will align the sequence of cognitive development to the acquisition of math and science concepts; explain the scientific process and its application to early care and education environments; develop strategies which promote critical thinking and problem-solving skills in children; plan discovery experiences using observation and assessment; and evaluate developmentally appropriate materials, equipment, and environments to support the attainment of math and science concepts and skills. (3 lecture and 1 lab hours per week). [CIP19.0709]

**CDEC 2322****Child Development Associate Training II  
(3 credits)**

A continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. The student will explain methods to establish and maintain a safe, healthy learning environment; describe ways to support social and emotional development; describe techniques used to provide positive guidance; and utilize skills in writing, speaking, problem-solving, time management, and record keeping. (2 lecture and 4 lab hours per week). [CIP19.0709]

**CDEC 2324****Child Development Associate Training III  
(3 credits)**

Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management and professionalism. Describe methods to establish positive and productive relationships with families; explain methods to ensure a well-run, purposeful program responsive to participant needs; identify how to maintain a commitment to professionalism; and utilize skills in writing, speaking, problem-solving, time management, and record keeping. (2 lecture and 4 lab hours per week). [CIP19.0709]

**CDEC 2384****Cooperative Ed. In Child Development II  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the

occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: CDEC 1384. [CIP19.0706]

**CDEC 2426**  
**Administration of Programs for Children I**  
**(4 credits)**

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Student will develop an initial operational plan; identify the functions of an administrator; and evaluate an early care and education program. (3 lecture and 2 lab hours per week). [CIP19.0708]

**CDEC 2428**  
**Administration of Programs for Children II**  
**(4 credits)**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships. Student will discuss codes of ethical conduct; explain the administrator's role in advocacy; describe interpersonal management skills; explain legal issues; and evaluate parent involvement strategies. (3 lecture and 2 lab hours per week). [CIP19.0708]

**EDUC 1301**  
**Introduction to the Teaching Profession**  
**(3 credits)**

An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and includes 16 hours of field-experience in P-12 schools. (3 lecture and 1 lab hour per week) Prerequisite: TSI Met. [CB13.0101.5109]

**EDUC 2301**  
**Introduction to Special Populations**  
**(3 credits)**

An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and includes 16 hours of field-based in P-12 classrooms with special populations. (3 lecture & 1 lab hour per week). Prerequisite: EDUC 1301. [CB13.1001.5109]

**TECA 1303**  
**Family, School and Community**  
**(3 credits)**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences. (3 lecture and 1 field experience hour per week). Prerequisite: TSI Met. [CB13.0101.5209]

**TECA 1311**  
**Educating Young Children**  
**(3 credits)**

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences. (3 lecture and 1 field experience hour per week). Prerequisite: TSI Met. [CB13.1202.5109]

**TECA 1318**  
**Wellness of the Young Child**  
**(3 credits)**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. (3 lecture and 1 field experience hour per week). Prerequisite: TSI Met. [CB13.01015309]

**TECA 1354**  
**Child Growth and Development**  
**(3 credits)**

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (3 lecture hours per week). Corequisite: TSI Met. [CB13.1202.5209]

**Communications**

*William C. Lewis, Department Chairperson*  
*Mark Moss, Jason Nichols*

**COMM 1307**  
**Introduction to Mass Communication**  
**(3 credits)**

Survey of basic content and structural elements of mass media and their functions and influences on society. (3 lecture hours per week). [CB09.0102.51 06]

**COMM 1318 Photography I**  
**3 credits**  
**(Cross-listed as ARTS 2356)**

Introduction to the basics of photography, including techniques and equipment operation. Photographic equipment provided. (2 lecture and 4 lab hours per week). [CIP 50.0605.5126]

**COMM 1319 Photography II**  
**3 credits**  
**(Cross-listed as ARTS 2357)**

This course extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. An introduction to DSLR technology in video

applications will be included. Photographic equipment provided. (2 lecture and 4 lab hours per week). Prerequisite: COMM 1318 or ARTS 2356. [CIP 50.0605.5226]

**COMM 1336  
Video Production I  
(3 credits)**

Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs. (2 lecture and 4 lab hours per week). [CB10.0202.5206]

**COMM 1337  
Video Production II  
(3 credits)**

Practical experience in the operation of television studio, control room equipment and field production equipment and includes both pre- and post-production needs. (2 lecture and 4 lab hours per week). [CB10.0202.52 06]

**COMM 2303  
Audio Production  
(3 credits)**

Practical experience in the operation of audio equipment, including both pre- and post-production needs. (2 lecture and 2 lab hours per week) [CB10.0202.51 06]

**COMM 2311  
Media Writing  
(3 credits)**

Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content. (2 lecture and 4 lab hours per week) [CB09.0401.57 06]

**COMM 2324  
Practicum in Electronic Media  
3 credits**

Lecture and lab instruction and participation. (1 lecture and 5 lab hours per week) [CIP 09.0701.5306]

**COMM 2327  
Introduction to Advertising  
(3 credits)**

Fundamentals of advertising including theory and strategy, copywriting, design, and selection of media. (3 lecture hours per week). [CIP 09.0903.51 06]

**COMM 2331  
Radio/Television Announcing  
(3 credits)**

Principles of announcing: study of voice, diction, pronunciation, and delivery.

Experience in various types of announcing. Study of phonetics is recommended. (3 lecture hours per week). [CB 09.0701.54 06]

**COMM 2332  
Radio/Television News  
(3 credits)**

Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) [CB09.0402.52 06]

**COMM 2366  
Introduction to Cinema  
(3 credits)**

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (2 lecture and 4 lab hours per week). [CB50.0602.51 26]

**RTVB 1150  
Radio Experience I  
(1 credit)**

Laboratory experience in radio operation and announcing by broadcasting on a radio station. (4 lab hours per week). [CIP 09.0701]

**RTVB 1250  
Radio Experience I  
(2 Credits)**

Lab experience in radio operation and announcing by broadcasting on a radio station. (1 lecture & 2 lab hours per week) [CIP 09.0701]

**RTVB 1301  
Broadcast News Writing  
(3 credits)**

Instruction in the writing of news copy for broadcast. (2 lecture and 4 lab hours per week). [CIP09.0701]

**RTVB 1309  
Audio/Radio Production I  
(3 credits)**

Concepts and techniques of sound production including basic recording, mixing, and editing techniques. (2 lecture and 2 lab hours per week) [CIP09.0701]

**RTVB 1321  
TV Field Production  
(3 credits)**

Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. (2 lecture and 4 lab hours per week) [CIP09.0701]

**RTVB 1325  
TV Studio Production  
(3 credits)**

Basic television production planning and techniques including video, audio and lighting equipment commonly used in a studio. (2 lecture and 4 lab hours per week) [CIP09.0701]

**RTVB 1329  
Scriptwriting  
(3 credits)**

Writing scripts for film and electronic media. Emphasizes format and style for commercials, public service announcements, promos, news, and documentaries. (2 lecture and 4 lab hours per week) [CIP09.0701]

**RTVB 1355  
Radio and Television Announcing  
(3 credits)**

Radio and television announcing skills such as voice quality, articulation, enunciation, and pronunciation. Includes preparation for on air and voice over positions. (2 lecture and 4 lab hours per week) [CIP09.0701]

**RTVB 1380,1381, 2380, 2381  
Cooperative Education – Radio and Television  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) . [CIP09.0701]

**RTVB 1391  
Special Topics in Radio and Television Broadcasting  
(3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 lecture and 4 lab hours per week) [CIP09.0701]

**RTVB 2250  
Radio Experience II  
(2 credits)**

Advanced lab experience in radio operation and announcing by broadcasting on a radio station. (4 lab hours per week). [CIP 09.0701]



**RTVB 2331**  
**Audio/Radio Production III**  
**(3 credits)**

Advanced concepts in audio/radio recording and editing. Includes digital editing, sound processing systems, and multi-track mix-down recording techniques. (2 lecture and 4 lab hours per week) [CIP09.0701]

**RTVB 2337**  
**TV Production Workshop I**  
**(3 credits)**

Design and production of video content for location or studio shoots adhering to deadline and quality control restrictions. (2 lecture and 4 lab hours per week) [CIP09.0701]

**RTVB 2340**  
**Portfolio Development**  
**(3 credits)**

Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester. (1 lecture and 7 lab hours per week) Prerequisite: RTVB 1301 or COMM 2311 [CIP 09.0701]

**Computer Information Technology**

*Dianna Smith, Department Chairperson  
 Cathy LeBouef, Richard Melvin*

***It is the responsibility of all students taking a computer internet course(s) to contact their instructor(s) at the beginning of the semester.***

***In the BCIS 1305 or COSC 1301, Internet course, it is necessary for students to use the same textbook and software version that is being used at Alvin Community College Computer Information Technology Department. This allows students to locate correct assignments and examples. Internet students taking a computer course have access to the computer laboratories when space is available. In internet programming courses, it is recommended that students use the same software that is used at ACC. The student accepts the responsibility of installing the necessary software and creating the necessary files. Internet students taking a computer programming course have access to the laboratories when space is available.***

**BCIS 1305**  
**Business Computer Applications**  
**(3 credits)**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (2 lecture and 4 lab hours per week). [CB 11.0202.5204]

**BCIS 1405**  
**Business Computer Applications**  
**(4 credits)**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (3 lecture and 3 lab hours per week). [CIB11.0202.5404]

**COSC 1301**  
**Introduction to Computing**  
**(3 credits)**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (2 lecture and 4 lab hours per week). [CB 11.0101.5107]

**COSC 1420**  
**Computer Programming -- C++**  
**(4 credits)**

Introduces the fundamental concepts of structured programming in the "C++" language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or COSC 1415. [CB 11.0201.5207]

**COSC 1430**  
**Computer Programming - JAVA**  
**(4 credits)**

Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design,

development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431, or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. [CB11.0201.5207]

**COSC 1436**  
**Programming Fundamentals I - C++**  
**(4 credits)**

Introduces the fundamental concepts of structured programming using C++ and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, datatypes, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course is included into the Field of Study Curriculum for Computer Science. (3 lecture and 3 lab hours per week) Prerequisite: BCIS 1305 or COSC 1301 or 1415. [CB11.0201.5507]

**COSC 1437**  
**Programming Fundamentals II - JAVA**  
**(4 credits)**

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design using JAVA. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (3 lecture and 3 lab hours per week). Prerequisite: COSC 1436 [CB11.0201.5607]

**COSC 2315**  
**Data Structures**  
**(3 credits)**

Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course. (3 lecture hours per week). Prerequisite: COSC 1420 or COSC 1437 or ITSE 1407. [CB11.0201.5307]

**COSC 2425**  
**Computer Organization and Machine Language**  
**(4 credits)**

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. [CB11.0201.5407]

**COSC 2436**  
**Programming Fundamentals III - Oracle**  
**(4 credits)**  
 Further applications of programming techniques, introduction the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (3 lecture and 3 lab hours per week) Prerequisite: COSC 1437. [CB11.0201.5707]

**GAME 1436**  
**Introduction to 3-D Game Modeling**  
**(4 credits)**  
 Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in real-time. (3 lecture and 3 lab hours per week) . [CIP 10.0304]

**GAME 2409**  
**Video Game Art II**  
**(4 credits)**  
 A study of industry-used, game-art techniques and its applications of game art assets. Utilizes tools and advanced techniques in the creation of assets for a game engine. 2D and 3D graphics, sound, and animation. Includes object-oriented design of games, discrete event simulation and state machines, management of game time, and game Graphical User Interface implementation. (3 lecture and 3 lab hours per week). Prerequisite: GAME 1436. [CIP 10.0304]

**IMED 2415**  
**Web Design**  
**(4 credits)**  
 A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. (3 lecture and 3 lab hours per week) [CIP 11.0801]

**ITMT 1302**  
**Windows Seven Configuration**  
**(3 credits)**  
 A study of Windows Seven operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions; security features; network connectivity; setup of external devices; optimization and customization; and deployment of application, with hand-on experience. (2 lecture and 2 lab hours per week). [CIP 11.0901]

**ITMT 2301**  
**Windows Server 2008 Network Infrastructure Configuration**  
**(3 credits)**  
 A course in Windows Server 2008 networking infrastructure to include installation, configuration, and troubleshooting of Internet Protocol (IP) addressing, network services and security. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITMT 2302**  
**Windows Server 2008 Active Directory Configuration**  
**(3 credits)**  
 A study of Active Directory Service on Windows Server 2008. Concepts of resource management within an enterprise network environment. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITMT 2322**  
**Windows Server 2008 Applications Infrastructure Configuration**  
**(3 credits)**  
 A course in the installation, configuring, maintaining, and troubleshooting of an Internet Information Services (IIS) 7.0 web server and Terminal Services in Windows Server 2008. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. [CIP 11.0901]

**ITMT 2351**  
**Windows Server 2008: Server Administrator**  
**(3 credits)**  
 Knowledge and skills for the entry-level server administrator or information technology (IT) professional to implement, monitor and maintain Windows Server 2008 servers. (2 lecture & 2 lab hours per week). [CIP 11.0901]

**ITMT 2356**  
**Windows Server 2008: Enterprise Administrator**  
**(3 credits)**  
 A capstone course in the design of Windows Server 2008 Enterprise Network Infrastructure that meets business and technical IT requirements for network services. (2 lecture & 2 lab hours per week). Prerequisite: ITMT 2302. [CIP 11.0901]

**ITNW 1313**  
**Computer Virtualization**  
**(3 credits)**  
 Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management

of computer virtualization workstation and servers. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITNW 1325**  
**Fundamentals of Networking**  
**(3 credits)**  
 Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 lab hours per week). Prerequisite: ITNW-1358. [CIP 11.1002]

**ITNW 1353**  
**Supporting Network Server Infrastructure**  
**(3 credits)**  
 Installing, configuring, managing, and supporting a network infrastructure. Install and configure DHCP, DNS, remote access, network security using public key infrastructure; integrate network services; and deploy operating systems using remote installation services. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITNW 1354**  
**Implementing and Supporting Servers**  
**(3 credits)**  
 Configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies and profiles; administer remote servers and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITNW 1358**  
**Network+**  
**(3 credits)**  
 Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. (2 lecture & 2 lab hours per week). [CIP 11.0901]

**ITNW 2321**  
**Networking with TCP/IP**  
**(3credits)**  
 Set up, configure, use, and support

Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Configure IP addressing and routing; design and implement a domain name server; implement static and dynamic IP addressing; explain subnets and supernets; and use network management utilities to manage and troubleshoot IP networks. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITSC 1301/1401  
Introduction to Computers  
(3 credits/4 credits)**

Identify the components of a computer system; use common applications; explain the impact of computers on society; identify computer careers; identify fundamental programming structures; identify ethical use of computers; and use basic operating system functions. (2 lecture and 4 lab hours per week / 3 lecture and 4 lab hours per week) Prerequisite: TSI Met. [CIP 11.0101]

**ITSC 1305  
Introduction to PC Operating Systems  
(3 credits)**

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (2 lecture and 2 lab hours per week). [CIP 11.0101]

**ITSC 1325  
Personal Computer Hardware  
(3 credits)**

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. (2 lecture and 2 lab hours per week) [CIP 47.0104]

**ITSC 1419  
Internet/Web Page Development  
(4 credits)**

Instruction in the use of Internet concepts and the introduction to web page design and development. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP 11.0104]

**ITSE 1331  
Introduction to Visual BASIC  
Programming  
(3 credits)**

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (2 lecture and 4 lab hours

per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

**ITSE 1491  
Special Topics in Computer  
Programming – Computer Programming  
(4 credits)**

This course is an introduction to computer programming. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301. [CIP 11.0201]

**ITSE 2349  
Advanced Visual BASIC Programming  
(3 credits)**

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (2 lecture and 4 lab hours per week). Prerequisite: ITSE 1331. [CIP11.0201]

**ITSE 2387  
Internship - Computer Programming  
(3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. (20 lab hours per week). Prerequisite: At least 3 of the following: (BCIS 1420 or COSC 1436 or ITSE 1422) or (BCIS 1431 or ITSE 1431) or (COSC 1420 or COSC 1437 or ITSE 1407) or (COSC 1430 or COSC 2436 or ITSE 2417) or (IMED 2415 or ITSE 2402). [CIP 11.0201]

**ITSE 2402  
Intermediate Web Programming  
(4 credits)**

Intermediate applications for web authoring. Topics may include server side include (SSI), Perl, HTML, Java, Javascript, and/ or ASP. (3 lecture and 2 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP11.0801]

**ITSE 2409  
Database Programming  
(4 credits)**

Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 lab hours

per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP11.0802]

**ITSE 2413  
Web Authoring  
(4 credits)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP11.0801]

**ITSE 2431  
Advanced C++ Programming  
(4 credits)**

Further application of C++ programming techniques including file access, abstract data structures, class inheritance, and other advanced techniques. Develop well documented programs containing complex data structures, incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (3 lecture and 3 lab hours per week). Prerequisite: COSC 1420, COSC 1437, or ITSE 1407. [CIP11.0201]

**ITSW 1404  
Introduction to Spreadsheets  
(4 credits)**

This course is an instruction in the concepts, procedures, and application of electronic spreadsheets. This course will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP11.0301]

**ITSY 1342  
Information Technology Security  
(3 credits)**

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. [CIP11.1003]

## Court Reporting

*Micki Kincaide, Department Chairperson  
Karen Downey, Robin McCartney, Roland Scott, Sheila Skidmore*

### CRTR 1202 Law and Legal Terminology (2 credits)

Instruction in civil and criminal judicial systems (discovery, trial and appellate processes), and the legal terms used in court reporting. (1 lecture and 4 lab hours per week). Prerequisite: TSI Met. [CIP22.0303]

### CRTR 1207 Machine Shorthand Speedbuilding (60-80) (2 credits)

Continued development of real-time shorthand skills through read-back, machine practice, and transcription. This course is designed to be repeated to meet program standards. (1 lecture and 4 lab hours per week) Prerequisite: CRTR 1304 [CIP22.0303]

### CRTR 1208 Realtime Court Reporting I (2 credits)

Development of computer and machine shorthand skills necessary for writing real-time for production of projects and assignments. (1 lecture and 4 lab hours per week). Prerequisites: CRTR 1214, CRTR 1306. [CIP22.0303]

### CRTR 1214 Court Reporting Technology I (2 credits)

Introduction to computer-aided transcription systems based on computer-compatible theory. The course includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (1 lecture and 4 lab hours per week). Prerequisite: TSI Met. [CIP22.0303]

### CRTR 1257 Literary/Jury Charge Dictation I (100-120) (2 credits)

Skills necessary to develop speed and accuracy in writing and transcribing literary/jury charge dictation. This course is designed to be repeated to meet program standards. The student's objective is to pass dictated tests at 100 and 120 wpm. (1 lecture and 4 lab hours per week.) Prerequisite: CRTR 1304. [CIP22.0303]

