

# Educational Programs

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

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

# Degrees & Certificates

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

Students may have one associate degree program and the corresponding certificate on file.

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

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

## ACADEMIC PROGRAMS

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

### Associate of Arts Degree

Degree: Associate of Arts (A.A.)

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

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

### General Liberal Arts Degree

Associate of Arts Degree Program

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

+Denotes core requirement; see p. 20

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

Total Minimum Credits Required for a General Liberal Arts Degree .....65

# Art Degree Program

281-756-3605

Associate of Arts Degree Program (AA.)

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>First Semester</b>				
+ENGL 1301	Composition I	3	0	3
**HIST 1301	The United States to 1877	3	0	3
ARTS 1311	Design I	3	3	3
ARTS 1316	Drawing I	3	3	3
ARTS 1303	Art History I	<u>3</u>	<u>0</u>	<u>3</u>
		15	6	15
<b>Second Semester</b>				
+ENGL 1302	Composition II	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
ARTS 2346	Ceramics I	3	3	3
ARTS 1317	Drawing II	<u>3</u>	<u>3</u>	<u>3</u>
		12	6	12
<b>Summer I Semester</b>				
+GOVT 2301	American National & State Governments I	3	0	3
+Humanities	Select from Humanities Core Curriculum	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
<b>Summer II Semester</b>				
+GOVT 2302	American National & State Governments II	3	0	3
+BCIS 1405 (or higher) or COSC 1401	Business Computer Applications or Microcomputer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		6	3	7
<b>Third Semester</b>				
ARTS 2316	Painting I	3	3	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
+Natural Sciences	Select from Natural Sciences Core Curriculum	3	3	4
+MATH 1314	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		12	9	13
<b>Fourth Semester</b>				
ARTS 2326	Sculpture I	3	3	3
ARTS 2347	Ceramics II	3	3	3
+Natural Sciences	Natural Sciences	3	3	4
SPCH 1315/1318	Public Speaking/Interpersonal Communications	<u>3</u>	<u>0</u>	<u>3</u>
		12	9	13

+Denotes core requirement; see p. 20

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

Total Minimum Credits Required for an Arts Degree .....66

# Criminal Justice Degree

281-756-3951

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

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

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

Admission Requirements: The student must meet the general admission requirements to the college.

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

Core Curriculum	Course	Credits
Communication	Select from the following courses: Required (6 hrs) ENGL 1301, 1302, 2311 Select one (3 hrs) SPCH 1315, 1318, 2335 SPAN 1411, FREN 1411 GERM 1411, CHIN 1411	9
Mathematics	Select one from the following courses: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Natural Sciences	Select two from the following courses: ASTR 1403, 1404 BIOL 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1401, 1402, 1403, 1404 2425, 2426	8
Visual & Performing Arts	Select one from the following courses: ARTS 1301, 1303, 1304, 1316, 2316, 2348 COMM 2366 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310	3
Humanities	Select one from the following courses: CHIN 2311, 2312 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 FREN 2311, 2312 HUMA 1301, 1302 PHIL 1301, 1304, 2306 SPAN 2311, 2312, 2315, 2321, 2322, 2323, 2324	3
Social and Behavioral Sciences	Select from the following: Select two (6 hrs) HIST 1301, 1302, 2301 Required (6 hrs) GOVT 2301, 2302 Select one (3 hrs) ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOC 1301, 1306, 2301, 2319	15
Basic Computer Literacy	Select one from the following courses: BCIS 1405, 1420, 1431 COSC 1401, 1415, 1420, 2420	4
Field of Study Curriculum for Criminal Justice	The following five courses are required: CRIJ 1301 Introduction to Criminal Justice CRIJ 1306 Court Systems & Practice CRIJ 1310 Fundamentals of Criminal Law CRIJ 2313 Correctional Systems & Practices CRIJ 2328 Police Systems & Practice	15
Total Credits for Associate In Arts Degree With A Field Of Study In Criminal Justice.....		60

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

# Drama Degree Program

281-756-3607

Associate of Arts Degree Program (AA.)

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
+ENGL 1301	Composition I	3	0	3
DRAM 1220	Theatre Practicum I	0	6	2
DRAM 1322	Stage Movement & Dance	1	3	3
DRAM 1310	Introduction to Theater	3	2	3
+MATH 1314 or	College Algebra			
+MATH 1332 or	Contemporary Mathematics I			
+Natural Science	Select from Natural Sciences Core Curriculum	<u>3</u>	<u>3/4</u>	<u>3/4</u>
		10	14/15	14/15
Second Semester				
+ENGL 1302	Composition II	3	0	3
DRAM 1221	Theatre Practicum II	0	6	2
DRAM 1351	Acting I	2	4	3
DRAM 1341	Stage Makeup	2	4	3
+DRAM 2361 or	History of Theatre I	3	0	3
+DRAM 2362	History of Theatre II			
+**HIST 1301	The United States to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		13	14	17
Third Semester				
+Humanities	Select from Humanities Core Curriculum	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
DRAM 2120	Theatre Practicum III	0	6	1
DRAM 1330	Stagecraft I	2	4	3
DRAM 1352	Acting II	<u>2</u>	<u>4</u>	<u>3</u>
		13	14	16
Fourth Semester				
+BCIS 1405 (or higher) or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
DRAM 2331	Stagecraft I	3	3	3
+DRAM 2336 <sup>a</sup>	Voice for Theatre	3	0	3
DRAM 2121	Theatre Practicum IV	0	6	1
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	<u>3</u>	<u>0</u>	<u>3</u>
		15	12	17