### CRTR 1259 Literary/Jury Charge Dictation II (140-160) (2 credits)

Continued skill development necessary for speed and accuracy in writing and transcribing literary/jury charge dictation. (1 lecture and 4 lab hours per week.) Prerequisite: CRTR 1306 [CIP22.0303]

### CRTR 1304 Machine Shorthand I (Theory) (3 credits)

Instruction in general principles of real-time machine shorthand theory and skill building through read-back of dictation notes, machine practice, and transcription. This course is designed to be repeated to meet program standards. (1 lecture and 8 lab hours per week). Prerequisite: TSI Met [CIP22.0303]

### CRTR 1306 Machine Shorthand II (60-80-100) (3 credits)

Continued development of real-time shorthand skills through read-back, machine practice and transcription. This course is designed to be repeated to meet program standards. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (1 lecture and 8 lab hours per week). Prerequisites: CRTR 1304, TSI Met. [CIP22.0303]

### CRTR 1312 Court Reporting Communications I (3 credits)

Study of the basic rules of English grammar, spelling, punctuation, capitalization, and proofreading skills as they apply to the court reporting (2 lecture and 3 lab hours per week). Prerequisite: TSI Met. [CIP22.0303]

### CRTR 1346 Captioning Reporting I (3 credits)

Introduction to real-time/captioning procedures. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing real-time/caption equipment, the psychology for writing real-time, and the procedures for operation of real-time/captioning software and hardware. (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 2301. [CIP22.0303]

### CRTR 2206 Medical Court Reporting (2 credits)

Introduction to medical terms and anatomy in court reporting. Topics include medical reporting transcription techniques and

production of machine shorthand medical transcripts. Lectures, study guides, tests, and exercises designed to ensure the student's knowledge of the components in building a medical vocabulary and the application thereof. (1 lecture and 4 lab hours per week). Prerequisite: TSI Met, CRTR 1304 [CIP22.0303]

### CRTR 2217 Technical Dictation (2 credits)

Skill development in writing and researching medical and technical material. (1 lecture and 4 lab hours per week). Prerequisite: CRTR 2301. [CIP22.0303]

### CRTR 2231 Court Reporter Certification Preparation (CSR/RPR) (2 credits)

Preparation for taking the Texas Certified Shorthand Reporter and the Registered Professional Reporter examinations through the use of mock examinations. This course is designed to be repeated. (1 lecture and 4 lab hours per week). Prerequisites: CRTR 2303. [CIP22.03033]

### CRTR 2301 Intermediate Machine Shorthand (120-140) (3 credits)

Continued development of real-time machine shorthand skills through read-back, machine practice, and transcription. This course is designed to be repeated multiple times to meet program standards. The student's objective is to pass dictated tests at 120 and 140 wpm. (1 lecture and 8 lab hours per week). Prerequisite: CRTR 1306. [CIP22.0303]

### CRTR 2303 Advanced Machine Shorthand (160-180) (3 credits)

In-depth coverage of real-time machine shorthand theory and continued skill building through read-back machine practice, and transcript production. This course may be repeated multiple times until machine shorthand standards are met. The student's objective is to pass tests at 160 and 180 wpm. (1 lecture and 8 lab hours per week). Prerequisite: CRTR 2301. [CIP22.0303]

### CRTR 2311 Court Reporting Communications II (3 credits)

In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills necessary to produce transcripts. The student is given unedited copy to edit and proof read. (2 lecture hours and 3 lab hours per week). Prerequisites: TSI Met, CRTR 1312. [CIP22.0303]

**CRTR 2312**  
**Court Reporting Procedures**  
**(3 credits)**

Instruction in the role of the court reporter in court proceedings and/or depositions. (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 2301 and CRTR 1208. [CIP22.0303]

**CRTR 2313**  
**Court Reporting Technology II (Scopist)**  
**(3 credits)**

Instruction in the operation, maintenance, and assembly of a computer-aided transcription system, including the computer functions necessary for transcript production. (2 lecture hours and 3 lab hours per week.) Prerequisites: CRTR 1304, CRTR 1214 [CIP22.0303]

**CRTR 2333**  
**Captioning Reporting II**  
**(3 credits)**

In-depth study of real-time/captioning. Topics include the techniques utilized in writing seminars, conferences, and conventions and in the broadcast environments. Emphasis is placed on off-line and on-line captioning. The course includes extensive supervised community interaction. (2 lecture and 3 lab hours per week). Prerequisite: CRTR 1346. [CIP22.0303]

**CRTR 2335**  
**Accelerated Machine Shorthand (200-225)**  
**(3 credits)**

Mastery of high-speed dictation including read-back, machine practice, and transcription. This course may be repeated multiple times until machine shorthand standards are met. The student's objective is to pass dictated tests at 200 and 225 wpm. (1 lecture and 8 lab hours per week.) Prerequisite: CRTR 2303. [CIP22.0303]

**CRTR 2380**  
**Cooperative Education - Court Reporting/ Court Reporter (Scopist)**  
**(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. This course is designed for students pursuing the Court Reporting Scopist Certificate. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 lab hours per week). Prerequisite: CRTR 1214, CRTR 2311. [CIP22.0303]

**CRTR 2381**  
**Cooperative Education - Court Reporting/ Court Reporter**  
**(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing hours with a court reporter on job assignments. The student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 20 lab hours per week). Prerequisites: CRTR 2303 and CRTR 1214. [CIP22.0303]

**Criminal Justice**

*Craig Fos, Department Chairperson*  
*Jeff Gambrell*

**CJCR 1304**  
**Probation and Parole**  
**(3 credits)**

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. (3 lecture hours per week). [CIP43.0113]

**CJCR 2324**  
**Community Resources in Corrections**  
**(3 credits) Tech Prep/Dual Credit only**

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). [CIP43.0102]

**CJLE 1211**  
**Basic Firearms**  
**(2 credits)**

Firearm safety, cleaning and care techniques, proper shooting principles, and firearm proficiency. This course was designed to be repeated multiple times if content varies. (1 lecture hour / 2 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1327**  
**Interviewing & Report Writing for Crim. Justice**  
**(3 credits)**

Instruction and skill development in interviewing, note-taking, and report writing

in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports. (3 lecture hours per week) [CIP43.0107]

**CJLE 1506**  
**Basic Peace Officer I**  
**(5 credits)**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1512**  
**Basic Peace Officer II**  
**(5 credits)**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1518**  
**Basic Peace Officer III**  
**(5 credits)**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1524**  
**Basic Peace Officer IV**  
**(5 credits)**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 2345**  
**Vice and Narcotics Investigation**  
**(3 credits)**

Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes,

fraud, gangs, and investigative techniques. Includes proper interdiction procedures and techniques. (3 lecture hours per week). [CIP43.0107]

**CJLE 2420  
Texas Peace Officer Procedures  
(4 credits)**

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Partially satisfies Texas Commission on Law Enforcement Course #1011. Requires the approval of the Dept. Chair. (3 lecture and 4 lab hours per week). [CIP43.0107]

**CJLE 2421  
Texas Peace Officer Law  
(4 credits)**

Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Partially satisfies Texas Commission on Law Enforcement (TCLE) Course #1011. Requires the approval of the Dept. Chair. (3 lecture and 4 lab hours per week). [CIP43.0107]

**CJLE 2424  
Texas Peace Office Capstone  
(4 credits)**

Recently identified current events, skills, knowledge, and/or attitudes and behaviors that are components of the Texas Commission on Law Enforcement learning objectives pertinent to a law enforcement career. This class is the capstone course of Texas Commission on Law Enforcement Course #1011. (3 lecture hours and 4 lab hours per week) [CIP43.0107]

**CJSA 1308  
Criminalistics I  
(3 credits)**

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. (3 lecture hours per week). [CIP43.0104]

**CJSA 1325 (Tech Prep/Dual Credit Only)  
Criminology  
(3 credits)**

Current theories and empirical research pertaining to crime and criminal behavior

and its causes, methods of prevention, systems of punishment, and rehabilitation. (3 lecture hours per week). [CIP43.0104]

**CJSA 1342 (Tech Prep/Dual Credit only)  
Criminal Investigation  
(3 credits)**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). [CIP 43.0104]

**CJSA 1351  
Use of Force  
(3 credits)**

Study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. (3 lecture hours per week). [CIP43.0104]

**CJSA 2323  
Criminalistics II  
(3 credits)**

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 1308 or CRIJ 2314 or Instructor Approval. [CIP43.0104]

**CJSA 2332  
Criminalistics III  
(3 credits)**

A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 2323 or Instructor Approval. [CIP43.0104]

**CJSA 2364, CJSA 2365  
Practicum - Criminal Justice/Safety  
Studies  
(3 credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Student may enroll in only one practicum course per semester. (21 external hours per week). [CIP43.0104]

**CRIJ 1301  
Introduction to Criminal Justice  
(3 credits)**

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. (3 lecture hours per week). [CB43.0104.5124]

**CRIJ 1306  
Court Systems and Practices  
(3 credits)**

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. (3 lecture hours per week). [CB22.0101.5424]

**CRIJ 1307  
Crime in America  
(3 credits)**

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). [CB45.0401.5225]

**CRIJ 1310  
Fundamentals of Criminal Law  
(3 credits)**

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. (3 lecture hours per week). [CB22.0101.5324]

**CRIJ 1313  
Juvenile Justice System  
(3 credits)**

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 lecture hours per week). [CB43.0104.5224]

**CRIJ 2301  
Community Resources in Corrections  
(3 credits)**

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). [CB43.0104.5324]

**CRIJ 2313**  
**Correctional Systems and Practices**  
**(3 credits)**

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. (3 lecture hours per week). [CB43.0104.5424]

**CRIJ 2314**  
**Criminal Investigation**  
**(3 credits)**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). [CB43.0104.5524]

**CRIJ 2323**  
**Legal Aspects of Law Enforcement**  
**(3 credits)**

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (3 lecture hours per week). [CB43.0104.5624]

**CRIJ 2328**  
**Police Systems and Practices**  
**(3 credits)**

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. (3 lecture hours per week). [CB43.0104.5724]

**Culinary Arts**

*Leslie Bartosh, Department Chairperson*

**\*\*Offered only for Texas Dept. of Criminal Justice students.**

**CHEF 1205**  
**Sanitation and Safety**  
**(2 Credits)**

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational

Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (2 lecture hours per week). Corequisite: CHEF 1301 [CIP12.0503]

**CHEF 1264**  
**Practicum - Culinary Arts/Chef Training**  
**(2 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (21-30 practicum hours per week). Prerequisite: CHEF 1301 [CIP12.0503]

**CHEF 1265**  
**Practicum**  
**(2 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (21-30 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1291**  
**Current Events in Culinary Arts**  
**(2 Credits)**

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include sustainable agriculture, aquaculture, current events affecting food safety and career exploration. (2 lecture hours per week). [CIP12.0503]

**CHEF 1301**  
**Basic Food Preparation**  
**(3 Credits)**

A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry

and moist heat cookery, stock and sauce production are among the topics covered. (1 lecture and 4 lab hours per week). Corequisite: CHEF 1205. [CIP12.0503]

**CHEF 1302**  
**Principles of Healthy Cuisine**  
**(3 Credits)**

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Students will modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP 12.0503]

**CHEF 1305\*\***  
**Sanitation and Safety**  
**(3 Credits)**

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (3 lecture hours per week). Corequisite: CHEF 1301 [CIP12.0503]

**CHEF 1310**  
**Garde Manger**  
**(3 Credits)**

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Topics will include hot and cold hors d'oeuvres, canapés, salads, basic charcuterie skills, and the preparation of forcemeat items. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1341**  
**American Regional Cuisine**  
**(3 Credits)**

A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. The importance of the immigration phenomena in shaping America's cuisine will be examined

as students prepare regional specialties. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1345  
International Cuisine  
(3 Credits)**

The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1365\*\*  
Practicum  
(3 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (22.5 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1400\*\*  
Professional Cooking and Meal Service  
(4 Credits)**

Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on team work, professionalism, guest relations and table service. (2 lecture and 4 lab hours per week) [CIP12.0503]

**CHEF 1401\*\*  
Basic Food Preparation  
(4 credits)**

A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered.

(2 lecture and 4 lab hours per week). Prerequisite: TSI Met. Corequisite: CHEF 1405. [CIP12.0503]

**CHEF 1440\*\*  
Meat Preparation and Cooking  
(4 Credits)**

Study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist heat and dry heat preparation methods as related to both classical and modern methods of preparation of dishes. (3 lecture and 3 lab hours per week) [CIP12.0503]

**CHEF 1464\*\*  
Practicum - Culinary Arts/Chef Training  
(4 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (28 practicum hours per week). [CIP12.0503]

**CHEF 2201  
Intermediate Food Preparation  
(2 Credits)**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 2302  
Saucier  
(3 Credits)**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Topics include: the usage and storage of stocks and sauces, emulsions, thickening agents, compound butters, dessert sauces, relishes, chutneys, compotes, vinaigrettes. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**HAMG 1321  
Introduction to the Hospitality Industry  
(3 Credits)**

Explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. Explain and discuss the role of service in the hospitality industry. (3 lecture hours per week). [CIP52.0901]

**HAMG 1324  
Hospitality Human Resources  
Management  
(3 Credits)**

A study of the principles and procedures of managing people in the hospitality workplace. Topics include a systematic approach to human resources planning and implementation as it applies to the hospitality industry; including the procedures involved in making hiring decisions; training and federal laws related to employment. (3 lecture hours per week). [CIP52.0901]

**IFWA 1210/1310\*\*  
Nutrition and Menu Planning  
(2 Credits/3 credits)**

Application of principles of nutrition in planning menus for the food service industry. (2 lecture & 1 lab hour per week / 3 lecture hours per week) [CIP 12.0508]

**IFWA 1217  
Food Production and Planning  
(2 Credits)**

Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). [CIP12.0508]

**IFWA 1305\*\*  
Food Service Equipment & Planning  
(3 credits)**

A study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation. (3 lecture hours per week) Prerequisite: CHEF 1301. [CIP 12.0508]

**IFWA 1318  
Nutrition for the Food Service  
Professional  
(3 Credits)**

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 lecture hours per week). [CIP12.0508]

**IFWA 1527\*\*  
Food Preparation II  
(5 Credits)**

Continuation of the fundamental principles of food preparation. Emphasis on preparation of food items such as meats, poultry and fish. (2 lecture and 4 lab hours per week) [CIP 12.0508]



**IFWA 2446\*\*****Quantity Procedures  
(4 Credits)**

Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution. (4 lecture hours per week) [CIP 12.0508]

**PSTR 1301****Fundamentals of Baking  
(3 Credits)**

The Fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (1 lecture and 4 lab hours per week). Corequisite: CHEF 1301 [CIP12.0501]

**RSTO 2301****Principles of Food and Beverage Controls  
(3 Credits)**

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (3 lecture hours per week). Prerequisite: BCIS 1305 or POFI 1301. [CIP12.0504]

**Diagnostic Cardiovascular  
Sonography**

Jessica Murphy, Department Chairperson  
Suzanne Poston

**CVTT 1161****Clinical - Cardiovascular Technology  
(1 Credit)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on ECG, Stress Testing, Holter monitoring and patient care. (6 clinical hours per week). Corequisite: DSAE 1340. [CIP51.0901]

**DMSO 1210****Introduction to Sonography  
(Any student who would like to explore  
the profession of Sonography may take  
this course)  
(2 credits)**

An introduction to the profession of

sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. (2 lecture hours per week). [CIP51.0910]

**DMSO 1342****Intermediate Ultrasound Physics  
(3 credits)**

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. (2 lecture and 2 lab hours per week). [CIP51.0910]

**DSAE 1303****Introduction to Echocardiography  
Techniques  
(3 Credits)**

An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic evaluation of the normal adult heart. This course will introduce the basic scan protocol including two-dimensional, M-Mode, and Doppler. (2 lecture and 4 lab hours per week) Corequisite: DSAE 1360. [CIP51.0910]

**DSAE 1340****Diagnostic Electrocardiography  
(3 credits)**

Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology. (2 lecture and 4 lab hours per week) [CIP51.0910]

**DSAE 1360****Clinical - DMST Intro to Echo  
(3 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (18 clinical hours per week) Corequisite: DSAE 1303. [CIP51.0910]

**DSAE 2303****Cardiovascular Concepts  
(this course may be taken in advance  
or to renew expired A&P prior to  
acceptance)  
(3 credits)**

Anatomy, physiology, and pathophysiology of the cardiovascular system. Focuses on cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases. (3 lecture and 1 lab hours per week). [CIP51.0910]

**DSAE 2304****Echocardiographic Evaluation of  
Pathology I  
(3 credits)**

Adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Emphasis will be placed on valvular, myocardial, hypertensive, and pericardial disease. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 1303 Corequisite: DSAE 2361. [CIP51.0910]

**DSAE 2335****Advanced Echocardiography  
(3 credits)**

Advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing. Topics may include trans esophageal echo, stress echo, 3D/4D echo, Strain Imaging, Vector Imaging, Dysynchrony and CRT, digital echo, contrast echo, intra-operative and intra-cardiac echo. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2337 Corequisite: DSAE 2462. [CIP51.0910]

**DSAE 2337****Echocardiographic Evaluation of  
Pathology II  
(3 credits)**

A continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease is stressed. Topics may include congenital heart disease, diseases of the aorta and great vessels, cardiac masses and trauma and additional syndromes and diseases relevant to echocardiography. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2304, Corequisite: DSAE 2461. [CIP51.09103]

**DSAE 2361**  
**Clinical - DMST Echo I**  
**(3 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the normal adult echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSAE 1360, Corequisite: DSAE 2304 [CIP51.0910]

**DSAE 2461**  
**Clinical - DMST Echo II**  
**(4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on broadening and improving existing skills, recognition, evaluation and measurements of acquired heart disease. (24 clinical hours per week) Prerequisite: DSAE 2361, Corequisite: DSAE 2337 [CIP51.0910]

**DSAE 2462**  
**Clinical - DMST Echo III**  
**(4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the student's skills. (24 clinical hours per week) Prerequisite: DSAE 2461, Corequisite: DSAE 2335 [CIP51.0910]

**DSPE 1265**  
**Practicum - DMST, Intro to Pedi Echo**  
**(2 Credits)**

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and students. Emphasis will be placed on instrumentation, scanning skills, image orientation and patient care. Corequisite: DSPE 1300. (18 clinical hours per week) [CIP51.0910]

**DSPE 1300**  
**Introduction to Pediatric**  
**Echocardiography Techniques**  
**(3 Credits)**

Introduction to pediatric echocardiography techniques and procedures. Emphasis is placed on the sonographic appearance of the normal neonatal and pediatric heart. Basic scan protocol to include 2D, M-mode, Doppler and standard measurements.

Emphasis will be placed on recognition of septation defects and persistent fetal circulation. (2 lecture and 4 lab hours per week) Prerequisite: acceptance into program Corequisite: DSPE 1265. [CIP51.0910]

**DSPE 2249**  
**Echocardiographic Evaluation of**  
**Congenital Heart Disease II**  
**(2 Credits)**

This course is a continuation of Echocardiographic Evaluation of Congenital Heart Disease I. Topics will include anomalies of the following: great vessels, ventricles (ie: hypoplasia), and extra cardiac structures. In addition, echo evaluation of post operative repairs and defects shall be included with continued emphasis on quantitative measurements and calculations used during 2D, M-Mode, and Doppler. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 2257, Corequisite: DSPE 2461 [CIP51.0910]

**DSPE 2255**  
**Neonatal/Pediatric Patient Care Skills**  
**(2 Credits)**

Overview of neonatal and pediatric patient care. Includes age appropriate care, patient safety, infection control, patient monitoring, vital signs, assessment, physical examination, thermal regulation, sedation, and neonatal and infant emergency care. (1 lecture and 3 lab hours per week) [CIP 51.0910]

**DSPE 2257**  
**Echocardiographic Evaluation of**  
**Congenital Heart Disease I**  
**(2 Credits)**

Methods of evaluating congenital heart disease including physiology and hemodynamics of each of the following: aorta, arch, aortic valve, tetralogy of Fallot, pulmonic valve atresia, tricuspid valve, Ebstein's, and pulmonary veins. The evaluation will also include pathophysiology, quantitative measurements and the application of echo techniques. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 1300, Corequisite DSPE 2261 [CIP51.0910]

**DSPE 2259**  
**Advanced Pediatric Echocardiography**  
**(2 Credits)**

Specialized techniques in pediatric echocardiography including transesophageal echocardiography, fetal echocardiography, acquired cardiac pathology and additional rare anomalies. (1 lecture and 4 lab hours per week) Prerequisite DSPE 2249 Corequisite DSPE 2462. [CIP51.0910]

**DSPE 2261**  
**Clinical - DMST Pediatric Echo I**  
**(2 Credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the abnormal pediatric echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSPE 1265, Corequisite DSPE 2257 [CIP51.0910]

**DSPE 2461**  
**Clinical - DMST Pediatric Echo II**  
**(4 Credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and quantification of congenital heart disease. (24 clinical hours per week) Prerequisite: DSPE 2261 [CIP51.0910]

**DSPE 2462**  
**Clinical - DMST Pediatric Echo III**  
**(4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the students' skills. (24 clinical hours per week). Prerequisite: DSPE 2461 [CIP51.0910]

**DSVT 1300**  
**Principles of Vascular Technology**  
**(3 credits)**

Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams and Carotid Duplex scanning. (2 lecture and 4 lab hours per week) Corequisite: DSVT 1360, [CIP51.0910]

**DSVT 1360**  
**Clinical - DMST Introduction to Vascular**  
**(3 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided

by the clinical professional. Emphasis will be on instrumentation, patient positioning, transducer handling, image orientation, and identification of anatomic structures and waveforms. (18 clinical hours per week) Corequisite: DSVT 1300. [CIP51.0910]

**DSVT 2318**  
**Peripheral Vascular Evaluation**  
**(3 credits)**

Application of peripheral non-invasive vascular technology for the evaluation and quantification of peripheral vascular diseases. Modalities include venous and arterial duplex and physiologic testing. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2330. Corequisite: DSVT 2461. [CIP51.0910]

**DSVT 2330**  
**Cerebral Vascular Evaluation**  
**(3 credits)**

Non-invasive technology for the evaluation and quantification of cerebrovascular disease. Modalities include carotid duplex, periorbital Doppler, and transcranial Doppler. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300. Corequisite: DSVT 2361. [CIP51.0910]

**DSVT 2335**  
**Advanced Vascular Technology**  
**(3 credits)**

Non-invasive vascular concepts. Includes harmonics, contrast, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions, and research. Emphasizes extensive review of case studies, technical reporting, preliminary interpretation, and registry review. Other topics will include arterial stiffness, vascular contrast, mapping and guided procedures. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2318. Corequisite: DSVT 2462. [CIP51.0910]

**DSVT 2361**  
**Clinical - DMST Vascular I**  
**(3 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on hands-on experience to develop peripheral non-invasive vascular techniques used to evaluate the appearance of normal exams utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSVT 1360. Corequisite: DSVT 2330. [CIP51.0910]

**DSVT 2461**  
**Clinical - DMST Vascular II**  
**(4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (24 clinical hours per week). Prerequisite DSVT 2361; Corequisite: DSVT 2318. [CIP51.0910]

**DSVT 2462**  
**Clinical - DMST Vascular III**  
**(4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of student's skills. (24 clinical hours per week). Prerequisite DSVT 2461; Corequisite: DSVT 2335. [CIP51.0910]

**HPRS 1304**  
**Basic Health Profession Skills**  
**(3 credits)**

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Emphasis will be placed on hospital skills and assessment. (2 lecture and 3 lab hours per week). [CIP51.0000]

**Drama**

*C. Jay Burton, Department Chairperson*

**DRAM 1120**  
**Theater Practicum I**  
**(1 credit)**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (4 lab hours per week). [CB50.0506.5326]

**DRAM 1121**  
**Theater Practicum II**  
**(1 credit)**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (4 lab hours per week). [CB50.0506.5326]

**DRAM 1310**  
**Introduction to Theater**  
**(3 credits)**

Survey of theater including its history,

dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. (3 lecture and 2 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0501.5126]

**DRAM 1322**  
**Stage Movement**  
**(3 credits)**

Principles, practices, and exercises in body techniques and stage movement; emphasis on character movement and body control. (1 lecture and 2 lab hours per week). [CB50.0506.5426]

**DRAM 1330**  
**Stagecraft I**  
**(3 credits)**

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0502.5126]

**DRAM 1341**  
**Makeup**  
**(3 credits)**

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. (2 lecture and 4 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0502.5226]

**DRAM 1351**  
**Acting I**  
**(3 credits)**

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. (3 lecture and 3 lab hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0506.5126]

**DRAM 1352**  
**Acting II**  
**(3 credits)**

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development

of the actor's instrument: voice, body and imagination. (3 lecture and 3 lab hours per week). [CB50.0506.5126]

**DRAM 2120  
Theater Practicum III  
(1 credit)**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (6 lab hours per week). [CB50.0506.5326]

**DRAM 2121  
Theater Practicum IV  
(1 credits)**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (6 lab hours per week). [CB50.0506.5326]

**DRAM 2331  
Stagecraft II  
(3 credits)**

Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0502.5126]

**DRAM 2336  
Voice for the Theater  
(3 credits)**

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0506.5226]

**DRAM 2361  
History of the Theater I  
(3 credits)**

Study of the history of the theater from primitive times through the Renaissance. (3 lecture hours per week). Prerequisites: INRW 0309, INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB50.0505.5126]

**DRAM 2362  
History of the Theater II  
(3 credits)**

Study of the history of the theater from the Renaissance through today. (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB50.0505.5126]

**DRAM 2366  
Introduction to Cinema  
(3 credits)**

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309 [CB50.0602.5126]

**Economics**

*Elizabeth McLane, Department Chairperson  
Kevin Jefferies, Tim Reynolds, Gregory Roof*

**ECON 2301  
Principles of Macroeconomics  
(3 credits)**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. (3 lecture hours per week). Prerequisites: TSI Met. [CB45.0601.5125]

**ECON 2302  
Principles of Microeconomics II  
(3 credits)**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. (3 lecture hours per week). Prerequisites: TSI Met. [CB45.0601.5125]

**Emergency Medical  
Technology**

*Douglas Stevenson, Department  
Chairperson  
Patty Stemmer, Instructor  
Tracey Antill, DO, FACEP Medical Director*

**EMSP 1160  
Clinical - Emergency Medical Technician  
Basic  
(1 credit)**

A health-related work-based learning experience that enables the student to apply specialized EMT occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 hours per week external experience). Co-Requisites: Enrollment in EMSP 1501. [CIP51.0904]

**EMSP 1166  
Practicum I - EMT Paramedic  
(1 credit)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student for the Advanced EMT student. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT Certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. [CIP51.0904]

**EMSP 1261  
Clinical I - EMT Paramedic  
(2 credits)**

A health-related work-based learning experience that enables the student to apply specialized paramedic occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (7 lab hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1166. [CIP51.0904]

**EMSP 1338  
Introduction to Advanced Practice  
(3 credits)**

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and other paramedic related topics. (3 lecture hours per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1355, EMSP 1356, EMSP 1261, EMSP 1166. [CIP51.0904]

**EMSP 1355  
Trauma Management  
(3 credits)**

Knowledge and skills in the assessment and management of patients with traumatic injuries.(2 hours of lecture and 3 hour of lab per week). Prerequisite: Completion of EMSP 1501, & 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, 1356, 1261, & 1166. [CIP51.0904]

**EMSP 1356  
Patient Assessment and Airway  
Management  
(3 credits)**

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. (2 hours of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite:

Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

**EMSP 1501  
Emergency Medical Technician - Basic  
(5 credits)**

Preparation for certification as an Emergency Medical Technician (EMT). (5 lecture and 6 lab hours per week). Pre-requisites: Immunizations, program application. Co-Requisites: Enrollment in EMSP 1160. [CIP51.0904]

**EMSP 2160  
Clinical II - EMT Paramedic  
(1 credit)**

A health-related work-based learning experience that enables the student to apply specialized cardiovascular theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 2206, EMSP 2305, EMSP 2444. [CIP51.0904]

**EMSP 2166  
Practicum II - EMT Paramedic  
(1 credit)**

Final paramedic capstone training supported by an individualized learning plan developed by the employer, college, and student. (9 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2243. [CIP51.0904]

**EMSP 2206  
Emergency Pharmacology  
(2 credits)**

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages as applied to the Paramedic. (2 hours of lecture hours and 1 hour of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160 Texas EMT Intermediate certification. Co-Requisite: Enrollment in EMSP 2160, 2305, 2444. [CIP51.0904]

**EMSP 2243  
Assessment Based Management  
(2 credits)**

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level using case study reviews of student pediatric, geriatric, medical and trauma patients. (1 hour of lecture and 3 hours of

lab per week). Prerequisite: Completion of EMSP 1501, 1160, 1338, 1356, 1355, 1261, 1166, 2206, 2305, 2330, 2444, 2160, 2434, 2261. Co-Requisite: Enrollment in EMSP 2166. [CIP51.0904]

**EMSP 2261  
Clinical III - EMT Paramedic  
(2 credits)**

A clinical-based learning experience that enables the student to apply specialized theory, skills, and concepts to medical, pediatric, geriatric, obstetrical, and psychiatric patients in the clinical hospital setting. Direct supervision is provided by the clinical professional. Pre-requisites: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1355/ EMSP 1356/ EMSP 1261/ EMSP 1166/ EMSP 2305/ EMSP 2444/ EMSP 2206/ EMSP 2160/ EMSP 2434 and EMSP 2330. Texas EMT Intermediate certification. Co-requisite: Enrollment in EMSP 2243 (9 Lab hours per week) [CIP51.0904]

**EMSP 2300  
Methods of Teaching - Emergency  
Medical Services  
(3 credits)**

This class combines lecture and internet training that focuses on instructional preparation, presentation, and evaluation, also essential knowledge, skills, and practices required to provide quality EMS educational programs applicable to the adult learner. (16 hrs. Classroom Instruction, 8 hrs. Instructor Candidate Internship, 24 hrs. Internet). (3 Lecture Hours Per Week) Prerequisite: Current Texas EMS certification. [CIP51.0904]

**EMSP 2305  
EMS Operations  
(3 credits)**

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. The hybrid course combines 25 hours of internet course work on the internet with 23 hours of lecture and lab training. Prerequisite: Completion of EMSP 1501 and 1160. Texas EMT certification. Corequisite: Enrollment in EMSP 2160, 2206 and 2444. [CIP51.0904]

**EMSP 2330  
Special Populations  
(3 credits)**

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology,

pediatrics, geriatrics, and other related topics as applied to the Paramedic. (2 hours of lecture and 2 hours of lab per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2305 /EMSP 2444/ EMSP 2206/ EMSP 2160. Co-Requisite: EMSP 2243. [CIP51.0904]

**EMSP 2434  
Medical Emergencies  
(4 credits)**

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics as applied to the Paramedic. (3 hours of lecture and 3 hours of lab per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2206/ EMSP 2305/ EMSP 2444/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2330 [CIP51.0904]

**EMSP 2444  
Cardiology  
(4 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (3 hours of lecture and 3 hours of lab and per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160. Co-Requisite: EMSP 2206, EMSP 2305, EMSP 2160. [CIP51.0904]

**HITT 1305  
Medical Terminology I  
(3 credits)**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week). [CIP51.0707]

**English**

Thomas Parker, Department Chairperson  
Charley Bevill, Margaret Ellen Birdwell,  
Bea Hugetz, Linda Matteson, Leigh Ann  
Moore, Haley Collins, Keith Vyvial

**NOTE:** Developmental English classes are  
now listed under Academic Foundations.

**ENGL 1301**  
**Composition I**  
**(3 credits)**

Intensive study of and practice in writing  
process, from invention and researching  
to drafting, revising, and editing, both  
individually and collaboratively. Emphasis  
on effective rhetorical choices, including  
audience, purpose, arrangement, and style.  
Focus on writing the academic essay as a  
vehicle for learning, communicating, and  
critical analysis. (3 lecture hours per week).  
Prerequisite: TSI Met. [CB23.1301.5112]

**ENGL 1302**  
**Composition II**  
**(3 credits)**

Intensive study of and practice in the  
strategies and techniques for developing  
research-based expository and persuasive  
texts. Emphasis on effective and ethical  
rhetorical inquiry, including primary and  
secondary research methods; critical  
reading of verbal, visual, and multimedia  
texts; systematic evaluation, synthesis,  
and documentation of information sources;  
and critical thinking about evidence and  
conclusions. (3 lecture hours per week).  
Prerequisite: ENGL 1301 or its equivalent.  
[CB23.1301.5112]

**NOTE:** To fulfill the sophomore English  
requirements of ACC programs of study,  
the English Department recommends either  
ENGL 2332-2333 or 2322-2323, taken in  
sequence. However, a combination of one  
course from Group A and one from Group  
B, taken in any order, is acceptable. Group  
A: 2332 or 2322. Group B: 2333 or  
2323 or 2327 or 2328 Under appropriate  
circumstances, ENGL 2311 may be allowed  
as one of the two required sophomore  
courses.

**ENGL 2307**  
**Creative Writing**  
**(3 credits)**

Practical experience in the techniques of  
imaginative writing. May include fiction,  
nonfiction, poetry, screenwriting, or drama.  
(3 lecture hours per week). Prerequisite:  
ENGL 1301. [CB23.1302.5112]

**ENGL 2311**  
**Technical & Business Writing**  
**(3 credits)**

Intensive study of in practice in professional  
settings. Focus on the types of documents  
necessary to make decisions and take  
action on the job, such as proposals,  
reports, instructions, policies and procedure,  
e-mail messages, letters, and descriptions  
of products and services. Practice individual  
and collaborative processes involved in the  
creation of ethical and efficient documents.  
(3 lecture hours per week). Prerequisite:  
ENGL 1301 [CB23.1303.5112]

**ENGL 2322**  
**British Literature I**  
**(3 credits)**

A survey of the development of British  
literature from the Anglo-Saxon period to  
the Eighteenth Century. Students will study  
works of prose, poetry, drama, and fiction  
in relation to their historical, linguistic, and  
cultural contexts. Texts will be selected from  
a diverse group of authors and traditions.  
(3 lecture hours per week). Prerequisite:  
ENGL 1301. [CB23.1404.5112]

**ENGL 2323**  
**British Literature II**  
**(3 credits)**

A survey of the development of British  
literature from the Romantic period to the  
present. Students will study works of prose,  
poetry, drama, and fiction in relation to  
their historical and cultural contexts. Texts  
will be selected from a diverse group of  
authors and traditions. (3 lecture hours  
per week). Prerequisite: ENGL 1301.  
[CB23.1404.5112]

**ENGL 2327**  
**American Literature I**  
**(3 credits)**

A survey of American literature from the  
period of exploration and settlement through  
the Civil War. Students will study works of  
prose, poetry, drama, and fiction in relation  
to their historical and cultural contexts. Texts  
will be selected from among a diverse group  
of authors for what they reflect and reveal  
about the evolving American experience  
and character. (3 lecture hours per week)  
Prerequisite: ENGL 1301  
[CB 23.1402.5112]

**ENGL 2328**  
**American Literature II**  
**(3 credits)**

A survey of American literature from the Civil  
War to the present. Students will study works  
of prose, poetry, drama, and fiction in relation  
to their historical and cultural contexts. Texts  
will be selected from among a diverse group  
of authors for what they reflect and reveal  
about the evolving American experience

and character. (3 lecture hours per week)  
Prerequisite: ENGL 1301  
[CB 23.1402.5112]

**ENGL 2332**  
**World Literature I**  
**(3 credits)**

A survey of world literature from the ancient  
world through the sixteenth century. Students  
will study works of prose, poetry, drama,  
and fiction in relation to their historical and  
cultural contexts. Texts will be selected from  
a diverse group of authors and traditions.  
(3 lecture hours per week). Prerequisite:  
ENGL 1301. [CB16.0104.5213]

**ENGL 2333**  
**World Literature II**  
**(3 credits)**

A survey of world literature from the  
seventeenth century to the present. Students  
will study works of prose, poetry, drama,  
and fiction in relation to their historical and  
cultural contexts. Texts will be selected from  
a diverse group of authors and traditions.  
(3 lecture hours per week). Prerequisite:  
ENGL 1302. [CB16.0104.5213]

**French**

Saul Olivares, Department Chairperson

**NOTE:** Students cannot enroll in courses  
higher than 1411 in any language program  
(Second Language or Heritage Language) if  
they have not taken the previous sequenced  
course with a minimum grade of C in the  
12 months prior enrollment OR placed via  
the Language Placement Exam required in  
each track immediately prior to enrollment.  
Failure to comply with this requirement may  
result in being dropped from the class at  
any time. Based on performance on the  
placement exam, students may be placed in  
FREN 1412, 2311, or 2312, and may earn  
up to 11 credit hours.