+Denotes core requirement; see p. 20

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

<sup>a</sup> Satisfies Speech Core requirement

Total Minimum Credits Required for Drama Degree .....65

# Music - Instrumental Concentration Degree Program

281-756-3587

Associate of Arts Degree Program (AA.)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
***MUSI 1211 <sup>a</sup>	Music Theory I	3	0	2
***MUSI 1216	Elementary Sight Singing & Ear Training I	0	3	2
*MUSI 1181	Class Piano I	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUEN 1122 <sup>bd</sup>	Concert Band	0	5	1
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		11	13	14
Second Semester				
***MUSI 1212 <sup>a</sup>	Music Theory II	3	0	2
***MUSI 1217	Elementary Sight Singing & Ear Training II	0	3	2
*MUSI 1182	Class Piano II	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUEN 1123 <sup>bd</sup>	Concert Band	0	5	1
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
MATH 1314 or	College Algebra			
MATH 1332 or	Contemporary Mathematics I			
+Natural Sciences	Select from Natural Sciences Core Curriculum	<u>3</u>	<u>0-3</u>	<u>3-4</u>
		14	13-16	17-18
Third Semester				
***MUSI 2211 <sup>a</sup>	Music Theory III	3	0	2
***MUSI 2216	Advanced Sight Singing & Ear Training I	0	3	2
*MUSI 2181	Class Piano III	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUEN 2122 <sup>bd</sup>	Concert Band	0	5	1
MUSI 1308 <sup>ab</sup>	Survey of Music Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+SPCH 1315 <sup>c</sup> or	Public Speaking or			
+SPCH 1318 <sup>c</sup>	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17
Fourth Semester				
***MUSI 2212 <sup>a</sup>	Music Theory IV	3	0	2
***MUSI 2217	Advanced Sight Singing & Ear Training II	0	3	2
*MUSI 2182	Class Piano IV	1	1	1
MUAP	Applied Principle Instr.	1	4	2
MUEN 2123 <sup>bd</sup>	Concert Band	0	5	1
+MUSI 1309 <sup>ab</sup>	Survey of Music Literature II	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17

+Denotes Core Requirement; see p.20

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

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

\*\*\*Co-requisite

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

<sup>b</sup> Satisfies Visual/Performing Arts Core requirements

<sup>c</sup> Satisfies Speech core requirement

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

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

# Music - Voice Concentration Degree Program

281-756-3587

Associate of Arts Degree Program (AA.)

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
***MUSI 1211 <sup>a</sup>	Theory I	3	0	2
***MUSI 1216	Elementary Sight Singing & Ear Training I	0	3	2
*MUSI 1181	Class Piano I	1	1	1
MUAP 1281	App. Music: Voice	1	4	2
MUEN 1141 <sup>b</sup>	Concert Choir	0	5	1
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		11	13	14
<b>Second Semester</b>				
***MUSI 1212 <sup>a</sup>	Music Theory II	3	0	2
***MUSI 1217	Elementary Sight Singing & Ear Training II	0	3	2
*MUSI 1182	Class Piano II	1	1	1
MUAP 1282	App. Music: Voice	1	4	2
MUEN 1142 <sup>b</sup>	Concert Choir	0	5	1
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
MATH 1314 or	College Algebra			
MATH 1332 or	Contemporary Mathematics I			
+Natural Sciences	Select from Natural Sciences Core Curriculum	<u>3</u>	<u>0-3</u>	<u>3-4</u>
		14	13-16	17-18
<b>Third Semester</b>				
***MUSI 2211 <sup>a</sup>	Music Theory III	3	0	2
***MUSI 2216	Advanced Sight Singing & Ear Training I	0	3	2
*MUSI 2181	Class Piano III	1	1	1
MUAP 2281	App. Music: Voice	1	4	2
MUEN 2141 <sup>b</sup>	Concert Choir	0	5	1
MUAP 1308 <sup>ab</sup>	Survey of Music Lit I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+DRAM 2336 <sup>c</sup>	Theater Speech	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17
<b>Fourth Semester</b>				
***MUSI 2212 <sup>a</sup>	Music Theory IV	3	0	2
***MUSI 2217	Advanced Sight Singing & Ear Training II	0	3	2
*MUSI 2182	Class Piano IV	1	1	1
MUAP 2282	App. Music: Voice	1	4	2
*MUEN 2142 <sup>b</sup>	Concert Choir	0	5	1
+MUSI 1309 <sup>ab</sup>	Survey of Music Lit II	3	0	3
+GOVT 2302	American National & State Government II	3	0	3
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17

+Denotes core requirement; see p. 20

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

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

\*\*\*Co-requisites

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

<sup>b</sup> Satisfies Visual/Performing Arts core requirement.

<sup>c</sup> Speech core requirement.

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

## Field of Study Curriculum for Music

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

### Field of Study Courses

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

COURSE	NUMBER OF SEMESTERS	SEMESTER CREDIT HOURS
<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 1308 or 1309	1	3

### Keyboard (Piano) Competency

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

### Competency, Proficiency, and Diagnostic Assessment

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

### Courses for Specific Degree Programs

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

### Full Academic Credit

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

### General Education Courses

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

### The Associate's Degree in Music

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



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

# Musical Theatre Degree Program

281-756-3587

Associate of Arts Degree Program (A.A.)

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>First Semester</b>				
+ENGL 1301	Composition I	3	0	3
+DRAM 2336 <sup>a</sup>	Voice for Theatre	3	0	3
MUSI 1211	Music Theory I	3	0	2
MUSI 1216	Elementary Sight Singing & Ear Training I	3	0	2
MUAP 1281	Applied Music: Voice	1	4	2
MUSI 1159	Musical Theatre I	1	4	1
MATH 1314 or	College Algebra or			
MATH 1332 or	Contemporary Mathematics I or			
+Natural Sciences	Select from Natural Sciences Core Curriculum	<u>3</u>	<u>3/4</u>	<u>3/4</u>
		17	8-11	16-17
<b>Second Semester</b>				
+**HIST 1301	The United States to 1877	3	0	3
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
MUSI 1212	Music Theory II	3	0	2
MUSI 1217	Elementary Sight Singing & Ear Training II	3	0	2
MUAP 1282	Applied Music: Voice	1	4	2
+Social/Behavioral	Select from Social/Behavioral Science Core	<u>3</u>	<u>0</u>	<u>3</u>
		16	11	18
<b>Third Semester</b>				
+ENGL 1302	Composition II	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
DRAM 1341	Stage Makeup	2	4	3
MUSI 1181	Class Piano I	1	1	1
MUAP 2281	Applied Music: Voice	1	4	2
MUSI 2159	Musical Theatre II	<u>1</u>	<u>4</u>	<u>1</u>
		14	13	16
<b>Fourth Semester</b>				
DRAM 1352	Acting II	2	4	3
MUAP 2282	Applied Music: Voice	1	4	2
+**HIST 1302	The United States Since 1877	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
MUSI 1182	Class Piano II	1	1	1
+DRAM 2362 or	History of the Theatre II or			
+MUSI 1308/9b or	Survey of Music Literature I or II or			
+DRAM 1310	Introduction to Theater	<u>3</u>	<u>0</u>	<u>3</u>
		13	9	15

+Denotes core requirement; see p. 20.