**FREN 1411**  
**Beginning French I**  
**(4 credits)**

This course provides fundamental skills in  
listening comprehension, speaking, reading,  
and writing. It includes basic vocabulary,  
grammatical structures, and culture.  
(3 lecture and 2 lab hours per week).  
[CB16.0901.5113]

**FREN 1412**  
**Beginning French II**  
**(4 credits)**

This course provides fundamental skills  
in listening comprehension, speaking,  
reading, and writing. It includes basic  
vocabulary, grammatical structures, and

culture. Prerequisite: Successful completion of FREN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). [CB 16.0901.5113]

**FREN 2311**  
**Intermediate French I**  
**(3 credits)**

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) [CB16.0901.5213]

**FREN 2312**  
**Intermediate French II**  
**(3 credits)**

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) [CB16.0901.5213]

**Geography** \_\_\_\_\_

*Christopher Chance, Department Chairperson*  
*Johanna Hume*

**GEOG 1301**  
**Physical Geography**  
**(3 credits)**

Survey of geology, meteorology, oceanography, and astronomy. (3 lecture hours per week). Prerequisites: TSI Met. [CB45.0701.5125]

**GEOG 1302**  
**Human Geography**  
**(3 credits)**

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The semester emphasizes cultural geography. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 45.0701.5125]

**GEOG 1303**  
**World Regional Geography**  
**(3 credits)**

A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). Prerequisites: TSI Met [CB45.0701.5325]

**GEOG 2389**  
**Academic Cooperative**  
**(3 credits)**

An instructional program designed to integrate on-campus study with practical hands-on experience in geography. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week) [45.0101.5125]

**Geology** \_\_\_\_\_

*Dora Devery, Department Chairperson*

**GEOG 1301**  
**Earth Sciences for Non-Science Majors I**  
**(3 credits)**

*Offered only for Texas Dept. of Criminal Justice students.*

Survey of geology, meteorology, oceanography, and astronomy. (3 lecture hours per week). Prerequisite: TSI Met. [CB40.0601.5103]

**GEOG 1303**  
**Physical Geology**  
**(3 credits)**

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture hours per week). Prerequisite: TSI Met. [CB40.0601.5403]

**GEOG 1401**  
**Earth Science for Non-Science Majors I**  
**(4 credits)**

Survey of geology, meteorology, oceanography, and astronomy. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. [CB40.0601.5103]

**GEOG 1403**  
**Physical Geology**  
**(4 credits)**

Introduction to the study of the materials and

processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. [CB40.0601.5403]

**GEOG 1404**  
**Historical Geology**  
**(4 credits)**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. (3 lecture & 3 lab hours per week) Prerequisite: GEOL 1403. [CB40.0601.5403]

**GEOG 1405**  
**Environmental Science**  
**(4 credits)**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. [CB03.0103.5301]

**GEOG 1445**  
**Oceanography**  
**(4 credits)**

Survey of oceanography and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI Met, and MATH 0312. [CB40.0601.5103]

**GEOG 1447**  
**Meteorology**  
**(4 credits)**

Survey of meteorology and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI Met, and MATH 0312. [CB40.0601.5103]

**Government** \_\_\_\_\_

*Elizabeth McLane, Department Chairperson*  
*Kevin Jefferies, Tim Reynolds, Gregory Roof*

**GOVT 2305**  
**Federal Government**  
**(3 credits)**

Origin and development of the U.S. Constitution, structure and powers of the

national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 45.1002.5125]

**GOVT 2306**  
**Texas Government**  
(3 credits)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 45.1002.5125]

## History

*Christopher Chance, Department  
Chairperson  
John Duke, Johanna Hume*

**HIST 1301**  
**United States History I**  
(3 credits)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. (3 lecture hours per week). Prerequisites: TSI Met. [CB 54.0102.5125]

**HIST 1302**  
**United States History II**  
(3 credits)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government,

and the study of U.S. foreign policy. (3 lecture hours per week). Prerequisites: TSI Met. [CB 54.0102.5125]

**HIST 2301**  
**Texas History**  
(3 credits)

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. (3 lecture hours per week). Prerequisites: TSI Met. [CB 54.0102.5225]

*\*Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.*

**HIST 2311**  
**Western Civilization I**  
(3 credits)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. (3 lecture hours per week) Prerequisites: TSI Met. [CB 54.0101.5425]

**HIST 2312**  
**Western Civilization II**  
(3 credits)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. (3 lecture hours per week) Prerequisites: TSI Met. [CB 54.0101.5425]

**HIST 2321**  
**World Civilizations I**  
(3 credits)

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over

time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. (3 lecture hours per week). Prerequisites: TSI Met [CB54.0101.5325]

**HIST 2322**  
**World Civilizations II**  
(3 credits)

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. (3 lecture hours per week). Prerequisites: TSI Met. [CB 54.0101.5325]

**HIST 2327**  
**Mexican-American History I**  
(3 credits)

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as to 1918. (3 lecture hours per week). Prerequisites: TSI Met [CB 05.0203.5225]

**HIST 2328**  
**Mexican-American History II**  
(3 credits)

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as. (3 lecture hours per week). Prerequisites: TSI Met [CB 05.0203.5225]

**HIST 2381**  
**African American History**  
(3 credits)

Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues. (3 lecture hours per week) Prerequisites: TSI Met [CB 45.1101.5325]

**HIST 2389**  
**Academic Cooperative**  
(3 credits)

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week) [CB 45.0101.5125]



**Horticulture***Dwight Rhodes, Department Chairperson***HORT 1401  
Principles of Horticulture  
(4 credits)**

This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The lab experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 lab hours per week). [CB 01.0601.5101]

**Humanities***C. Jay Burton, Department Chairperson***HUMA 1301  
Introduction to Humanities I  
(3 credits)**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. (3 lecture hours per week). Prerequisites: TSI Met. [CB 24.0103.5112]

**HUMA 1302  
Introduction to Humanities II  
(3 credits)**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. (3 lecture hours per week). Prerequisites: TSI Met. [CB24.0103.5112]

**HUMA 1305  
Introduction to Mexican-American  
Studies  
(3 credits)**

This interdisciplinary survey examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican-American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican-American experience. (3 lecture hours per week) [CB 05.0203.5125]

**Human Services -  
Substance Abuse  
Counseling***G. E. Carrier, Department Chairperson***DAAC 1304 (see also SOCI 2340)  
Pharmacology of Addiction****(3 credits)**

Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors. (3 lecture hours per week) [CIP51.1501]

**DAAC 1305  
Co-occurring Disorders  
(3 credits)**

Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness. (3 lecture hours per week) [CIP: 51.1501]

**DAAC 1309  
Assessment of Substance-Related and  
Addictive Disorders  
(3 credits)**

Exploration of procedures and tools used to identify substance-related and addictive disorders and assess a client's problems, strengths, deficits, and needs. (3 lecture hours per week) [CIP51.1501]

**DAAC 1311  
Counseling Theories  
(3 credits)**

An examination of major theories and current treatment modalities used in the field of counseling. (3 lecture hours per week) [CIP51.1501]

**DAAC 1317  
Basic Counseling Skills  
(3 credits)**

An overview and application of the basic counseling skills. (3 lecture hours per week) [CIP51.1501]

**DAAC 1364  
Practicum Substance Abuse/Addiction  
Counseling  
(3 credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (21 practicum hours per week) [CIP: 51.1501]

**DAAC 1380  
Cooperative Education I - Substance  
Abuse/Addiction Counseling  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a

lecture component. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1364. [CIP51.1501]

**DAAC 1381  
Cooperative Education II - Substance  
Abuse/Addiction Counseling  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380 [CIP51.1501]

**DAAC 1391  
Special Topics in Alcohol/Drug Abuse  
Counseling  
(3 credits)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (3 lecture hours per week) [CIP51.1501]

**DAAC 2306  
Substance Abuse Prevention  
(3 credits)**

Examination of substance use disorder prevention. (3 lecture hours per week) [CIP: 51.1501]

**DAAC 2307  
Addicted Family Intervention  
(3 credits)**

Examination of family systems focusing on the effects of addiction and recovery. (3 lecture hours per week) [CIP51.1501]

**DAAC 2341  
Counseling Alcohol and Other Drug  
Addictions  
(3 credits)**

Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders. (3 lecture hours per week) [CIP51.1501]

**DAAC 2343  
Current Issues  
(3 credits)**

Examination of current issues related to substance use and addictive disorders. (3 lecture hours per week) [CIP51.1501]

**DAAC 2354****Dynamics of Group Counseling  
(3 credits)**

Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics. (3 lecture hours per week) [CIP 51.1501]

**DAAC 2380****Cooperative Education III - Substance Abuse /Addiction Counseling  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture hour and 20 lab hours per week) [CIP51.1501]

**GERs 1301****Introduction to Gerontology  
(3 credits)**

Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. (3 lecture hours per week) [CIP30.1101]

**PMHS 1380****Cooperative Education I - Psychiatric/Mental Health Services Technician  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture hour and 20 lab hours per week) [CIP51.1502]

**PMHS 1381****Cooperative Education II - Psychiatric/Mental Health Services Technician  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380. [CIP51.1502]

**PMHS 2380****Cooperative Education III - Psychiatric/Mental Health Services Technician  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among

the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1381 [CIP51.1502]

**SCWK 1313****Introduction to Social Work  
(3 credits)**

An overview of the social work profession and introduction to the terms, concepts, people, and critical events that have shaped the profession. (3 lecture hours per week) [CIP: 44.0701]

**Industrial Design  
Technology**

*James Langley, Department Chairperson  
Lupe Gonzales*

**ARCE 1452****Structural Drafting  
(4 Credits)**

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems; Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Identify components of structural systems; use reference materials; produce drawings for concrete, wood, and steel framing systems; draw design details and connections for framing components; and draw column and beam details for manufacture and assembly utilizing various fastening methods. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 2419 [CIP04.0901]

**DFTG 1405****Technical Drafting  
(4 credits)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Create technical sketches, geometric constructions, orthographic projections, pictorial/sectional views, and dimensioned drawings. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 1409. [CIP15.1301]

**DFTG 1409****Basic Computer Aided Drafting  
(4 credits)**

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/

print to scale. Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, display, and plot/print working drawings. (2 lecture and 6 lab hours per week) Prerequisite: POFI 1204 or as corequisite with dept. approval. [CIP15.1302]

**DFTG 1433****Mechanical Drafting  
(4 credits)**

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Develop a set of working drawings including assembly, detail, and pictorial. (2 lecture and 6 lab hours per week) Prerequisite: DFTG 1445 [CIP15.1306]

**DFTG 1445****Parametric Modeling and Design  
(4 credits)**

Parametric-based design software for 3D design and drafting. Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. Prerequisite: POFI 1204 or as corequisite with dept. approval. (2 lecture and 6 lab hours per week). [CIP15.1306]

**DFTG 2406****Machine Design  
(4 Credits)**

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Utilize the steps used in the design process, terminology, and mechanical processes to produce drawings. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1433. [CIP15.1306]

**DFTG 2419****Intermediate Computer-Aided Drafting  
(4 credits)**

AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings to construct a composite drawing, and import and extract data utilizing attributes. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 1409. [CIP15.1302]

**DFTG 2423****Pipe Drafting  
(4 credits)**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Create drawings of foundations, structural supports, and

process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 2419 or as corequisite with dept. approval. [CIP15.1302]

**DFTG 2430  
Civil Drafting  
(4 credits)**

In-depth study of drafting methods and principles used in civil engineering. Interpret field notes; develop documents for a civil project; analyze and layout drainage and utilities infrastructure; and perform related calculations. (2 lecture and 6 lab hours per week). Prerequisites: DFTG 1409 Co requires: DFTG 2419. [CIP15.1304]

**DFTG 2435  
Advanced Technologies in Mechanical Design & Drafting  
(4 credits)**

Use parametric-based software for mechanical design for advanced modeling and analysis. Create advanced surfaces, patterns, and sketched features; create simulations of loads and constraints; review and interpret static and thermal analysis; create tables; and customize user interface. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1433, DFTG 1445. [CIP15.1306]

**DFTG 2440  
Solid Modeling/Design  
(4 credits)**

AutoCAD. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three dimensional models in design work. Create three-dimensional solid model objects; and generate pictorial and orthographic drawings. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1409 [CIP15.1302]

**DFTG 2445  
Advanced Pipe Drafting  
(4 Credits)**

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. Compile a comprehensive set of construction documents from engineering notes and process flow diagrams; solve design implementation problems; apply appropriate codes and standards; document the implementation of a comprehensive industrial plan; create details for cost effective implementation; and integrate appropriate instrumentation and industrial devices. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 2423 [CIP15.1302]

**DFTG 2450  
Geometric Dimensioning and Tolerancing  
(4 credits)**

Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Apply tolerance, feature control frame, feature of size, datums, form, orientation, location, runout, and profile controls between various parts. Prerequisite: DFTG 1445. Corequisite: DFTG 1433. (2 lecture and 6 lab hours per week) [CIP15.1306]

**DFTG 2457  
Advanced Technologies in Pipe Design & Drafting  
(4 credits)**

Advanced design and production techniques using specialized process plant based design software. Use pipe design software; dimension and annotate pipe drawings; reference materials; apply pipe drafting design methods and standards; develop 2D and 3D drawings; and develop flow diagrams and P&IDs. Prerequisite: DFTG 1445 (2 lecture and 6 lab hours per week) [CIP15.1302]

**DFTG 2481  
Cooperative Education  
(4 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 21 lab hours per week) [CIP15.1301]

**ENTC 1423  
Strength of Materials  
(4 credits)**

Study of the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles behind moments of interim and explain the relationship between that principle and the shape's cross-sectional geometry and reference axis; and calculate the torsional shearing stress on a solid round shaft subjected to various torques and horsepower requirements. Prerequisite:

TECM 1317 (2 lecture and 6 lab hours per week). [CIP15.0000]

**TECM 1317  
Technical Trigonometry  
(3 Credits)**

Triangular measurements and calculations used in technical/industrial applications. Calculate right triangles and oblique triangles; convert between polar and rectangular vectors; add and subtract vectors; and analyze sine and cosine waveforms used in technical/industrial applications. (2 lecture and 2 lab hours per week) Prerequisite: Math 1314. [CIP27.0301]

**Management**

*Susan Weatherford, Department  
Chairperson  
Lisa Akheituame*

**BMGT 1305  
Communication Skills in Management  
(3 credits)**

Basic theory and processes of communication skills necessary for the management of an organization's workforce. A comprehensive study of communications skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, concise written and verbal/non-verbal communication. Also covers skills for time management. (3 lecture hours & 1 lab hour per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or ENGL 0309. [CIP 52.0201]

**BMGT 1327  
Principles of Management  
(3 credits)**

The concepts, terminology, principles, theories, and issues in the field of management. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week). [CIP52.0201]

**BMGT 1382  
Cooperative Education-Business Administration and Management, General I  
(3 credits)**

Career related activities encountered in the student's area of specialization are offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific

learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week). [CIP52.0201]

**BMGT 2303**  
**Problem Solving and Decision Making**  
**(3 credits)**

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgment. (3 lecture hours per week). [CIP52.0201]

**BMGT 2382**  
**Cooperative Education - Business Administration & Management, General II**  
**(3 credits)**

Career related activities encountered in the student's area of specialization are offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week). [CIP52.0201]

**BMGT 2383**  
**Cooperative Education - Business Administration & Management, General III**  
**(3 credits)**

Career related activities encountered in the student's area of specialization are offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week.) [CIP52.0201]

**BUSG 2309**  
**Small Business Management**  
**(3 credits)**

A study of the concepts and skills necessary for starting and operating a small business

including planning, organizing, staffing, managing, financing, marketing, and accounting functions. (3 lecture hours per week). [CIP52.0703]

**HRPO 1311**  
**Human Relations**  
**(3 credits)**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week). [CIP52.1003]

**HRPO 1391**  
**Special Topics in Human Resources Management**  
**(3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (3 lecture hours per week). [CIP52.1001]

**HRPO 2301**  
**Human Resources Management**  
**(3 credits)**

Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives. (3 lecture hours per week). [CIP52.1001]

**HRPO 2307**  
**Organizational Behavior**  
**(3 credits)**

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 lecture hours per week). [CIP52.1003]

**MRKG 1391**  
**Special Topics in Marketing and Marketing Management**  
**(3 Credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course

was designed to be repeated multiple times to improve student proficiency. This course examines the characteristics of the service domain which today is the dominate industry in the United States. The planning, organization, production and marketing of quality services will be the focus of the course. It is designed to help develop an understanding of the unique marketing needs and management challenges faced by service organizations through examining customer interactions and perceptions to service experiences. (3 lecture hours per week). Prerequisite: MRKG 1311 [CIP 52.1401]

**MRKG 1311**  
**Principles of Marketing**  
**(3 credits)**

**Offered Spring Semester Only**  
 This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of environmental, economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week). [CIP52.1401]

**MRKG 2333**  
**Principles of Selling**  
**(3 credits)**

**Offered Fall Semester Only**  
 Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople. (3 lecture hours per week). [CIP 52.1401]

**MRKG 2349**  
**Advertising & Sales Promotions**  
**(3 credits)**

Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. (3 lecture hours per week). Prerequisite: MRKG-1311. [CIP52.1401]

**Mathematics**

*Jennifer Hopkins, Department Chairperson  
 Ralph Best, James Boler, Deanna Dick,  
 Robin Harbour, Charles Kilgore, Bette Nelson, Sosina Peterson*

*NOTE: The basics of arithmetic and algebra are taught in MATH 0310, MATH 0311, and MATH 0312. These courses benefit students needing additional preparation for*

college level work and those desiring only to improve their mathematical skills. One or all of these courses may be required by state law, or by the ACC Developmental Education Plan, for students whose scores on placement tests fall below established cutoff levels.