\*MUAP 1269, 1270 may be substituted.

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

a Satisfies Speech Core requirement

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

Total Minimum Credits Required for Musical Theatre Degree ..... 65-66

# Psychology Degree Program

281-756-3733

Associate of Arts Degree Program (A.A.)

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

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

+ Denotes Core Curriculum Requirement

\* Denotes psychology electives selected from the following courses:

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

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

# Sociology Degree Program

281-756-3733

Associate of Arts Degree Program (AA.)

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

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

+Denotes Core Curriculum Requirement

\*Denotes Sociology electives selected from the following courses:

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

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

**Sports and Human Performance****281-756-3691**

Associate of Arts Degree Program (AA.)

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
+ENGL 1301	Composition I	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
+BIOL 1406	General Biology I	3	3	4
PHED 1301	Introduction to Physical Fitness & Sport	3	0	3
+BCIS 1405 (or higher) or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	9	18
Second Semester				
+ENGL 1302	Composition II	3	0	3
+**HIST 1302	The United States Since 1877	3	0	3
PHED 1304	Health and Wellness	3	0	3
PHED 1346	Drug Use and Abuse	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		12	3	13
Summer Semester				
+MATH 1314	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		3	0	3
Third Semester				
+Visual/Performing	Select from Visual & Perf Arts Core	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
+GOVT 2301	American National & State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
+PSYC 2301	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16
Fourth Semester				
BIOL 2402	Anatomy & Physiology II	3	3	4
+GOVT 2302	American National & State Governments II	3	0	3
PHED 1322	Coaching Athletics-Baseball/Softball	3	0	3
+Humanities	Select from Humanities Core Curriculum	3	0	3
+SPCH 1315	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

+Denotes core requirement; see p. 20

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

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

## Associate of Arts - General Studies

281-756-3718

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

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

### Associate of Arts - General Studies Degree

Core Curriculum	Course Title	Credits
Communication	Select from the following courses: Required (6 hrs) ENGL 1301, 1302, 2311 Select one (3 hrs) SPCH 1315, 1318, 2335 SPAN 1411, FREN 1411 GERM 1411, CHIN 1411	9
Mathematics	Select one from the following courses: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Natural Sciences	Select two from the following courses: ASTR 1403, 1404 BIOL 1406, 1407, 2401, 2402 CHEM 1405, 1407, 1411, 1412 GEOL 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1401, 1402, 1403, 1404 2425, 2426	8
Visual & Performing Arts	Select one from the following courses: ARTS 1301, 1303, 1304, 1316, 2316, 2348 COMM 2366 DRAM 1310, 1351, 1352, 2361, 2362, 2366 MUSI 1301, 1306, 1308, 1309, 1310	3
Humanities	Select from the following courses: a total of 3 credits CHIN 2311, 2312 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 FREN 2311, 2312 HUMA 1301, 1302 PHIL 1301, 1304, 2306 SPAN 2311, 2312, 2315, 2321, 2322, 2323, 2324	3
Social and Behavioral Sciences	Select from the following: Select two (6 hrs) HIST 1301, 1302, 2301 Required (6 hrs) GOVT 2301, 2302 Select one (3 hrs) ANTH 2346 ECON 2301, 2302 GEOG 1301, 1303 PSYC 1300, 2301, 2314, 2317 SOCI 1301, 1306, 2301, 2319	15
Basic Computer Literacy	Select one from the following courses: BCIS 1405, 1420, 1431 COSC 1401, 1415, 1420, 2420	4
Other Requirements	Physical Activity (each 1 hour activity course)	2
College Level Electives	Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.	18
Total credits required for the Associate of Arts - General Studies Degree.....		65

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. Specific Teaching tracks include: Early Childhood-Grade 6; Grades 4-8; EC-12 Bilingual and Special Education grades 8-12. The transfer student must meet the admission requirements from the accepting college or institution.

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
Basic Computer Literacy Core	Select from Basic Computer Literacy Core Curriculum	3	3	4
MATH 1314	College Algebra or higher (excludes Math 1332)	3	0	3
MATH 1350	Fundamentals of Math I	3	0	3
MATH 1351	Fundamentals of Math II	3	0	3
Natural Science	Select from Natural Science Core (2 courses)	6	6	8
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities Core	ENGL literature (preferred)	3	0	3
Visual & Performing Arts Core	Select from: MUSI, ARTS, DRAM	3	0	3
Social & Behavioral Science Core	GEOG 1303 (preferred)	3	0	3

Pre-Major Education Courses: (12 hours) 12

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

Total Minimum Credits Required ..... 63

**Associate of Arts in Teaching**

Leading to Initial Texas Teacher Certification

Grades 4-8 Generalist EC-12 Bilingual/ESL or EC-12 Special Education.

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

Pre-Major Required Courses:

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

Total Minimum Credits Required .....60

## Associate of Arts in Teaching

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
ENGL 1301	Composition I	3	0	3
ENGL 1302	Composition II	3	0	3
SPCH 1315	Public Speaking	3	0	3
Basic Computer Literacy Core	Select from Basic Computer Literacy Core Curriculum	3	3	4
MATH 1314*	College Algebra	3	0	3
Natural Science	Select from Natural Science Core Curriculum	6	6	8
HIST	Select from: American History 1301 or 1302 and Texas History 2301	6	0	6
GOVT 2301	American National & State Governments I	3	0	3
GOVT 2302	American National & State Governments II	3	0	3
Humanities	Select from: ENGL literature(sophomore level), or HUMA or PHIL	3	0	3
Visual & Performing Arts	Select from ARTS, MUSI, DRAM	3	0	3
Pre-major Courses				
EDUC 1301	Introduction to the Teaching Profession	3	1	3
EDUC 2301	Introduction to Special Populations	3	1	3
Content area teaching fields/academic disciplines (12 hours)				<u>12</u>

Total Minimum Credits Required .....60

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

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

\*\*\* Area Teaching Field/Academic Discipline:

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

## Associate of Science Degree Program

281-756-5669

Degree: Associate of Science (A.S.)