**NCBM 0200**  
**Non-Course Based Mathematics**  
**(2 credits)**

This course includes topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real number systems. (1.5 lecture hours and 1/2 lab hour per week). **[CB32.0104.5319]**

**MATH 0309**  
**Pre-Algebra**  
**(3 credits)**

This course offers instruction and practice in basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry, and a study of signed numbers. The purpose of MATH 0309 is to prepare the students for MATH 0310. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours and 1 lab hour per week). **[CB32.0104.5119]**

**MATH 0310**  
**Developmental Mathematics - Algebra**  
**(3 credits)**

This course includes linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test. Prerequisite: NCBM 0200 or MATH 0309. (3 lecture hours and 1 lab hour per week). **[CB32.0104.5119]**

**MATH 0311**  
**PreStatistics**  
**(3 credits)**

Development of mathematical reasoning and problem-solving abilities with an emphasis on preparation for a course in Statistics. Includes concepts from algebra, a number systems, probability, and use of formulas. The purpose of MATH 0311 is to prepare students for MATH 1342 or MATH 1332. Students enrolling in this course must meet the developmental algebra standard on the placement test. Prerequisite: NCBM 0200 or MATH 0309. (3 lecture hours and 1 lab hour per week). **[CB32.0104.5119]**

**MATH 0312**  
**Developmental Mathematics -**  
**Intermediate Algebra**  
**(3 credits)**

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Student enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. Prerequisite: MATH 0310. (3 lecture hours per week). **[CB32.0104.5219]**

**MATH 1314**  
**College Algebra**  
**(3 credits)**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Graphing calculators (TI-83, TI-84 or comparable models) are required. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: TSI Met in Math. **[CB27.0101.5419]**

**MATH 1324**  
**Finite Math**  
**(3 credits)**

This course covers interest, annuities, and the mathematics of finance, systems of linear equations, matrices, linear inequalities, linear programming, the simplex method, set theory, counting techniques, combinatorics, and probability (including expected value). Additionally, the application of common algebraic functions including polynomial, exponential, logarithmic, and rational functions to problems in business, economics, life and social sciences is addressed. (3 lecture hours per week). Prerequisite: TSI Met in Math **[CB27.0301.5219]**

**MATH 1325**  
**Business Calculus**  
**(3 credits)**

This course is designed for business, economics, management, and finance students. The course includes a study of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. **[CB27.0301.5319]**

**MATH 1332**  
**Contemporary Mathematics I**  
**(3 credits)**

This course is designed for liberal arts, humanities and human/social sciences. It is not intended for mathematics, science, engineering, elementary education or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics may include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. (3 lecture hours per week). Prerequisite: TSI Met in Math **[CB27.0101.5119]**

**MATH 1333**  
**Contemporary Mathematics for Tech**  
**(3 credits)**

This course provides a broad background in principles and applications of mathematics found in the technical and vocational degree programs. Topics will include: a survey of equations, a survey of relations and functions, probability and statistics, and applications. This course will satisfy the math requirements of the Associate of Applied Science, but does not satisfy the math requirements of the Associate of Arts, The Associate of Science, or the Associate of Arts in Teaching degree. Prerequisite: TSI Met in Math. (3 lecture hours per week). **[CB27.0101.5119]**

**MATH 1342**  
**Elementary Statistical Methods**  
**(3 credits)**

This course includes collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. (3 lecture hours per week). Prerequisites: TSI Met in Math. **[CB27.0501.5119]**

**MATH 1350**  
**Fundamentals of Mathematics I**  
**(3 credits)**

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. (3 lecture hours per week) Prerequisite: MATH 1314 or equivalent or higher level math. **[CB27.0101.5619]**

**MATH 1351  
Fundamentals of Mathematics II  
(3 credits)**

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. (3 lecture hours per week) Prerequisite: MATH 1314 or MATH 1350 or equivalent. [CB27.0101.5719]

**MATH 2318  
Linear Algebra  
(3 credits)**

This course includes such topics as vector spaces, linear independence, bases, linear transformations, matrices, determinants, eigenvalues, eigenvectors, and applications. (3 lecture hours per week). Prerequisite: MATH 2413 or departmental approval. [CB27.0101.6319]

**MATH 2320  
Differential Equations  
(3 credits)**

This course covers Ordinary Differential Equations and Applications. Included are First Order Equations, Linear Homogeneous Equations with Constant Coefficients, Undetermined Coefficients and Variation of Parameters, and Power Series Methods. The Laplace Transform is used to solve Initial Value Problems. Eigenvalues and Eigenvectors are introduced in order to solve Systems of Linear Differential Equations. Fourier Series are introduced. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. [CB27.0101.6419]

**MATH 2412  
Pre-Calculus Math  
(4 credits)**

This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB27.0101.5819]

**MATH 2413  
Calculus I  
(4 credits)**

This course is designed to meet the needs of mathematics, engineering, and science students. Topics included in this course are limits and continuity, the Fundamental Theorem of Calculus, definition of the derivative of a function and techniques of differentiation, applications of the derivative

to maximizing or minimizing functions, the chain rule, the mean value theorem, rate of change problems, curve sketching, definite and indefinite integration of algebraic, trigonometric, and transcendental functions with an application to calculation of areas. (4 lecture hours per week). Prerequisites: MATH 2412 or departmental approval. [CB27.0101.5919]

**MATH 2414  
Calculus II  
(4 credits)**

This course includes differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; power series; and improper integrals. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. [CB27.0101.6019]

**MATH 2415  
Calculus III  
(4 credits)**

This course includes advanced topics in calculus, including vectors and vector-valued functions, vector fields, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; line integrals and applications including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. (4 lecture hours per week). Prerequisite: MATH 2414 or equivalent course. [CB27.0101.6119]

**Music**

*Kevin Moody, Department Chairperson  
David Griffith*

**GENERAL MUSIC**

**MUSI 1181  
Class Piano I  
(1 credit)**

Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

**MUSI 1182  
Class Piano II  
(1 credit)**

Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

**MUSI 1183  
Voice Class  
(1 credit)**

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little

or no previous voice training. (1 lecture and 2 lab hours per week). [CB50.0908.5126]

**MUSI 1188  
Percussion Class  
(1 credit)**

Class instruction in the fundamentals techniques of playing and teaching percussion instruments. (1 lecture and 2 lab hours per week). [CB50.0903.5126]

**MUSI 1192  
Guitar Class  
(1 credit)**

Class instruction in the fundamental techniques of playing guitar. (1 lecture and 2 lab hours per week). [CB50.0911.5126]

**MUSI 1211  
Music Theory I  
(2 credits)**

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. (2 lecture & 1 lab hour per week). Prerequisite: TSI Met. Corequisite: MUSI 1216 [CB50.0904.5126]

**MUSI 1212  
Music Theory II  
(2 credits)**

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. (2 lecture & 1 lab hour per week). Prerequisite: TSI Met and MUSI 1211. Corequisite: MUSI 1217 [CB50.0904.5126]

**MUSI 1216  
Sight Singing & Ear Training I  
(2 credits)**

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. (2 lecture & 1 lab hour per week). Corequisite: MUSI 1211. [CB50.0904.5626]

**MUSI 1217  
Sight Singing & Ear Training II  
(2 credits)**

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1216. Corequisite: MUSI 1212. [CB50.0904.5626]

**MUSI 1301**  
**Fundamentals of Music**  
**(3 credits)**

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.) (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0904.5526]

**MUSI 1306**  
**Music Appreciation**  
**(3 credits)**

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0902.5126]

**MUSI 1307**  
**Music Literature**  
**(3 credits)**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (3 lecture hours per week). Prerequisites: INRW 0310, DIRW/DIRR 0310 or ENGL/READ 0310. [CB50.0902.5126]

**MUSI 1308**  
**Music Literature I**  
**(3 credits)**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (3 lecture hours per week). Prerequisites: INRW 0310, DIRW/DIRR 0310 or ENGL/READ 0310. [CB50.0902.5226]

**MUSI 1309**  
**Music Literature II**  
**(3 credits)**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (3 lecture hours per week). Prerequisites: INRW 0310, DIRW/DIRR 0310 or ENGL/READ 0310. [CB50.0902.5226]

**MUSI 1310**  
**American Music**  
**(3 credits)**

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309 [CB50.0902.5326]

**MUSI 2181**  
**Class Piano III**  
**(1 credit)**

Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

**MUSI 2182**  
**Class Piano IV**  
**(1 credit)**

Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week) [CB50.0907.5126]

**MUSI 2211**  
**Music Theory III**  
**(2 credits)**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1212, Corequisite: MUSI 2216. [CB50.0904.5226]

**MUSI 2212**  
**Music Theory IV**  
**(2 credits)**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 2211. Corequisite: MUSI 2217 [CB50.0904.5226]

**MUSI 2216**  
**Sight Singing & Ear Training III**  
**(2 credits)**

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1217. Corequisite: MUSI 2211. [CB50.0904.5726]

**MUSI 2217**  
**Sight Singing & Ear Training IV**  
**(2 credits)**

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (2 lecture

& 1 lab hour per week). Prerequisite: MUSI 2216. Corequisite: MUSI 2212. [CB50.0904.5726]

**ENSEMBLES**

**MUEN 1125, 1126, 2125, 2126**  
**Jazz Band**  
**(1 credit each)**

This small instrumental ensemble rehearses and performs standard and contemporary jazz and rock music. Membership is open to all students by approval of the instructor. This course can be repeated for credit. (4 rehearsal hours per week). [CB50.0903.5526]

**MUEN 1122, 1123, 2122, 2123**  
**Concert Band**  
**(1 credit each)**

This large instrumental ensemble rehearses and performs standard and contemporary wind ensemble literature. This course can be repeated for credit. (4 rehearsal hours per week). [CB50.0903.5526]

**MUEN 1135, 2135**  
**Jazz Lab**  
**(1 credit each)**

This small instrumental ensemble rehearses and performs standard and contemporary combo literature. This course can be repeated for credit. (3 hours per week). [CB50.0903.5626]

**MUEN 1141, 1142, 2141, 2142**  
**Concert Choir**  
**(1 credit each)**

This large vocal ensemble rehearses and performs traditional and contemporary choral literature. This course can be repeated for credit. (4 rehearsal hours per week). [CB50.0903.5726]

**MUEN 1144, 2144**  
**Musical Theater**  
**(1 credit each)**

This course can be repeated for credit. This course stresses the study and performance of works selected from the musical theater repertoire. (4 rehearsal hours per week). [CB50.0903.5726]

**MUEN 1151, 1152, 2151, 2152**  
**Chamber Singers**  
**(1 credit)**

This small vocal ensemble rehearses and performs traditional and contemporary chamber choir literature. Membership is available to all students by audition. Students are expected to also enroll in Concert Choir. This course can be repeated for credit. (4 rehearsal hours per week). [CB50.0903.5826]

**APPLIED MUSIC**

*All applied music courses are under [CB50.0903.5426]*

**MUAP 1217, 1218**  
**Applied Music Woodwind**  
**(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week).

**MUAP 1237, 1238**  
**Applied Music Brass**  
**(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (2 lecture hours per week).

**MUAP 1257, 1258**  
**Applied Music Percussion**  
**(2 credits each)**

These courses provide one hour of individual instruction a week in the use of percussion instruments. (2 lecture hours per week).

**MUAP 1261, 1262**  
**Applied Music Guitar**  
**(2 credits each)**

These courses provide one hour of individual instruction a week in guitar. (2 lecture hours per week).

**MUAP 1269, 1270**  
**Applied Music Piano**  
**(2 credits each)**

These courses provide one hour of individual instruction a week in piano. (2 lecture hours per week).

**MUAP 1281, 1282**  
**Applied Music Voice**  
**(2 credits each)**

These courses provide one hour of individual instruction per week in voice. (2 lecture hours per week).

**MUAP 2217, 2218**  
**Applied Music Woodwind**  
**(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week).

**MUAP 2237, 2238**  
**Applied Music Brass**  
**(2 credits each)**

These courses provide one hour of individual

instruction per week in trumpet, trombone, French horn or tuba. (2 lecture hours per week).

**MUAP 2257, 2258**  
**Applied Music Percussion**  
**(2 credits each)**

These courses provide one hour of individual instruction per week in percussion instruments. (2 lecture hours per week).

**MUAP 2261, 2262**  
**Applied Music Guitar**  
**(2 credits each)**

These courses provide one hour of individual instruction per week in guitar. (2 lecture hours per week).

**MUAP 2269, 2270**  
**Applied Music Piano**  
**(2 credits each)**

These courses provide one hour of individual instruction per week in piano. (2 lecture hours per week).

**MUAP 2281, 2282**  
**Applied Music Voice**  
**(2 credits each)**

These courses provide one hour of individual instruction per week in voice. (2 lecture hours per week).

**RECORDING**

**MUSC 1327**  
**Audio Engineering I**  
**(3 credits)**

Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and placement techniques, studio set up and signal flow, console theory, signal processing concepts, multi-track principles and operation, and an overview of mixing and editing (2 lecture and 4 lab hours per week). [CB 10.0203]

**MUSC 2427**  
**Audio Engineering II**  
**(4 credits)**

Implementation of the recording process, including microphones, audio console, multi-track recorder, and signal processing devices. (2 lecture and 4 lab hours per week). Prerequisites: MUSC 1327. [CB 10.0203]

**MUSC 2447**  
**Audio Engineering III**  
**(4 credits)**

Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques, and advanced engineering projects. (2 lecture and 4 lab hours per week). [CB 10.0203]

**Neurodiagnostic Technology (NDT)**

*Angelia Klapproth, Department Chairperson*

**ENDT 1310**  
**Neuroanatomy & Physiology - EEG**  
**(3 credits)**

Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Requires departmental approval. (3 lecture hours per week) [CIP 51.0903]

**ENDT 1345**  
**Applied Electronics & Instrumentation**  
**(3 credits)**

Theory & application of electrical concepts, recording techniques, data analysis, and descriptions. Includes electronics & instrumentation associated with the conventional electroencephalograph such as the power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-Hz filters), the writer unit, electrical output, electrical safety, and standards for clinical electroencephalographs. Also covers ambulatory monitoring & digital electroencephalography. Requires departmental approval. (2 lecture hours & 2 lab hours per week) [CIP 51.0903]

**ENDT 1350**  
**Electroencephalography**  
**(3 credits)**

The field of electroencephalography (EEG) and its use in medicine & surgery. Emphasizes patient hookup, taking histories, careful handling of the patient, and reviewing normal and abnormal brainwaves, identifying artifacts, EEG instrumentation, pattern recognition, and sleep recordings. Includes examination of EEG findings in neurological disease and introduces special EEG procedures. Requires departmental approval. (2 lecture hours & 2 lab hours per week) [CIP 51.0903]



**ENDT 1463****Clinical I - Electroneurodiagnostics****Technology  
(4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (20 clinical hours per week) Prerequisites: ENDT 1345, ENDT 1350, Corequisite: ENDT 2320.

[CIP 51.0903]

**ENDT 2210****Evoked Potentials****(2 credits)**

Evoked potentials (EP) instrumentation, EP history, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators. Includes recording evoked potentials from volunteers and observing the effect of different variables. Emphasizes somatosensory, visual and brainstem auditory evoked responses, and practical application and evaluation of EP data. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350. [CIP 51.0903]

**ENDT 2215****Nerve Conduction Studies****(2 credits)**

Electrodiagnostics, principles of nerve conduction studies, and methods designed to assess neuromuscular transmission. Includes conventional and single-fiber electromyography and methods designed for reaching less accessible regions of the nervous system. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350.

[CIP 51.0903]

**ENDT 2320****Electroneurodiagnostics Technology I****(3 credits)**

Electroneurodiagnostics and normal functional neuroanatomy and physiology. Explores abnormal functional neuroanatomy and physiological conditions and correlates. Includes an examination of electroencephalographic sign of cerebral disorders, the study of specific neurological disease entities, and the integration of electroencephalography patterns for cerebral disorders and diagnosis. (2 lecture hours & 2 lab hours per week) Prerequisites: ENDT 1350 & ENDT 1345. [CIP 51.0903]

**ENDT 2425****Electroneurodiagnostics Technology II****(4 credits)**

Electroneurodiagnostics and normal and abnormal functional neuroanatomy and physiology. This course is designed to further explore and introduce specific neurological disease processes and

integrate electroencephalographic patterns for these processes. Identifies abnormal functional neuroanatomy & physiological conditions and electroencephalographic correlates. (3 lecture & 2 lab hours per week) Prerequisites: ENDT 1463 Corequisites: ENDT 2463. [CIP 51.0903]

**ENDT 2463****Clinical II - Electroneurodiagnostics****Technology  
(4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (20 clinical hours per week) Prerequisites: ENDT 1463 Corequisite: ENDT 2425. [CIP 51.0903]

**ENDT 2661****Clinical III - Electroencephalography****(6 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (30 clinical hours per week) Prerequisites: ENDT 1463, ENDT 2463. [CIP 51.0903]

**IONM 1270****Modalities for Spine Surgery****(2 credits)**

A comprehensive course covering all aspects of spinal cord surgeries. Introduces a review of basic spine anatomy and clinical indications for spine surgery, such as, spinal deformities, stabilization, tumor removal and decompression. Detailed review of instrumentation and recording modalities, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators as it applies to the environment of operating room. (2 lecture hours per week). Prerequisites: ENDT 1310 ENDT 1345, IONM 1570; Corequisites: ENDT 2210, ENDT 1350, IONM 1572. [CIP 51.0903]

**IONM 1570****Introduction to IONM Topics****(5 credits)**

Introduction to IONM is a course that will explore the field of intraoperative neurophysiologic monitoring and give students an opportunity to learn the basics of neuroprotection in the operating room, including evoked potential, nerve conduction and electromyography testing modalities. The course will also cover basic patient care skills, medical terminology, and anesthesia topics. (3 lecture and 6 lab hours per week). Prerequisite: BIOL 2401, Corequisite: ENDT 1310. [CIP 51.0903]

**IONM 1572****Clinical I - IONM****(5 credits)**

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (16 clinical hours per week). Prerequisite: IONM 1570, ENDT 1310, ENDT 1345, Corequisites: IONM 1270, ENDT 2210, ENDT 1350.