Purpose: The Associate of Science Degree (A.S.) is awarded to students who fulfill the requirements of the biological science, business administration, communications, 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 humanities and social sciences. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer.

## Biological Science Degree Program

281-756-5669

Associate of Science Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
+BIOL 1406	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition I	3	0	3
+MATH 1314	College Algebra	3	0	3
+**HIST 1301	The United States to 1877	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	10	18
Second Semester				
+BIOL 1407	General Biology II	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition II	3	0	3
+BCIS 1405 (or higher) or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
+**HIST 1302	The United States Since 1877	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	13	19
Third Semester				
BIOL 2306 or BIOL 2401	Environmental Conservation or Anatomy and Physiology I	3	0-3	3-4
CHEM 2423	Organic Chemistry	3	4	4
+ENGL 2332 or ENGL 2322	Survey of Literature I or Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
+Visual/Perform. Arts	Visual/Performing	<u>3</u>	<u>0</u>	<u>3</u>
		15	4-7	16-17
Fourth Semester				
BIOL 2420 or BIOL 2402	Microbiology or Anatomy and Physiology II	3	3	4
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3	0	3
+GOVT 2302	American National & State Governments II	3	0	3
+SPCH 1315	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13

+Denotes core requirement; see p. 20.

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

Total Minimum Credits Required for Biological Science Degree . . . . . 66-67

# Business Administration Degree Program

281-756-3660

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

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

+Denotes core requirement; see p. 20.

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

<sup>a</sup>Satisfies Social/Behavioral Sciences Core Requirement.

\*\*\*Field of Study Curriculum; see p. 23.

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

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

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

**Communications - Radio/TV Broadcasting Degree Program**

**281-756-3767**

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

Associate of Science Degree Program

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

+Denotes core requirement; see p. 20.

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

<sup>a</sup>Satisfies Social/Behavioral Sciences Core Requirement

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

# Health Science Degree Program

281-756-3531

Associate of Science Degree Program

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

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

+Denotes Core Requirement; see p. 20.

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

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

# Mathematics Degree Program

281-756-3705

Associate of Science Degree Program

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

+Denotes Core Requirement; see p. 20.

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

Total Minimum Credits Required for Mathematics Degree .....62

# Physical Science Degree Program

281-756-5669

Associate of Science Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
CHEM 1411	General Chemistry & Analysis I	3	4	4
+ENGL 1301	Composition I	3	0	3
**HIST 1301	The United States to 1877	3	0	3
+SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
+BCIS 1405 (or higher) or COSC 1401	Business Computer Applications or Microcomputer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		15	10	18
Second Semester				
CHEM 1412	General Chemistry & Analysis II	3	4	4
+ENGL 1302	Composition II	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
+MATH 2412	Pre-Calculus Math	4	0	4
+Visual/Perform. Arts	Visual/Performing Arts	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		16	7	18
Third Semester				
***Science	Recommended for Majors	3	3-4	4
+ENGL 2332 or ENGL 2322	Survey of Literature I or Survey of English Literature I	3	0	3
+GOVT 2301	American National & State Governments I	3	0	3
MATH 2413	Calculus I	<u>4</u>	<u>0</u>	<u>4</u>
		13	3-4	14
Fourth Semester				
****Science	Second half of science courses taken third semester	3	3-4	4
+GOVT 2302	American National & State Governments II	3	0	3
MATH 2414	Calculus II	4	0	4
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	<u>3</u>	<u>0</u>	<u>3</u>
		13	3-4	14

+Denotes core requirement; see p. 20.

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

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

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

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

Total Minimum Credits Required for Physical Science Degree .....64

## Associate of Applied Science Degree Programs

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

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

Child Development/Early Childhood	Emergency Medical Technology
Communications-Radio/TV Broadcasting	Human Service - Substance Abuse Counseling
Computer Information Technology - Computer Programming	Industrial Design Technology
Computer Information Technology - Computer Networking	Management Development
Court Reporting	Nursing ADN
Criminal Justice - Correctional Science	Nursing Transition (LVN to ADN)
Criminal Justice - Law Enforcement & Police Administration	Office Administration- Administrative Assistant
Culinary Arts	Paralegal
Diagnostic Cardiovascular Sonography-Adult Echocardiography	Polysomnography
Diagnostic Cardiovascular Sonography-Non-Invasive Vascular Technology	Process Technology
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography	Respiratory Care
Electroneurodiagnostics	

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

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

### Advanced Technical Certificate Programs

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

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

### Certificate Programs

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

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

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

# Child Development/Early Childhood Degree Program

281-756-3644

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

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

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

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

\*Capstone course requirement: CDEC 2384

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

## Child Development/Early Childhood Certificate

Degree: Certificate

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

\*Capstone course requirement: CDEC 1384.

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

## Child Development/Early Childhood Administration Certificate

Degree: Certificate

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

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

\*Capstone Course Required: CDEC 2428.

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

# Communications - Radio/TV Broadcasting Degree Program

281-756-3767

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

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

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

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

## Radio/TV Broadcasting

Associate of Applied Science Degree Program - Tech Prep

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

\*Capstone Course

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

**Communications - Radio/TV Broadcasting Certificate**

**281-756-3767**

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: The student will be awarded a certificate upon completion of the program in Radio/TV Broadcasting

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

\*Capstone Course

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



ACC offers free tutoring to students in the Learning Lab.

# Computer Information Technology - Computer Programming Degree

281-756-3783

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

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>FIRST YEAR</b>				
First Semester				
COSC 1401 or BCIS 1405 or COSC 1415	Microcomputer Applications or Business Computer Applications or Fundamentals of Programming	3	3	4
BCIS 1431 or ITSE 1431	Programming in Visual Basic or Introduction to Visual BASIC Programming	3	3	4
1st Mini ITNW 1358	Network+	2	2	3
2nd Mini ITNW 1325	Fundamentals of Networking	2	2	3
ENGL 1301	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		13	10	17
Second Semester				
COSC 1436 or BCIS 1420 or ITSE 1422	Programming Fundamentals I or Introductory C Programming or Introduction to C Programming	3	3	4
IMED 2415 or ITSE 2402	Web Design or Intermediate Web Programming	3	3	4
*BCIS 2431 or ITSE 2449	Advanced Programming Visual Basic or Advanced Visual BASIC Programming	3	3	4
Elective	Speech Communication Core	3	0	3
ENGL 2311 or ENGL 1302	Technical Communication (preferred) or Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		15	9	18
<b>SECOND YEAR</b>				
First Semester				
COSC 1437 or COSC 1420 or ITSE 1407	Programming Fundamentals II or Computer Programming - C++ or Introduction to C++ Programming	3	3	4
ITSE 2409	Database Programming	3	3	4
SOCI 1301 or ECON 2301	Introductory Sociology or Principles of Economics I	3	0	3
MATH 1314 or TECM 1403 or MATH 2413 or MATH 2414 or PHYS 2425 or PHYS 2426	College Algebra (preferred) or Technical Calculations or Calculus I or Calculus II or Physics I or Physics II	3/3	0/3	3/4
Elective	Visual & Performing Arts/Humanities Core	<u>3</u>	<u>0</u>	<u>3</u>
		15/15	6/9	17/18
Second Semester				
COSC 2436 or COSC 1430 or ITSE 2417	Programming Fundamentals III or Computer Programming - JAVA or JAVA Programming	3	3	4
COSC 2420	Advanced C++ Programming	3	3	4
CPMT 2445 or COSC 2425	Computer System Troubleshooting or Computer Organization and Machine Language	3	3	4
1st Mini ITMT 1302	Windows Seven Configuration	<u>2</u>	<u>2</u>	<u>3</u>
		11	11	15
* Capstone Course				
Total Credits Required for A.A.S. Computer Programming Degree.....				67-68

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

Courses below prepare for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

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

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

## Field of Study Curriculum for Computer Science

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

## Associate in Applied Science - Computer Networking Degree Program

**281-756-3669**

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 63 credit A.A.S. program focuses on these Microsoft certifications: (MCITP) "Microsoft Certified IT Professional", "MCITP-Support Technician", "MCITP-Server Administrator". 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.

(Tech Prep)

	Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<i>FIRST YEAR</i>					
First Semester					
1st Mini	ITNW 1358	Network+	2	2	3
2nd Mini	ITNW 1325	Fundamentals of Networking	2	2	3
	CPMT 1411	Introduction to Computer Maintenance	3	3	4
	SOCI 1301	Introductory Sociology	3	0	3
	BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
			13	10	17
Second Semester					
1st Mini	ITMT 1302	Windows Seven Configuration	2	2	3
2nd Mini	ITMT 1340	Managing and Maintaining a Microsoft Windows Server 2003 Environment	2	2	3
	CPMT 2445	Computer System Troubleshooting	3	3	4
1st Mini	ITNW 2321	Networking with TCP/IP	2	2	3
2nd Mini	ITSY 1342	IT Security (Security+)	2	2	3
			11	11	16
<i>SECOND YEAR</i>					
First Semester					
	*Elective	Fine Arts/Humanities	3	0	3
1st Mini	ITMT 2301	Win Server 2008 Network Infrastructure Configuration	2	2	3
2nd Mini	ITMT 2302	Windows Server 2008 Active Directory Configuration	2	2	3
	ENGL 1301	Composition I	3	0	3
	MATH 1333	Contemporary Mathematics for Tech	3	0	3
			13	4	15
Second Semester					
	ENGL 1302	Composition II	3	0	3
1st Mini	**ITMT 2351	Windows Server 2008: Server Administrator	3	3	3
2nd Mini	ITMT 2322	Windows Server 2008 Applications Infrastructure Configuration	2	2	3
1st Mini	ITMT 2340	Designing Security for Microsoft Networks	2	2	3
2nd Mini	ITMT 2346	Implementing & Administering Security in a Microsoft Windows Server 2003 Network	2	2	3
			15	9	15
Total Credits Required for A.A.S of Computer Networking Degree					63

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

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

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

## Computer Information Technology - General Computer Data Processing Certificate Program

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

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

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

\* Capstone Course

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

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

Courses below prepare for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

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

## Computer Information Technology - Computer Networking Certificate Program

	<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>First Semester</b>					
	BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
	CPMT 1411	Introduction to Computer Maintenance	3	3	4
1st Mini	ITNW 1358	Network +	2	2	3
2nd Mini	ITNW 1325	Fundamentals of Networking	2	2	3
			10	10	14
<b>Second Semester</b>					
1st Mini	ITMT 1302	Windows Seven Configuration	2	2	3
2nd Mini	*ITMT 1340	Managing and Maintaining a Microsoft Windows Server 2003 Environment	2	2	3
1st Mini	ITMT 2301 or ITMT 2302	Win Server 2008: Network Infrastructure Config Win Server 2008: Active Directory Config	3	3	3
	CPMT 2445	Computer System Troubleshooting	3 10	3 10	4 13

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

CompTIA A+ Certification (CPMT 1411 and CPMT 2445)

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

\*Capstone Course

Total Credits Required for Computer Information Technology Computer Networking Certificate ..... 27

## Court Reporting Degree Program

281-756-3757

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

Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting 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 (NCRA). Accompanying objectives are the attainment of the Court Reporting Scopist Certificate and an enhanced skills certificate in captioning/CART.

Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
  - a. 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 1404 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades will be issued on the following basis:

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

No grade below a C (75%) in any CRTR English class, 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.

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

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

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

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

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

2. Each student shall complete an internship (CRTR 2381) with a court reporter.

Students are encouraged to utilize the dictation available through MyBlackboard on the ACC website for home practice and skill building during free periods and before and after school.

## Court Reporting Enhanced Skills Certificate (Captioning)

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

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

Total Credits Required Court Reporting Enhanced Skills Certificate . . . . .78

## Court Reporting Certificate Program

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

\*Capstone Course

Total Credits Required for Court Reporting Certificate . . . . . 57

## Court Reporting Scopist Certificate Program

Purpose: The Court Reporting Scopist Certificate prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time.