[CIP 51.0903]

**IONM 2270****Modalities in Specialty Procedures****(2 credits)**

Includes an in depth review of neurosurgical, cardiovascular and epilepsy surgeries and the types of neurophysiologic monitoring used to ensure neuroprotection during critical stages of the surgery. A review of instrumentation components and settings. Details of each type of surgery and properly identifying critical points with emphasis on expected response, anesthesia, and troubleshooting techniques during such critical points. (2 lecture hours per week). Prerequisites: IONM 1270, IONM 1572, ENDT 2210, ENDT 1350, Corequisites: ENDT 2215, IONM 2570. [CIP 51.0903]

**IONM 2570****Clinical II - IONM****(5 credits)**

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (24 clinical hours per week). Prerequisites: IONM 1270, IONM 1572, ENDT 2210, ENDT 1350, Corequisites: IONM 2270, ENDT 2215. [CIP 51.0903]

**Nursing****(Associate Degree)**

*Debra Fontenot, Director*

*MeKonnen Birru, Kristin Elsner, Mary Alice Estes, Tana Haftner-Burton, Janet Joost, Christy Scales, Wendy Stewart, Catina West, Ashley White, Jocelyn Wiltz*

**RNSG 1129****Integrated Nursing Skills II****(1 credit)**

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the lifespan. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. (3 lab hours per week). Prerequisite: RNSG 1219. [CIP 51.3801]

**RNSG 1219**  
**Integrated Nursing Skills I**  
**(2 credits)**

Study of the concepts and principles necessary to perform basic nursing skills for diverse patients across the lifespan; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgement, skills, and professional values within a legal/ethical framework. (1 lecture and 3 lab hours per week). Prerequisites: Admission into the ADN Program. [CIP 51.3801]

**RNSG 1240**  
**Professional Nursing Skills for**  
**Articulating Students**  
**(2 credits)**

Demonstration of professional nursing skills and procedures; and utilize critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. (1 lecture and 3 lab hours per week). Prerequisites: Admission into the ADN Program. [CIP 51.3801]

**RNSG 1246**  
**Legal and Ethical Issues for Nurses**  
**(2 credits)**

(Blocked curriculum; last offered Fall 2016)  
 Study of the laws and regulations related to the provision of safe and effective professional nursing care within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Content includes confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. (2 lecture hours per week). Pre-requisite: RNSG 1441 & 1561 or 1262 & 1417. [CIP 51.3801]

**RNSG 1260**  
**Clinical I RN**  
**(2 credits)**

A health related work-based learning experience that introduces the student in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adults and family. Clinical education is an unpaid learning experience. (6 lab hours per week) Prerequisites: Admission into the ADN Program. Corequisite: RNSG 1523. [CIP 51.3801]

**RNSG 1262**  
**Clinical RN Transition**  
**(2 credits)**

A health related work-based learning experience that introduces the vocational nurse in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (6 lab hours per week) Prerequisites: Admission into the ADN Program, Corequisite: RNSG 1327. [CIP 51.3801]

**RNSG 1327**  
**Transition to Professional Nursing**  
**(3 credits)**

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework throughout the lifespan. (2 lecture hours and 3 lab hours per week). Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. Corequisite: RNSG 1262. [CIP 51.3801]

**RNSG 1443**  
**Complex Concepts of Adult Health**  
**(4 credits)**

(Blocked curriculum; last offered Fall 2016)  
 Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis is on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. (3 lecture and 2 lab hours per week) Prerequisites: BIOL 2420; and either RNSG 2213, 1441 or RNSG 1417. Corequisite: RNSG 2563. [CIP 51.3801]

**RNSG 1461**  
**Clinical II RN**  
**(4 credits)**

A health related work-based learning experience in medical/surgical settings that enables the student to apply professional nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession.

Direct supervision is provided by the clinical professional. (12 lab hours per week). Prerequisites: RNSG 1260. Corequisite: RNSG 2504. [CIP 51.3801]

**RNSG 1523**  
**Introduction to Professional Nursing**  
**for Integrated Programs**  
**(5 credits)**

Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the lifespan; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to patients across the lifespan; and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 3 lab hours per week). Prerequisites: BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301. Admission into the ADN Program. Corequisites: RNSG 1260, PSYC 2314. [CIP51.3801]

**RNSG 2435**  
**Integrated Patient Care Management**  
**(4 credits)**

Application of independent nursing interventions to care for patients and families throughout the lifespan whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgement, skills, and professional values within a legal/ethical framework. (3 lecture and 3 lab hours per week). Prerequisite: RNSG 2514. Corequisite: RNSG 2463. [CIP 51.3801]

**RNSG 2462**  
**Clinical III RN**  
**(4 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 lab hours per week). Prerequisite: RNSG 1461 or RNSG 1262. Corequisite: RNSG 2514. [CIP 51.3801]

**RNSG 2463** (Integrated curriculum; first time offered Spring 2017)

**Clinical IV RN**

**(4 credits)**

A health related work-based learning experience that enables the student to apply nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (16 lab hours per week) Prerequisite: RNSG 2462. Corequisite: RNSG 2435. [CIP 51.3801]

**RNSG 2504**

**Integrated Care of the Patient with Common Health Care Needs**

**(5 credits)**

Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the lifespan with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 4 lab hours per week). Prerequisite: RNSG 1523. Corequisite: RNSG 1461. [CIP 51.3801]

**RNSG 2514**

**Integrated Care of the Patient with Complex Health Care Needs**

**(5 credits)**

Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the lifespan with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 2 lab hours per week). Prerequisites: BIOL 2420, RNSG 2504 or RNSG 1327. Corequisite: RNSG 2462. [CIP 51.3801]

**RNSG 2563**

**Clinical Nursing: Complex Concepts of Adult Health**

**(5 credits)**

(Blocked curriculum; last offered Fall 2016) A health-related work-based learning experience in medical/surgical settings that enables the student to apply advanced nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by clinical professional(s). (15 lab hours per week). Prerequisite: RNSG 2213 or RNSG 1417. Corequisite: RNSG 1443. [CIP 51.3801]

**Nursing**

**(Vocational)**

*Melinda Wallace, Department Chairperson  
Tori McTaggart, Thirty Lacy*

**VNSG 1122**

**Vocational Nursing Concepts**

**(1 credit)**

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week). [CIP 51.3901]

**VNSG 1160**

**Clinical I - Vocational Nurse**

**(1 credit)**

A health related work-based experience, that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written & communication skills using the terminology of the occupation and the business/industry.

(8 clinical hours per week). Corequisite: VNSG 1423. [CIP 51.3901]

**VNSG 1219**

**Leadership & Professional Development**

**(2 credits)**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Learning Outcomes: The student will describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; explain the Texas Board of Nursing Rules and Regulations and the Nurse Practice; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week). [CIP 51.3901]

**VNSG 1226**

**Gerontology**

**(2 credits)**

Overview of the normal physical, psychological, and cultural aspects of the aging process. Addresses common disease processes of aging and explores perceptions towards care of the elderly. Topics include but are not limited to introduction to aging; the aging adult; geriatric mental health; sexuality and aging; pain management; geriatric medications; assisting the dying client and family; hospice care. Learning Outcomes: the student will describe the aspects of aging; discuss disease processes associated with aging; and identify perceptions related to care of the older adult. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

**VNSG 1227**

**Essentials of Medication Administration**

**(2 credits)**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Includes hands on practice and demonstration and safe administration in a lab setting. Learning Outcomes: The student will demonstrate accurate dosage calculation; discuss the principles of medication administration safety; and identify the elements of accurate documentation of medication administration. (1 lecture and 2 lab hours per week). [CIP 51.3901]

**VNSG 1230**  
**Maternal - Neonatal Nursing**  
**(2 credits)**

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the focused assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Learning Outcomes: The student will discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

**VNSG 1234**  
**Pediatrics**  
**(2 credits)**

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process. Learning Outcomes: The student will identify safety principles related to childcare; discuss primary nursing care of the pediatric patient and family during the health and disease; and apply concepts of growth and development to the care of pediatric patients utilizing the nursing process. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

**VNSG 1301**  
**Mental Health and Mental Illness**  
**(3 credits)**

Study of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy. Learning Outcomes: The student will identify the characteristics of mental health; identify common mental illness and maladaptive behaviors; describe trends in psychotherapeutic treatment; discuss the application of therapeutic communication skills; and assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior. (3 lecture hours per week). [CIP 51.3901]

**VNSG 1329**  
**Medical Surgical Nursing I**  
**(3 credits)**

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify components of the health-illness continuum; identify prevalent medical surgical conditions affecting the adult and utilize the nursing process to assist in developing a plan of care for selected

medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1660. [CIP 51.3901]

**VNSG 1331**  
**Pharmacology**  
**(3 credits)**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Learning Outcomes: The student will identify properties, effects, and principles of pharmacotherapeutic agents; and explain common nursing interventions associated with the various pharmacotherapeutic agents. (3 lecture hours per week). [CIP 51.3901]

**VNSG 1332**  
**Medical - Surgical Nursing II**  
**(3 credits)**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum. Includes a variety of health care settings. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent medical surgical conditions affecting the adult and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1660. [CIP 51.3901]

**VNSG 1420**  
**Anatomy & Physiology for Allied Health**  
**(4 credits)**

Introduction to the normal structure and function of the body including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Learning Outcomes: The student will identify the structure of each of the major body systems; describe the function of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis. (4 lecture hours per week). [CIP 51.3901]

**VNSG 1423**  
**Basic Nursing Skills**  
**(4 credits)**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Lab required. Learning Outcomes: The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care setting. (3 lecture and 4 lab hours per week). Corequisite: VNSG 1160. [CIP 51.3901]  
**VNSG 1660**

**Clinical II - Vocational Nurse**  
**(6 credits)**

A health related work-based experience that enables the student to apply specialized occupation theory skills, and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (24 clinical hours per week). Corequisites: VNSG 1329 and VNSG 1332. [CIP 51.3901].

**VNSG 1661**  
**Clinical III - Vocational Nurse**  
**(6 credits)**

A health related work-based experience that enables the student to apply specialized occupation theory skills and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (24 clinical hours per week). Corequisites: VNSG 1226 and VNSG 1230, and VNSG 1234. [CIP 51.3901]

**Nutrition**

Debra Fontenot, Department Chairperson

**HECO 1322****Nutrition & Diet Therapy**

*\* The classroom course is only offered in the fall semester. The internet course is offered each semester.*

(3 credits)

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Cross-listed with BIOL 1322. [CIP19.0501.5109]

**Office Administration**

Dianna Smith, Department Chairperson  
Dr. Andrea Busch

*It is the responsibility of all students taking Office Administration internet course(s) to contact their instructor(s) by the third class day through MyBlackboard.*

*Students are required to use the same text books and software version used by the Office Administration Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D211 when space is available.*

**ACNT 1303****Introduction to Accounting I**  
(3 credits)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (2 lecture and 3 lab hours per week). [CIP 52.0302]

**ACNT 1311****Introduction to Computerized Accounting**  
(3 credits)

Introduction to utilizing the computer and maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 lecture and 3 lab hours per week). Prerequisite: ACNT 1303. [CIP 52.0302]

**HITT 1305****Medical Terminology I**  
(3 credits)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (2 lecture and 3 lab hours per week). [CIP 51.0707]

**POFI 1204****Computer Fundamentals**  
(2 credits)

Microsoft Word, PowerPoint, Excel, Visio and Outlook. Emphasizes the concurrent development of office skills and computer knowledge. For Industrial Design Technology majors. (1 lecture and 4 lab hours per week). [CIP 51.0707]

**POFI 1301****Computer Applications I**  
(3 credits)

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (2 lecture and 3 lab hour per week) [CIP 52.0407]

**POFI 1341****Computer Applications II**  
(3 credits)

Continued study of current computer terminology and technology. Advanced skill development in computer software applications and procedures. End-of-Course Outcomes: Apply advanced skills to produce documents using Visio, Adobe Acrobat, SAP and Publisher. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

**POFI 1349****Spreadsheets**  
(3 credits)

Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (2 lecture and 3 lab hours per week) [CIP 52.0407]

**POFI 1401****Computer Applications I For OFAD & MGMT Majors**  
(4 credits)

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (3 lecture and 3 lab hours per week) [CIP 52.0407]

**POFI 1449****Spreadsheets**  
(4 credits)

Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (3 lecture and 3 lab hours per week) [CIP 52.0407]

**POFI 2301****Word Processing**  
(3 credits)

Word processing software Microsoft Word 2013 focusing on business applications. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

**POFI 2350****Databases (Access)**  
(3 credits)

In-depth instruction of database applications using Microsoft Access 2013. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

**POFL 1340****Legal Office Procedures II**  
(3 credits)

Advanced administrative duties of the legal administrative assistant. Distinguish the types of activities legal support personnel perform; implement office technology; evaluate organizational and time management principles; and analyze traits of professionalism for the legal administrative assistant. (2 lecture and 3 lab hours per week). [CIP 22.0301]

**POFM 1317****Medical Administrative Support**  
(3 credits)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: HITT 1305 and POFI 1301. (2 lecture and 3 lab hours per week). [CIP 51.0716]

**POFT 1300****Career Exploration & Planning**  
(3 credits)

An introduction to career exploration, educational planning, and job searching. The student will have the opportunity to identify career options and aptitudes; explain the nature of the career decision-making process and its ongoing application; develop a resume and cover letter; demonstrate interviewing skills; and describe follow-up procedures. (2 lecture & 3 lab hour per week). [CIP 52.0401]

**POFT 1309  
Business Office Procedures I  
(3 credits)**

Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) [CIP 52.0401]

**POFT 1319  
Records & Information Management I  
(3 credits)**

Introduction to basic records information management filing systems including manual and electronic filing. (2 lecture and 3 lab hours per week). [CIP 52.0401]

**POFT 1325  
Business Math Using Technology  
(3 credits)**

Skill development in business math problem-solving using electronic technology. (2 lecture & 3 lab hour per week). [CIP 52.0408]

**POFT 1329  
Beginning Keyboarding  
(3 credits)**

**For Non-OFAD Majors**

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 lecture and 3 lab hours per week) [CIP 52.0408]

**POFT 1382, 2382  
Cooperative Education - Office Occupations and Clerical Services  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP 52.0408]

**POFT 1425  
Business Math & Machine Applications  
(4 credits)**

Business Math problem-solving skills using office technology. (3 lecture & 3 lab hours per week). [CIP 52.0408]

**POFT 1429  
Beginning Keyboarding  
(4 credits)**

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting

basic documents. (3 lecture and 3 lab hours per week). [CIP 52.0408]

**Paralegal**

*Karen Barnett, Department Chairperson*

**LGLA 1301  
Legal Research & Writing  
(3 credits)**

This course presents the fundamentals of effective legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 1311  
Introduction to Law  
(3 credits)**

This course presents legal terminology relating to substantive areas of law and the federal and state judicial systems and emphasizes the paralegal's role in the legal system.(3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 1345  
Civil Litigation  
(3 credits)**

This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in the civil litigation process. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 1351  
Contract Law  
(3 credits)**

This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 1353  
Wills, Trusts, and Probate Administration  
(3 credits)**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 1355  
Family Law  
(3 credits)**

This course presents fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property and the parent-child relationship with emphasis on the paralegal's role in family law. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 1359  
Immigration Law  
(3 credits)**

This course presents fundamental concepts of immigration law with emphasis on the paralegal's role. Topics include substantive and procedural law related to immigration history, removal proceedings, naturalization and citizenship. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 1380  
Cooperative Education I.- Paralegal  
(3 credits)**

Career-related activities encountered in the student's areas of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. **Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware a co-op (internship) is typically an unpaid experience.** (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 2303  
Torts and Personal Injury Law  
(3 credits)**

This course presents fundamental concepts of tort and personal injury law including intentional torts, negligence and strict liability with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 2305  
Interviewing and Investigating  
(3 credits)**

A study of techniques used to locate, gather, document and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 2311**  
**Business Organizations**  
**(3 credits)**

This course presents basic concepts of business organizations including law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities with emphasis on the paralegal's role. (3 lecture hours per week) Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 2313**  
**Criminal Law and Procedure**  
**(3 credits)**

This course present fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system. (3 lecture hours per week.) Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 2323**  
**Intellectual Property**  
**(3 credits)**

This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing of documents related to patents, copyrights, trademarks and processes of intellectual property litigation. Emphasizes the paralegal's role in intellectual property law. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

**LGLA 2381**  
**Cooperative Education II - Paralegal**  
**(3 credits)**

Career-related activities encountered in the student's areas of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. **Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware a co-op (internship) is typically an unpaid experience.** (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: TSI Met. [CIP 22.0302]

**Pharmacy Technician** —

*Rhonda Boone, Department Chairperson*

**PHRA 1291**  
**Special Topics for Pharmacy Technicians**  
**(2 credits)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (2 lecture hours per week). [CIP 51.0805]

**PHRA 1301**  
**Introduction to Pharmacy**  
**(3 credits)**

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. (3 lecture hours per week). [CIP 51.0805]

**PHRA 1304**  
**Pharmacotherapy & Disease Process**  
**(3 credits)**

A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. (3 lecture hours per week). Prerequisites: PHRA 1301, PHRA 1309, PHRA 1441. [CIP 51.0805]

**PHRA 1305**  
**Drug Classification**  
**(3 credits)**

A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. (3 lecture hours per week). [CIP 51.0805]

**PHRA 1309**  
**Pharmaceutical Mathematics I**  
**(3 credits)**

Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. (3 lecture hours per week). [CIP 51.0805]

**PHRA 1313**  
**Community Pharmacy Practice**  
**(3 credits)**

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. (2 lecture and 3 lab hours per week). [CIP 51.0805]

**PHRA 1315**  
**Pharmacy Terminology**  
**(3 credits)**

A study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations. (3 lecture hours per week). [CIP 51.0805]

**PHRA 1345**  
**Compounding, Sterile Preparations**  
**(3 credits)**

The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. (2 lecture and 3 lab hours per week). [CIP 51.0805]

**PHRA 1349**  
**Institutional Pharmacy Practice**  
**(3 credits)**

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. (2 lecture and 3 lab hours per week). [CIP 51.0805]

**PHRA 1441**  
**Pharmacy Drug Therapy and Treatment**  
**(4 credits)**

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. (3 lecture and 2 lab hours per week). [CIP 51.0805]

**PHRA 2262**  
**Clinical - Pharmacy Technician/Assistant**  
**(2 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(10 clinical hours per week). Prerequisites: PHRA 1313. [CIP 51.0805]

**Philosophy**

*Christopher Chance, Department  
Chairperson*

**PHIL 1301****Introduction to Philosophy  
(3 credits)**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. (3 lecture hours per week) Prerequisite: TSI Met. [CB38.0101.5112]

**PHIL 1304****Introduction to World Religions  
(3 credits)**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam, Sikhism, Jainism, and Shinto. (3 lecture hours per week) Prerequisite: TSI Met. [CB38.0201.5212]

**PHIL 2303****Introduction to Formal Logic  
(3 credits)**

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. (3 lecture hours per week). Prerequisite: TSI Met. [CB38.0101.5212]

**PHIL 2306****Introduction to Ethics  
(3 credits)**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. (3 lecture hours per week) Prerequisite: TSI Met. [CB38.0101.5312.203]

**Physics**

*Dora Devery, Department Chairperson  
Joseph Mills*

**ENGR 1201****Introduction to Engineering  
(2 credits)**

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. (1 lecture hour & 3 lab hours per week) Prerequisite: MATH 1314 or equivalent academic preparation. [CIP 14.0101.5110]

**PHYS 1301****Essentials of College Physics  
(3 credits)**

This is a survey course for non-majors to study mechanics, heat, electricity, magnetism, light, and nuclear physics. **Note:** Some mechanical engineering programs will accept the course ENGR 1201 for transfer credit and as applicable to the engineering major, while others will accept the course for transfer credit only. The student is advised to check with the school to which he or she wants to transfer for specific applicability of this course to the engineering major. (3 lecture hours per week) Prerequisite: TSI Met. [CB 40.0801.5303]

**PHYS 1401****College Physics I  
(4 credits)**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. (3 lecture and 3 lab hours per week). Prerequisite: MATH 2412, TSI Met. [CB40.0801.5303]

**PHYS 1402****College Physics II  
(4 credits)**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. It is recommended that a student receive a grade of a "C" or better in PHYS 1401 before taking this course. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 1401. [CB40.0801.5303]

**PHYS 1403****Stars and Galaxies  
(4 credits)**

Study of stars, galaxies, and the universe outside our solar system. Cross-listed as ASTR 1403. (3 lecture and 3 lab hours per week). [CB40.0201.5103]

**PHYS 1404****Solar System  
(4 credits)**

Study of the sun and its solar system, including its origin.. Cross-listed as ASTR 1404. (3 lecture and 3 lab hours per week). [CB40.0201.5203]

**PHYS 2425****University Physics I  
(4 credits)**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. (3 lecture and 3 lab hours per week). Prerequisites: TSI Met, and MATH 2413. [CB 40.0101.5403]

**PHYS 2426****University Physics II  
(4 credits)**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. It is recommended that a student receive a grade of a "C" or better in PHYS 2425 before taking this course. (3 lecture and 3 lab hours per week). Prerequisites: TSI Met, and PHYS 2425. [CB 40.0101.5703]

**Polysomnography - Sleep  
Medicine**

*Georgette Goodwill, Department  
Chairperson  
Daniel Glaze, MD, Medical Director*

**HPRS 1304****Basic Health Profession Skills  
(3 credits)**

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. (2 lecture and 2 lab hours per week). [CIP 51.0000]

**PSGT 1191****Special Topics in ENDT  
(1 credit)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (2 lab hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

**PSGT 1205****Neurophysiology of Sleep  
(2 credits)**

Review of the human central nervous system as related to sleep. Emphasis on associated wave patterns and collection and utilization of sleep histories. Requires departmental approval. (2 lecture hours per week) [CIP 51.0903]



**PSGT 1260**  
**Clinical I - Polysomnography**  
**2 credits**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Prerequisite: PSGT-1400. [CIP 51.0903]

**PSGT 1310**  
**Neuroanatomy and Physiology**  
**(3 credits)**

Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Requires departmental approval. (3 lecture hours per week) [CIP 51.0903]

**PSGT 1340**  
**Sleep Disorders**  
**(3 credits)**

Disorders that affect sleep. Includes insomnia, circadian rhythm disorders, narcolepsy, sleep disordered breathing, REM Behavior, movement and neuromuscular disorders, medical, and psychiatric. Requires departmental approval. (2 lecture & 2 lab hours per week) [CIP 51.0903]

**PSGT 1400**  
**Polysomnography I**  
**(4 credits)**

Introduction to polysomnographic technology. Includes terminology, instrumentation, patient safety, infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions. Requires departmental approval. (2 lecture and 5 lab hours per week). [CIP 51.0903]

**PSGT 2205**  
**Sleep Scoring & Staging**  
**(2 credits)**

Development of skills for sleep scoring, staging, and record preparation. Prerequisite: PSGT 1400. (1 lecture and 3 lab hours per week) [CIP 51.0903]

**PSGT 2250**  
**Infant and Pediatric Polysomnography**  
**(2 credit)**

Sleep physiology and the normal sleep patterns of the infant and pediatric population. Includes opportunities to perform a pediatric study. (2 lecture hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

**PSGT 2411**  
**Polysomnography II**  
**(4 credits)**

Current practices in polysomnography. Includes the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders,

theory of testing and treatment procedures, and analysis of polysomnography data. (2 lecture and 5 lab hours). Prerequisite: PSGT 1400. [CIP 51.0903]

**PSGT 2660**  
**Clinical II - Polysomnography**  
**(6 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (28 clinical hours per week) Prerequisite: PSGT 1260, Corequisite: PSGT 2411. [CIP 51.0903]

**PSGT 2661**  
**Polysomnography Clinical III**  
**(6 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (28 clinical hours per week) Prerequisite: PSGT 2660. [CIP 51.0903]

**RSPT 1310**  
**Respiratory Care Procedures I**  
**(3 credits)**

Essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease. (2 lecture and 2 lab hours per week) [51.0908]

**RSPT 2239**  
**Advanced Cardiac Life Support**  
**(2 credits)**

Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification based on American Heart Association standards. Requires departmental approval. (1 lecture and 4 lab hours per week) [51.0908]

**Process Technology**

**CTEC 1401**  
**Applied Petrochemical Technology**  
**(Physics)**  
**(4 credits)**

This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles

of heat transfer, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). [CIP 41.0301]

**CTEC 2380**  
**Cooperative Education - Process Technology**  
**(3 credits)**

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education is a paid company internship learning experience. Availability of this course depends on available positions in the industry. (1 lecture hour, 20 co-op hours per week). (See syllabus for prerequisites.) [CIP 41.0301]

**PTAC 1302**  
**Introduction to Process Technology**  
**(3 credits)**

An introduction to process operations in refineries and chemical plants. The course includes: industry terminology, process technician duties, responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements of the process technician, family, and career considerations is included. (3 lecture hours, 1 lab hour per week). [CIP 41.0301]

**PTAC 1308**  
**Safety, Health, and Environment in the Process Industry**  
**(3 credits)**

An overview of safety, health, and environmental issues in the performance of all job tasks. This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water, electricity, light hydrocarbons, operating hazards, properties of hazardous materials, personal protective equipment, engineering and administrative controls, testing equipment; and regulatory review—Federal, state, local. (3 lecture hours, 1 lab hour per week) [CIP 41.0301]

**PTAC 1310**  
**Process Technology I (Equipment)**  
**(3 credits)**

This course reviews the fundamentals and operating considerations of common process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. Prerequisite: PTAC 1302. (3 lecture hours, 1 lab hours per week) [CIP 41.0301]

**PTAC 1332**  
**Process Instrumentation I**  
**(3 credits)**

This course is the study of the common types of industrial processes and introduces students to the instruments in the primary process control loops including temperature, pressure, flow level, analyzer, pH and conductivity, piping and instrument diagrams and symbols. This course focuses on analog and digital control system, distributive control and process logic control, manual, auto, cascade, split range, ratio, feedback and feed forward control. Students will trace and understand the control systems on several training units and a series of Simtronics process control simulators that requires students to complete off hours simulator lab assignments. Prerequisite: PTAC 1302 (3 lecture & 1 lab hour per week) [CIP 41.0301]

**PTAC 1354**  
**Industrial Processes**  
**(3 credits)**

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 1 lab hours per week) Prerequisite: PTAC 2420. [CIP 41.0301]

**PTAC 2314**  
**Quality (including SPC and Economics)**  
**(3 credits)**

Students will study the background and applications of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvements. This course includes advanced quality techniques employed by industry to remain competitive in today's global economy. The widespread use of statistical techniques is stressed. Students learn principles of data handling, plotting, flow charting, histograms, standard deviation, control charts, cause and effect diagrams, etc. Principles of

economics, as they affect unit, plant and corporate realizations are explored to give the student a foundation in the factors which affect business profitability. Team activities are a fundamental part of this course. This course is only offered on-line via MyBlackboard. Access to high-speed Internet is recommended. Completion of ORNT-0100 is required. (2 lecture hours, 2 lab hours per week) [CIP41.0301]

**PTAC 2420**  
**Process Technology II (Systems)**  
**(4 credits)**

A study of various process systems including related scientific principles. This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; cooling systems, utilities, and auxiliary systems. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 1310. [CIP41.0301]

**PTAC 2436**  
**Process Instrumentation II**  
**(4 credits)**

This course continues with Simtronics simulations practices and hands on operation on several training modules. Course topics include process and instrumentation loop tracking and memorizations, position management, signal transmission and communication, automatic controls, safety instrumented systems and instrument and control applications. Students will get practical experience in the operations of distributive control using Emerson DeltaV and Siemens PLC. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332. [CIP41.0301]

**PTAC 2438**  
**Process Technology III (Operations)**  
**(4 credits)**

This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college utilities facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332 & 2420. [CIP410301]

**PTAC 2446**  
**Process Troubleshooting**  
**(4 credits)**

This course introduces students to different types of troubleshooting techniques and describes how these methods are used to solve problems in various process operations. Teams of students are given

field problems which they approach from both a technical and practical viewpoint. The text includes specific problems which are presented in a comprehensive and easy to understand style. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420 [CIP41.0301]

**SCIT 1414**  
**Applied General Chemistry**  
**(4 credits)**

Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry—the many families that are found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours, 3 lab hours per week) [CIP40.0501]

**TECM 1303**  
**Technical Calculations**  
**(3 credits)**

Specific mathematical calculations required by business and industry; Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). Solve business/industry problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement (standard and/or metric). (3 lecture and 1 lab hour per week) [CIP27.0301]

**Psychology**

*Traci Elliott, Department Chairperson  
 Tonya Reid Creel, Cindy Dalmolin, Nancey Lobb, Jean Raniseski*

**PSYC 1300**  
**Learning Framework**  
**(3 credits)**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic

programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (3 lecture hours per week). [CB42.2701.5125]

**PSYC 2301**  
**General Psychology**  
**(3 credits)**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.0101.5125]

**PSYC 2306**  
**Human Sexuality**  
**(3 credits)**

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as SOCI 2306) (3 lecture hours per week) Prerequisites: TSI English Met. [CB 42.0101.5325]

**PSYC 2307**  
**Adolescent Psychology**  
**(3 credits)**

This course explores the physical, behavioral, mental, emotional, and social changes that accompany growth and development in adolescence. The purpose of this course is provide an overview of theories, research, issues, and applications related to adolescent development. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.2703.5125]

**PSYC 2308**  
**Child Psychology**  
**(3 credits)**

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.2703.5125]

**PSYC 2314**  
**Life-Span Growth & Development**  
**(3 credits)**

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. (3 lecture hours per week). Prerequisites: TSI English Met. [CB42.2703.5125]

**PSYC 2315**  
**Psychology of Adjustment**  
**(3 credits)**

Study of the processes involved in adjustment of individuals to their personal and social environments. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.0101.5625]

**PSYC 2316**  
**Psychology of Personality**  
**(3 credits)**

Study of various approaches to determinants, development, and assessment of personality. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.0101.5725]

**PSYC 2317**  
**Statistical Methods in Psychology**  
**(3 credits)**

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology. (3 lecture hours per week) Prerequisites: PSYC 2301 and TSI English Met. [CB42.0101.5225]

**PSYC 2319**  
**Social Psychology**  
**(3 credits)**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as SOCI 2326) (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.2707.5125]

**PSYC 2389**  
**Academic Cooperative**  
**(3 credits)**

An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (2 lecture & 3 co-op hours per week) Prerequisites: TSI English Met. [CB45.0101.5125]

**Reading**

*Developmental Reading classes are now listed under Academic Foundations.*

**Respiratory Care**

*Marby McKinney, Department Chair  
Norma Lahart,  
Luigi Terminella, MD, Medical Director*

**RSPT 1166**  
**Practicum - Respiratory Care Therapist**  
**(1 credit)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (8 lab per week) [CIP 51.0908]

**RSPT 1191**  
**Special Topics in Respiratory Therapy**  
**(1 credit)**

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the respiratory therapist. This course was designed to be repeated multiple times to improve student proficiency. Specific topics introduced to the student will be current issues facing the Profession of Respiratory Care. In addition, the activities of the three major professional sponsors - the AARC, the NBRC and the Co ARC are discussed. Students will be exposed to the topics of accreditation, credentialing, management, education, and clinical practice. (4 lab hours per week). [CIP 51.0908]

**RSPT 1207**  
**Cardiopulmonary Anatomy and Physiology**  
**(2 credits)**

Anatomy and physiology of the cardiovascular and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory physiology. (2 lecture and 1 lab hour per week) Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP51.0908]

**RSPT 1225**  
**Respiratory Care Sciences**  
**(2 credits)**

Physics, mathematics, and chemistry as related to respiratory care. (2 lecture and 1 lab hours per week) Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP51.0908]

**RSPT 1262**  
**Clinical II - Respiratory Care Therapist**  
**(2 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specifically, this course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. (16 lab hours per week). Requires departmental approval. [CIP51.0908]

**RSPT 1266**  
**Practicum I - Respiratory Care Therapist**  
**(2 credit)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course gives students the opportunity to perform and demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (16 lab hours per week) Requires departmental approval.[CIP51.0908]

**RSPT 1331**  
**Respiratory Care Fundamentals II**  
**(3 credits)**

Prepare equipment for function, operation, and cleanliness; perform lung expansion therapy, bronchial hygiene therapy, artificial airway insertion, manual resuscitation, suctioning, and pulse oximetry; identify equipment malfunctions; and maintain patient records. (2 lecture and 3 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 1429**  
**Respiratory Care Fundamentals I**  
**(3 credits)**

Utilize data related to patient assessment; prepare equipment for function, operation, and cleanliness; perform infection control, vital signs, physical assessment, medical gas therapy, and humidity/aerosol therapy; identify equipment malfunctions; and maintain patient records. (3 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2131**  
**Clinical Simulations in Respiratory Care**  
**(1 credit)**

Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. (3 lab hours per week) Prerequisites: All previous

respiratory care courses or permission of the Chairperson. [CIP51.0908]

**RSPT 2166**  
**Practicum V - Respiratory Care Therapist**  
**(1 credit)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course is designed for the student to rotate through specialty areas including the pulmonary function lab, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. (8 lab hours per week). Requires departmental approval. [CIP51.0908]

**RSPT 2217**  
**Respiratory Care Pharmacology**  
**(2 credits)**

A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. (2 lecture and 1 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2266**  
**Practicum III - Respiratory Care Therapist**  
**(2 credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2267**  
**Practicum IV - Respiratory Care Therapist**  
**(2 credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (16 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2305**  
**Pulmonary Diagnostics**  
**(3 credits)**

The theories and techniques involved in pulmonary function testing, blood gas analysis, and quality control. (2 lecture and 3 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2310**  
**Cardiopulmonary Disease**  
**(3 credits)**

Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2314**  
**Mechanical Ventilation II**  
**(3 credits)**

The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. This course is a continuation of Mechanical Ventilation I, designed to provide the student with the opportunity to set up, operate, and troubleshoot various volume ventilators on the market today. Emphasis will be placed on building skills needed to work with volume and pressure ventilators. (2 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2355**  
**Critical Care Monitoring**  
**(3 credits)**

Advanced monitoring techniques used to assess a patient in the critical care setting. This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring and chest drainage. (2 lecture and 4 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2414**  
**Mechanical Ventilation I**  
**(4 credits)**

The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. . Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. (3 lecture and 4 lab hours per week) Requires departmental approval. [CIP51.0908]

**RSPT 2453**  
**Neonatal/Pediatric Cardiopulmonary Care**  
**(4 credits)**

A study of neonatal and pediatric cardiopulmonary care. This course explores the care of the pediatric patient in regards to cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development,

diseases, equipment and therapeutic techniques used in treating these diseases are covered. Also included in this course is a PALS certification course and a NRP certification course. (3 lecture & 2 lab hours per week) Requires departmental approval. [CIP51.0908]

**ROTC Air Force** \_\_\_\_\_  
**(Reserve Officer Training Corps)**

*Admissions & Academic Advising Office*

**AFSC 1201, 1202**  
**Foundations of the USAF I, II**  
**(2 Credits) (1-1)**

Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

**AFSC 2201, 2202**  
**Evolution of Air Power I, II**  
**(2 credits) (1-1)**

Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

**Sociology** \_\_\_\_\_

*Traci Elliott, Department Chairperson*  
*Gerald Crane, Jean Raniseski*

**SOCI 1301**  
**Introduction to Sociology**  
**(3 credits)**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.1101.51 25]

**SOCI 1306**  
**Social Problems**  
**(3 credits)**

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or

family problems. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.1101.5225]

**SOCI 2301**  
**Marriage and the Family**  
**(3 credits)**

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.1101.5425]

**SOCI 2306**  
**Human Sexuality**  
**(3 credits)**

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as PSYC 2306) (3 lecture hours per week). Prerequisites: TSI English Met. [CB42.0101.5325]

**SOCI 2319**  
**Minority Studies**  
**(3 credits)**

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.1101.53 25]

**SOCI 2326**  
**Social Psychology**  
**(3 credits)**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-

listed as PSYC 2319) (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.2707.5125]

**SOCI 2336**  
**Criminology**  
**(3 credits)**

The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.0401.5125]

**SOCI 2340**  
**Drug Use & Abuse**  
**(3 credits)**

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. (3 lecture hours per week) Prerequisites: TSI English Met. [CB51.1504.52 16]

**SOCI 2389**  
**Academic Cooperative**  
**(3 credits)**

An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (2 lecture & 3 co-op hours per week) Prerequisites: TSI English Met. [CB45.0101.5125]

**Spanish** \_\_\_\_\_

*Saul Olivares, Department Chairperson*

*NOTE: Students cannot enroll in courses higher than 1411 in any language program (Second Language or Heritage Language) if they have not taken the previous sequenced course with a minimum grade of C in the 12 months prior enrollment OR placed via the Language Placement Exam required in each track immediately prior to enrollment. Failure to comply with this requirement may result in being dropped from the class at any time. Based on performance on the placement exam, students may be placed in SPAN 1412, 2311, 2312, 2313, or 2315, and may earn up to 11 credit hours.*

**SPAN 1300**  
**Beginning Spanish Conversation I**  
**(3 credits)**

This course provides basic practice in

comprehension and production of spoken Spanish. (3 lecture hours per week). [CB16.0905.5413]

**SPAN 1411**  
**Beginning Spanish I**  
**(4 credits)**

This course provides basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. (3 lecture and 2 lab hours per week). [CB16.0905.5113]

**SPAN 1412**  
**Beginning Spanish II**  
**(4 credits)**

This course provides continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at a high beginner to low intermediate level. Prerequisite: Successful completion of SPAN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). [CB16.0905.5113]

**SPAN 2311**  
**Intermediate Spanish I**  
**(3 credits)**

This course consolidates skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week). [CB16.0905.5213]

**SPAN 2312**  
**Intermediate Spanish II**  
**(3 credits)**

This course continues the consolidation of skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement

Exam immediately prior to enrollment. (3 lecture and 1 lab hours per week). [CB16.0905.5213]

**SPAN 2313**  
**Spanish for Native/Heritage Speakers I**  
**(3 credits)**

This course builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home - based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish - speaking world. Prerequisite: Placement Exam. (3 lecture hours and 1 lab hour per week) [CB16.0905.5213]

**SPAN 2315**  
**Spanish for Native/Heritage Speakers II**  
**(3 credits)**

This course builds upon existing oral proficiencies of heritage speakers of Spanish. It enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 2313 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture hours and 1 lab hour per week). [CB16.0905.5213]

**SPAN 2289, 2389**  
**Academic Cooperative**  
**(2, 3 credits)**

This instructional program is designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. (2 or 3 lecture hours and 12 or 20 practicum hours per week). Prerequisite: Departmental approval. [CB 24.0103.5212]

**Speech**

*Bill Waggoner, Department Chairperson*  
*Earnest Burnett*

**SPCH 1315**  
**Public Speaking**  
**(3 credits)**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking

abilities, as well as ability to effectively evaluate oral presentations. (3 lecture hours per week). Prerequisite: TSI Met. [CB23.1304.5312]

**SPCH 1318**  
**Interpersonal Communication**  
**(3 credits)**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. (3 lecture hours per week). Prerequisites: TSI Met. [CB23.1304.5412]

**SPCH 1321**  
**Business & Professional Communication**  
**(3 credits)**

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. (3 lecture hours per week). Prerequisite: TSI Met. [CB23.1304.5212]

**SPCH 2335**  
**Argumentation and Debate.**  
**(3 credits)**

Theory and practice in argumentation and debate including analysis, reasoning, organization, strategy, and refutation. (3 lecture hours per week). Prerequisite: TSI Met [CB23.1304.5912]

**SPCH 2341**  
**Oral Interpretation**  
**(3 credits)**

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. (3 lecture hours per week). Prerequisite: TSI Met. [CB23.1304.5712]

**Sports and Human Performance**

*Bonny Johnson, Department Chairperson*  
*Jason Schreiber*

**ACTIVITY COURSES**

Students are strongly advised to research the transferability of repeated course before enrollment. Any course in the ranges 1100-1150 and 2100-2150 are under [CB36.0108.5123]

**PHED 1109, 1119****Individual and Dual Sports - Defensive Measures for Women****(1 credit)**

This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 lab hours per week).