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>FIRST YEAR</i>				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	<u>2</u>	<u>8</u>	<u>4</u>
		7	11	10
Second Semester (Spring)				
CRTR 1314	Reporting Technology I	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	<u>2</u>	<u>3</u>	<u>3</u>
		7	6	9
Third Semester (Summer)				
CRTR 2313 or CRTR 2312	Reporting Technology II or Court Reporting Procedures	2	3	3
*CRTR 2380 or CRTR 2381	Cooperative Education - Scopist or Cooperative Education - Court Reporter	1	<u>20</u>	<u>3</u>
		3	23	6
*Capstone Course				
Total Credits Required for Court Reporting Scopist Certificate .....				25

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

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

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

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

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

Associate of Applied Science Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>First Semester</b>				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
ENGL 1301	Composition I	3	0	3
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		15	3	16
<b>Second Semester</b>				
CJCR 1304	Probation and Parole	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 1307	Crime in America	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
MATH 1314 or MATH 1332	College Algebra or Contemporary Mathematics I	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
<b>Third Semester</b>				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CJSA 1364	Practicum - Criminal Justice Studies	1	21	3
CJCR 1300	Basic Jail Course	3	0	3
SOCI 1301	Introductory Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		13	21	15
<b>Fourth Semester</b>				
CJSA 1365	Practicum - Criminal Justice Studies	1	21	3
CRIJ 2328	Police Systems & Practices	2	3	3
CJSA1325	Criminology	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		12	24	15

Total Minimum Credits Required for the Correctional Science Degree . . . . . 61

## Criminal Justice - Law Enforcement and Police Administration Degree

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

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

Admission Requirements:

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

Program Requirements:

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

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

### Associate of Applied Science Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
CRIJ 1301 or CJLE 1506	Introduction to Criminal Justice or Basic Peace Officer I	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
ENGL 1301	Composition I	3	0	3
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		15	3	16
Second Semester				
CRIJ 2323 or CJLE 1512	Legal Aspects of Law Enforcement or Basic Peace Officer II	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
Elective	Visual & Performing Arts/Humanities Core	3	0	3
MATH 1314 or MATH 1332	College Algebra Contemporary Mathematics I	3	0	3
SOCI 1301	Introductory Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
Third Semester				
CRIJ 1307	Crime in America	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CJSA 2364 or CJLE 1518	Practicum-Criminal Justice Studies or Basic Peace Officer III	0	21	3
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		12	21	15
Fourth Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 1313	Juvenile Justice System	3	0	3
Elective	Criminal Justice Elective	3	0	3
CJSA 2365 or CJLE 1524	Practicum - Criminal Justice Studies or Basic Peace Officer IV	0	21	3
SPCH 1318	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		12	21	15

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

Total Credits Required for Law Enforcement and Police Administration Degree. . . . .61

## Criminal Justice - Correctional Administration Certificate

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
BMGT 1303	Principles in Management	3	0	3
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16
Second Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
CJSA 1364	Practicum-Criminal Justice Studies	0	21	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
SPCH 1318	Interpersonal Communications	<u>3</u>	<u>0</u>	<u>3</u>
		12	21	15
Total Credits Required for Correctional Administration Certificate . . . . .				31



Art students enjoy the inspiration of an outdoor drawing class.

## Criminal Justice - Correctional Science Certificate

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 1307	Crime in America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
SOCI 1301	Introductory Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
Second Semester				
CJCR 1304	Probation and Parole	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CJCR 1300	Basic Jails Course	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
Total Credits for Correctional Science Certificate .....				30

## Criminal Justice - Crime Scene Technician Certificate

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CJSA 1308	Criminalistics I	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18
Second Semester				
CJSA 2323	Criminalistics II	2	4	3
CJLE 2345	Vice and Narcotics Investigation	3	0	3
CRIJ 1307	Crime In America	3	0	3
CJSA 2332	Criminalistics III	2	4	3
CJSA 1325	Criminology	<u>3</u>	<u>0</u>	<u>3</u>
		13	8	15
Total Credits Required for Crime Scene Technician .....				33

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	Court Systems and Practices	3	0	3
CRIJ 1313	Juvenile Justice System	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18
Second Semester				
*CJLE 2420	Texas Peace Officer Procedures	3	4	4
*CJLE 2421	Texas Peace Officer Law	3	4	4
*CJLE 2522	Texas Peace Officer Skills	4	4	5
CRIJ 2328	Police Systems and Practices	3	0	3
**CJLE 2424	Texas Peace Officer Capstone	<u>3</u>	<u>4</u>	<u>4</u>
		19	16	20

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

\*\* Capstone Course

Total Credits Required for Law Enforcement & Police Administration Certificate .....38

## Criminal Justice - Basic Law Enforcement Academy Certificate

Length: Approximately 19 weeks - The day academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday, however, Defensive Driving and other skills classes may be conducted occasionally on weekends or at night. The night academy classes are 6 pm to 10 pm, Monday thru Friday, however some classes may occasionally be conducted on weekends.

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

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

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

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

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

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

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

Course Requirements:

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

Special fees charged by the College:

- |                           |          |
|---------------------------|----------|
| 1. Ammunition             | \$260.00 |
| 2. Driving                | \$ 15.00 |
| 3. Criminal history check | \$ 15.00 |

Purchases expected by the student:

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
CJLE 1506	Basic Peace Officer I	3	6	5
CJLE 1512	Basic Peace Officer II	3	6	5
CJLE 1518	Basic Peace Officer III	3	6	5
CJLE 1524	Basic Peace Officer IV	3	6	5
CJLE 1211	Basic Firearms	<u>1</u>	<u>2</u>	<u>2</u>
		13	26	22