**PHED 1122, 1123, 2122, 2123****Physical Fitness and Weight Training****(1 credit)**

This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 lab hours per week)

**PHED 1134, 1136****Aerobic Exercise****(1 credit)**

This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 lab hours per week).

**PHED 1138, 1148, 2138, 2148****Fitness Walking****(1 credit)**

This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 lab hours per week)

**PHED 1145****Horsemanship****(1 credit)**

This course is for students who are interested in learning more about the art of riding, handling, training and caring for horses. (3 lab hours per week)

**PHED 1150, 2150****Individual and Dual Sports - Fitness & Wellness****(1 credit)**

This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 lab hours per week).

**ADVANCED SPORTS**

[Each course may be repeated once each, for a maximum total of 4 credits for each sport.]

**PHED 2100, 2101, 2117, 2118****Advanced Baseball****(1 credit each)**

These courses are for advanced baseball players. (3 lab hours per week).

**PHED 2102, 2103, 2119, 2120****Advanced Fast-Pitch Softball****(1 credit each)**

These courses are for advanced fast-pitch softball players. (3 lab hours per week).

**THEORY COURSES****PHED 1301****Introduction to Physical Fitness & Sport****(3 credits)**

Designed for professional orientation in sports and human performances, health, and recreation, and includes a brief history and study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. This course will be offered during the Fall semester only. (3 lecture hours per week). [CB31.0501.5223]

**PHED 1304****Personal Community Health I****(3 credits)**

This course investigates the principles of practices in relation to personal and community health. This course will be offered during the Spring semester only. (3 lecture hours per week). [CB51.1504.5116]

**PHED 1306****First Aid****(3 credits)**

Theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. This course will be offered during the Spring semester only. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB51.1504.5316]

**PHED 1308****Sports Officiating I****(3 credits)**

This course provides instruction in rules, interpretation, and mechanics of officiating selected sports. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB31.0101.5123]

**PHED 1321****Coaching/Sports/Athletics I****(3 credits)**

This course explores the history, theories, philosophies, rules, and terminology of competitive sports. (3 lecture hours per week). [CB31.0505.5123]

**PHED 1346****Drug Use and Abuse****(3 credits)**

A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. This course will be offered during the Fall semester only. (3 lecture hours per week). [CB51.1504.5216]

# Texas Department of Criminal Justice (TDCJ)

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Studies and Associate of Applied Science degrees, technical Certificate of Completion Programs are offered.

## Associate of Applied Science Degree Programs

- Computer Technology
- Culinary Arts
- Human Services
- Industrial Design
- Management

## Certificate Programs\* (Courses offered only at the Texas Department of Criminal Justice)

- Automotive Technology
- Computer Technology
- Culinary Arts
- Human Services
- Industrial Design
- Management

These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

### Automotive Technology

David Garza

All AUMT courses are under [CIP 47.0604]

#### AUMT 1310

##### Automotive Brake Systems (3 credits)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. (1 lecture and 4 lab hours per week)

#### AUMT 1405

##### Introduction to Automotive Technology (4 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance (2 lecture and 5 lab hours per week)

#### AUMT 1407

##### Automotive Electrical Systems (4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis

on electrical principles schematic diagrams, and service manuals. (2 lecture and 5 lab hours per week)

#### AUMT 1419

##### Automotive Engine Repair (4 credits)

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. (2 lecture and 5 lab hours per week)

#### AUMT 1445

##### Automotive Climate Control Systems (4 credits)

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. (2 lecture and 7 lab hours per week)

#### AUMT 2328

##### Automotive Service (3 credits)

Mastery of automotive service including competencies covered in related courses. (1 lecture and 7 lab hours per week)

#### AUMT 2417

##### Automotive Engine Performance Analysis I (4 credits)

Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. (2 lecture and 6 lab hours per week)

### Computer Technology

Michael Smith

Refer to page 133 for the following course descriptions:

- BCIS 1305 Business Computer Applications
- COSC 1436 Programming Fundamentals I - C++
- ITMT 1302 Windows Seven Configuration
- ITNW 1325 Fundamentals of Networking
- ITNW 1358 Network+
- ITSC 1305 Introduction to PC Operating Systems
- ITSC 1325 Personal Computer Hardware
- ITSE 2409 Database Programming
- ITSE 1331 Introduction to Visual BASIC Programming
- ITMT 2351 Windows Server 2008: Server Admin



## Culinary Arts

*Rosemary Bowen*

Refer to page 139 for the following course descriptions:

CHEF 1291 Current Events in Culinary Arts  
CHEF 1401 Basic Food Preparation  
CHEF 1302 Principles of Health Cuisine  
CHEF 1305 Sanitation and Safety  
CHEF 1365 Practicum  
CHEF 1400 Professional Cooking and Meal Service  
CHEF 1440 Meat Preparation and Cooking  
CHEF 1464 Practicum  
CHEF 2302 Saucier  
IFWA 1310 Nutrition and Menu Planning  
IFWA 1305 Food Service Equipment & Planning  
IFWA 1527 Food Preparation II  
IFWA 2446 Quantity Procedures  
PSTR 1301 Fundamentals of Baking

## Industrial Design

*Larry Huffman*

Refer to page 150 for the following course descriptions:

ARCE 1452 Structural Drafting  
DFTG 1405 Technical Drafting  
DFTG 1409 Basic Computer-Aided Drafting  
DFTG 1433 Mechanical Drafting  
DFTG 2406 Machine Design  
DFTG 2419 Intermediate Computer-Aided Drafting  
DFTG 2423 Pipe Drafting  
DFTG 2440 Solid Modeling/Design  
DFTG 2445 Advanced Pipe Drafting  
ENTC 1423 Strength of Materials  
POFI 1204 Computer Fundamentals  
TECM 1317 Technical Trigonometry

## Human Services

*Jerry Carrier*

Refer to page 149 for the following course descriptions:

DAAC 1304 Pharmacology of Addiction  
DAAC 1305 Co-Occurring Disorders  
DAAC 1309 Assessment of Substance-Related and Addictive Disorders  
DAAC 1311 Counseling Theories  
DAAC 1317 Basic Counseling Skills  
DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling  
DAAC 2306 Substance Abuse Prevention  
DAAC 2307 Addicted Family Intervention  
DAAC 2341 Counseling Alcohol and Other Drug Addictions  
DAAC 2343 Current Issues  
DAAC 2354 Dynamics of Group Counseling  
GERS 1301 Introduction to Gerontology  
SCWK 1313 Introduction to Social Work

## Management

*Susan Weatherford*

Refer to page 151 for the following course descriptions:

BMGT 1305 Communications in Management  
BMGT 1327 Principles of Management  
BMGT 2303 Problem Solving and Decision Making  
BUSG 2309 Small Business Management  
HRPO 1311 Human Relations  
HRPO 1391 Special Topics in Human Resources Management  
HRPO 2301 Human Resources Management  
MRKG 1391 Special Topics in Marketing and Marketing Management  
MRKG 1311 Principles of Marketing  
MRKG 2349 Advertising & Sales Promotions

# CONTINUING EDUCATION WORKFORCE DEVELOPMENT

### Purpose

Continuing Education Workforce Development (CEWD), located in Building H, provides job training and educational opportunities in several categories: Workforce Training Programs, GED, Customized Corporate Training, Safety Education, Senior Adults, and Special Interest.

### General Information

The Alvin Community College Board of Regents establishes tuition and fees for noncredit classes. For more information concerning the Continuing Education Workforce Development course offerings please call 281-756-3787 or visit us online at [www.alvincollege.edu/cewd](http://www.alvincollege.edu/cewd).

Day and evening classes are offered. Check the current schedule for specific times and locations. Those who have program and course ideas should contact the office of the Dean of Continuing Education Workforce Development at 281-756-3789.

### Adult Basic Education

GED (General Educational Development). This GED Comprehensive Preparation class readies the student to take and pass the GED test. Instruction focuses on the four (4) content areas of the GED test: reading/writing, mathematics, science, and social studies. Textbook and official GED calculator required (Texas Instruments TI-30XS Multi-view).

GED classes are available to 17 year olds, as well as, 16 year olds who are court ordered. Before being allowed to attend class, underage students and a parent or legal guardian must meet with the program coordinator and agree to certain classroom rules before being allowed to register. Call 281-756-3995 to set up an appointment.

### WORKFORCE CERTIFICATE PROGRAMS

Career Training  
Computer Training  
Professional Development  
Helicopter Pilot Training  
Human Resources

### Corporate Training

The Continuing Education Workforce Development of Alvin Community College responds to the specific needs of local business and industry in the area of Workforce Training. The Corporate Training staff will respond efficiently and customize the training to meet your companies' needs through a strong network of consultants and trainers. Call 281-756-3787 for more information. CEWD provides a full range of Training services including, but not limited to:

- Training needs analysis
- Competency modeling
- Skills assessment
- Soft Skills training
- Technical skills training
- Business Computer Skills

### Allied Health Care Training

Providing top-quality training for individuals wanting to enter the medical field or those needing continuing education units for maintaining their professional licenses. Call 281-756-3787. Specific areas regularly offered are listed below.

Activity Director  
Certified Nursing Assistant (CNA)  
Clinical Medical Assistant (CMA)  
CPR  
Dental Assistant  
Massage Therapy  
Medical Office Administrative Assistant  
Medication Administration  
Medication Administration for Nurse Aide & Annual Update  
Non-Certified Radiological Technician  
Phlebotomy Technician  
Veterinary Assistant

### INDUSTRIAL TRAINING

**CNC Machinist** - Students gain hands-on experience from milling and turning to CNC skills training that is necessary to enter the workforce. Try a Free CNC Maching Workshop offered monthly. Call 281-756-3670.

**Commercial Truck Driving** - This four week program consists of day and evening classes and hands-on training designed to prepare the student to take the Commercial Driver's License (CDL) exam. Call 281-756-3819.

**Pipe Fitting** - CEWD offers two programs: The 160-hour introduces the basics and beginners pipe fitting. The 420-hour consists of four sections to introduce the basic to advanced pipe fitting. Call 281-756-3671.

**Welding** - This 420-hour Job Training Certificate offers a variety of courses designed to help students start or continue a career in welding. The program adheres to the quality standards set forth by the American Welding Society and the American Society of Mechanical Engineers. Call 281-756-3671.

### INFORMATION TECHNOLOGY

Growing changes in the computer and information technology field makes computer skills a must in today's job market. Call 281-756-3904 for information. IT offers the

following courses:  
Computer Business Fundamentals  
Computer Job Skills Program  
Introduction to Computers  
Introduction to Photoshop  
MS Office Suite  
QuickBooks and much more

### Online Learning

Activity Director  
Command Spanish  
Ed2go – Career Training  
Ed2go – Instructor-Led Courses  
Ed2go – Corporate Training  
Escoffier Culinary Program  
Medical Administrative Assistant  
Medical Coding & Billing  
Medical Terminology  
Medical Transcription  
Pro-School - Mortgage and Insurance  
360 Training – Career, Compliance and Licensing  
Career Web School – Real Estate Licensing  
For more information call 281-756-3787.

### LIFE LONG LEARNING (ON ACC MARKETPLACE)

#### Senior Adult

Alvin Community College Education and Senior Services (ACCESS) for individuals 50 years of age and over, offers many courses, activities, and trips. Call 281-756-3729.

#### Special Interest

Community & personal enrichment opportunities are offered throughout the year. Suggestions for additional offerings are welcomed! Call 281-756-3787.

Some regular offerings include:  
Cardio Kickboxing  
Karate  
L.E.A.R.N.  
Lifestory Writing  
Senior Adult  
Yoga

### VOCATIONAL TRAINING

#### Skills Training Rewarding Independence and Vocational Education (STRIVE)

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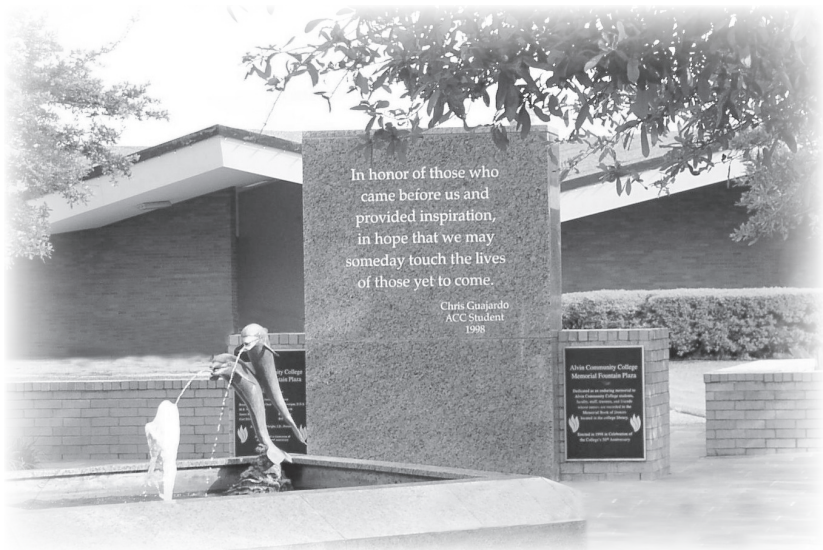
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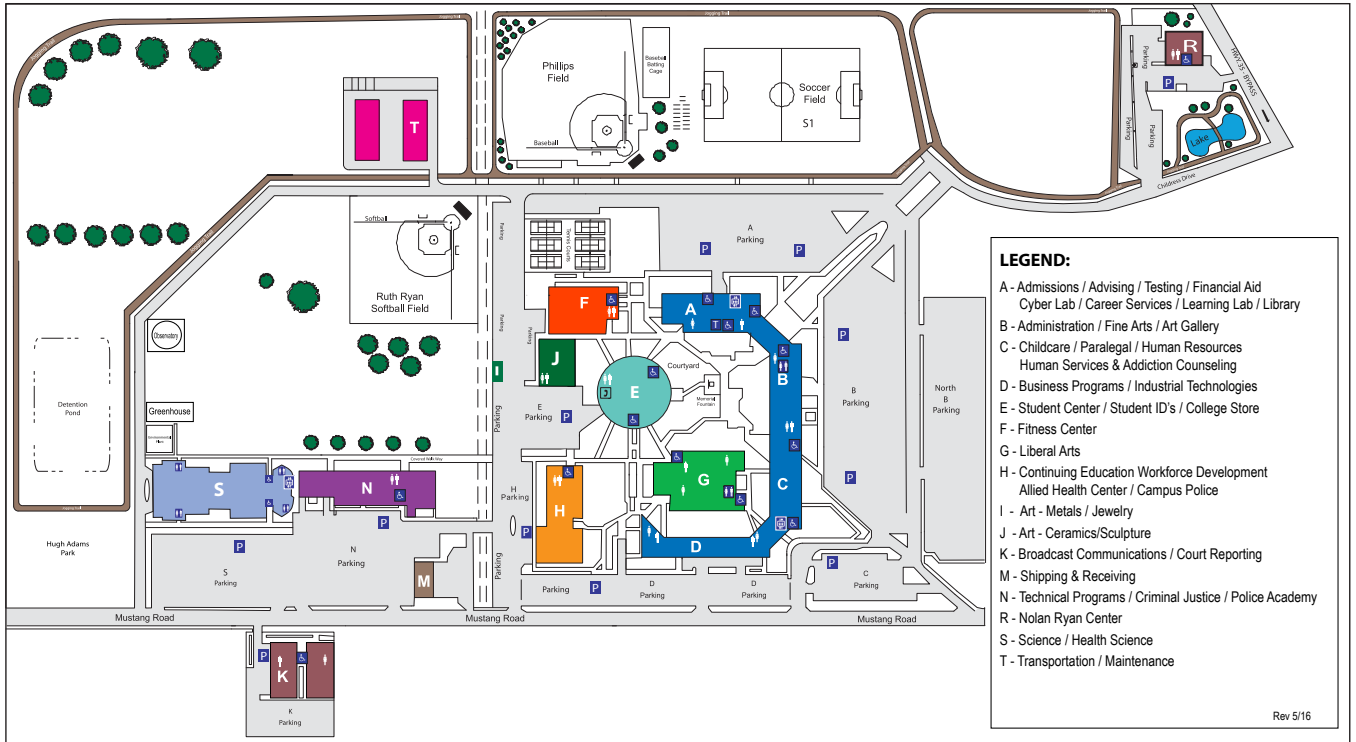
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ALVIN COMMUNITY COLLEGE

# CAMPUS MAP



**How to Reach  
Alvin Community College  
3110 Mustang Road • Alvin, Texas 77511**

Alvin Community College is located 25 miles south of Houston and 30 miles north of Galveston on Hwy 35 ByPass in Alvin, Texas.

**From Houston:** Take Hwy 35 south; or take I-45 south to Webster, then FM 528 west and Hwy 35 ByPass south; or take Hwy 288 south to Manvel, then Hwy 6 east and Hwy 35 ByPass south.

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