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

# Culinary Arts Degree Program

281-756-3949

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

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

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

## Culinary Arts - Associate of Applied Science Degree

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
CHEF 1301	Basic Food Preparation	2	3	3
PSTR 1301	Fundamentals of Baking	2	3	3
CHEF 2302	Saucier	2	3	3
CHEF 2301	Intermediate Food Preparation	2	3	3
CHEF 1305	Sanitation and Safety	3	0	3
HAMG 1324	Hospitality Human Resources Management	<u>3</u>	<u>0</u>	<u>3</u>
		14	12	18
Second Semester				
CHEF 1345	International Cuisine	2	3	3
CHEF 1341	American Regional Cuisine	2	3	3
CHEF 1302	Principles of Healthy Cuisine	2	3	3
CHEF 1310	Garde Manger	2	3	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
CHEF 1291	Current Events in Culinary Arts	<u>2</u>	<u>0</u>	<u>2</u>
		13	12	17
Third Semester				
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
CHEF 1364	Practicum	<u>0</u>	<u>30</u>	<u>3</u>
		3	33	7
Fourth Semester				
ENGL 1301	Composition I	3	0	3
IFWA 1217	Food Production and Planning	2	0	2
Elective or MATH 1333	Math/Science Core Curriculum or Contemporary Mathematics for Tech	3	0	3
HAMG 1321	Introduction to the Hospitality Industry	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	11
Fifth Semester				
Elective	Visual & Performing Arts/Humanities Core	3	0	3
Elective or PSYC 1300	Social and Behavioral Science Core or Learning Strategies	3	0	3
RSTO 2301	Principles of Food and Beverage Controls	3	0	3
*CHEF 1365	Practicum	<u>0</u>	<u>23</u>	<u>3</u>
		9	23	12

\*Capstone Course

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

## Culinary Arts Certificate Program

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
CHEF 1301	Basic Food Preparation	2	3	3
PSTR 1301	Fundamentals of Baking	2	3	3
CHEF 2302	Saucier	2	3	3
CHEF 2301	Intermediate Food Preparation	2	3	3
CHEF 1305	Sanitation and Safety	3	0	3
HAMG 1324	Hospitality Human Resources Management	<u>3</u>	<u>0</u>	<u>3</u>
		14	12	18
Second Semester				
CHEF 1345	International Cuisine	2	3	3
CHEF 1341	American Regional Cuisine	2	3	3
CHEF 1302	Principles of Healthy Cuisine	2	3	3
CHEF 1310	Garde Manger	2	3	3
IFWA 1318	Nutrition for the Food Service Professional	3	0	3
CHEF 1291	Current Events in Culinary Arts	<u>2</u>	<u>0</u>	<u>2</u>
		13	12	17
Third Semester				
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
*CHEF 1365	Practicum	<u>0</u>	<u>30</u>	<u>3</u>
		3	33	7
* Capstone Course				
Total Credits Required for Culinary Arts Certificate . . . . .				42

## Culinary Arts - Culinary Management Certificate

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

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

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

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

**Diagnostic Cardiovascular Sonography Degree Program****281-756-5650**

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

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

- I. Admission Requirements: Application Deadline February 15 - Please call DCVS department to obtain an official packet.
- A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:
1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
  2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
  3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
  4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
  5. Composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required. Submit official score report (sealed).
  6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Non-Invasive Vascular Technology is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs)
  7. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status. Must have all three (3) HEPATITIS B shots by July. Immunizations required are: HepB, MMR, Varicella, TDAP.
  8. Not currently on suspension or academic probation from ACC or any other college.
  9. Complete all pre-requisites with a grade of C or better including: ENGLISH 1301, BIOLOGY 2401, MATH 1314, PHYSICS 1401 (or college level Physics can be accepted, including CTEC 1401). BIOL 2402 - required for Pedi Echo, recommended for Adult Echo and Non-Invasive Vascular.
  10. Submit two reference forms and personal statement. References must be professional or academic, current, and sealed.
  11. Once accepted, pass a criminal background check and drug screen.
  12. Complete the AHA Healthcare provider course for CPR prior to July.
- B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If you're A&P is expired please choose from the following options:
- a. take DSAE 2303 CV Concepts prior to acceptance.
  - b. re-take A&P II (which includes the heart and blood vessels).
- C. Transfer and non-traditional students must:
1. Meet the above criteria
  2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
  3. Provide program and Registrar's Office with official transcripts from each prior institution.
  4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
  5. Not currently on suspension or academic probation from another college.
  6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
  7. Transfer students must complete a minimum of 24 credit hours at ACC to be awarded a Degree from this institution.
- D. If students are in progress with all or some of the prerequisites during the spring semester they are allowed to apply.
1. Have your professor send an email as of February 15th indicating your progress/status in that pre-requisite.
  2. Those in progress will be accepted if space permits after those who are completed with all the pre-requisites.
- II. Alternate Enrollment:
- A. Practicing Echocardiographers and Vascular Technologists who wish to earn their degree.
1. This option applies to those who are registered in Adult Echocardiography or Non-Invasive Vascular Technology with at least 2 years of experience and would like to earn their Associate Degree.
  2. DCVS program courses may be challenged in sequence. Credit is awarded by examination or self study and distance education. Admission requirements, pre-requisites and academic courses are still required.
- B. Practicing Echocardiographers and Vascular Technologists who wish to take courses for refresher or registry exam review.
1. This option is available to all Echo and Vascular sonographers.
  2. These students may register as an audit to sit in on any course offered through the DCVS Program for refresher or registry review.
- C. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.
- D. DSAE 2303 - Cardiovascular concepts may be taken prior to acceptance.

III. Progression Policies:

- A. Students will abide by the admission and curriculum requirements of the Diagnostic Cardiovascular Sonography department at the time they are admitted or re-admitted to the program.
- B. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan, or must have prior approval of the program director.
- C. A grade of C or better is required in all core and academic courses for progression. Passing score for all DCVS courses is 77.
- D. A student may be terminated from the program if clinical or class/lab performance is unsatisfactory as determined by the instructor and the program director. This action may be taken at any time during the semester.
- E. A student who makes a D or F in any core or academic course may repeat that course once in order to obtain a satisfactory grade of C or better. If the failing course is one of the program core courses, the student may have to sit out for a year until that course is offered again depending on pre and co-requisites for that course.
- F. Any student requiring hospitalization, pregnant, or injured will be required to obtain written documentation from his/her physician verifying the health status of the student before returning to clinical. A student may not be allowed to return to clinical if taking medication or if health status may interfere with the ability to perform satisfactorily.
- G. Students have five years to complete the program after initial acceptance.

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

Associate of Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>Program Pre-requisites</b>				
**ENGL 1301	Composition I	3	0	3
**BIOL 2401	Anatomy and Physiology I	3	3	4
**MATH 1314	College Algebra	3	0	3
**PHYS 1401	General Physics (or any Applied Physics, 4 credits + lab)	<u>3</u>	<u>3</u>	<u>4</u>
		12	6	14
<b>FIRST YEAR</b>				
First Semester (Summer 11 weeks)				
DSAE 1407	Basic Patient Care Skills	3	2	4
*DMSO 1210	Introduction to Sonography	2	0	2
*DSAE 2303	Cardiovascular Concepts	<u>3</u>	<u>1</u>	<u>3</u>
		8	3	9
Second Semester (Fall)				
*ELECTIVE or	Fine Arts/Humanities or			
SPAN 2316	Career Spanish I (Spanish for Healthcare Providers)	3	0	3
*BIOL 2402	Anatomy and Physiology II	3	3	4
DSAE 1340	Diagnostic Electrocardiography	2	4	3
CVTT 1161	Clinical - Cardiovascular Technology	<u>0</u>	<u>6</u>	<u>1</u>
		8	13	11
Third Semester (Spring)				
DSAE 1318	Sonographic Instrumentation	2	2	3
DSAE 1303	Introduction to Echocardiography Techniques	2	4	3
DSAE 1360	Clinical - DMST, Intro Echocardiography	<u>0</u>	<u>18</u>	<u>3</u>
		4	24	9
<b>SECOND YEAR</b>				
First Semester (Summer 11 weeks)				
DSAE 2404	Echocardiography Evaluation of Pathology I	2	4	4
DSAE 2361	Clinical - DMST, Echocardiography I	0	26	3
*PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		2	33	8
Second Semester (Fall)				
DSAE 2437	Echocardiography Evaluation of Pathology II	2	4	4
DSAE 2461	Clinical - DMST, Echocardiography II	0	24	4
*SOCI 1301 or	Introductory Sociology or			
PSYC 2301 or	General Psychology or			
PSYC 1300	Learning Strategies	<u>3</u>	<u>0</u>	<u>3</u>
		5	28	11
Third Semester (Spring)				
PHED	Physical Activity	0	3	1
DSAE 2462	Clinical - DMST Echocardiography III	0	24	4
DSAE 2335	Advanced Echocardiography	<u>2</u>	<u>4</u>	<u>3</u>
		2	31	8

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

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

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

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

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

Associate of Applied Science Degree Program - Tech Prep

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>Program Pre-requisites:</b>				
ENGL 1301**	Composition I	3	0	3
BIOL 2401**	Anatomy and Physiology I	3	3	4
BIOL 2402**	Anatomy and Physiology II	3	3	4
MATH 1314**	College Algebra	3	0	3
PHYS 1401**	General Physics (or any Applied Physics, 4 credits +lab)	<u>3</u>	<u>3</u>	<u>4</u>
		15	9	18
<b>FIRST YEAR</b>				
<b>First Semester (Summer 11 weeks)</b>				
DSAE 1407	Basic Patient Care Skills	3	2	4
DSPE 2255	Neonatal/Pediatric Patient Care Skills	1	3	2
DMSO 1210*	Introduction to Sonography	2	0	2
DSAE 2303*	Cardiovascular Concepts	<u>3</u>	<u>1</u>	<u>3</u>
		9	6	11
<b>Second Semester (Fall 16 weeks)</b>				
PSYC or SOCI*	SOCI 1301 or PSYC 2301 or PSYC 1300	3	0	3
DSAE 1340	Diagnostic Electrocardiography	2	4	3
CVTT 1161	Clinical - Cardiovascular Technology	0	6	1
DSAE 1303	Intro to Echocardiography Techniques	<u>2</u>	<u>4</u>	<u>3</u>
		7	14	10
<b>SECOND YEAR</b>				
<b>First Semester (Spring 16 weeks)</b>				
DSAE 1318	Sonographic Instrumentation	2	2	3
DSPE 1300	Intro to Pedi Echo Techniques	2	3	3
DSPE 2360	Clinical - DMST, Intro to Pedi Echo	<u>0</u>	<u>18</u>	<u>3</u>
		4	23	9
<b>Second Semester (Summer 11 weeks)</b>				
Elective*	Fine Arts/Humanities/Career Spanish	3	0	3
DSPE 2357	Echo Eval of Congenital Heart Disease I	2	3	3
DSPE 2261	Clinical - DMST, Pedi Echo I	<u>0</u>	<u>12</u>	<u>2</u>
		5	15	8
<b>Third Semester (Fall 16 weeks)</b>				
DSPE 2349	Echo Eval of Congenital Heart Disease II	2	3	3
DSPE 2461	Clinical - DMST, Pedi Echo II	<u>0</u>	<u>24</u>	<u>4</u>
		2	27	7
<b>Fourth Semester (Spring 16 weeks)</b>				
DSPE 2359	Advanced Pedi Echocardiography	2	3	3
DSPE 2462	Clinical - DMST, Pedi Echo III	<u>0</u>	<u>24</u>	<u>4</u>
		2	27	7

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

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

\*\*Courses must be taken prior to acceptance.

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

Associate of Applied Science Degree Program - Tech Prep

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
Program Pre-requisites:				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
PHYS 1401	General Physics (or any Applied Physics, 4 credits + lab)	3	3	4
		12	6	14
<i>FIRST YEAR</i>				
First Semester (Summer 11 weeks)				
DSAE 1407	Basic Patient Care Skills	3	2	4
*DMSO 1210	Introduction to Sonography	2	0	2
**DSAE 2303	Cardiovascular Concepts	3	1	3
		8	3	9
Second Semester (Fall)				
ELECTIVE or	Visual & Performing Arts/Humanities Core or			
SPAN 2316	Career Spanish I (Spanish for Healthcare Providers)	3	0	3
BIOL 2402	Anatomy and Physiology II	3	3	4
DSAE 1340	Diagnostic Electrocardiography	2	4	3
CVTT 1161	Clinical - Cardiovascular Technology	0	6	1
		8	13	11
Third Semester (Spring)				
DSAE 1318	Sonographic Instrumentation	2	2	3
DSVT 1300	Principles of Vascular Technology	2	4	3
DSVT 1360	Clinical - DMST, Intro to Vascular	0	18	3
		4	24	9
<i>SECOND YEAR</i>				
First Semester (Summer 11 weeks)				
DSVT 2430	Non-Invasive Cerebral Vascular Evaluation	2	4	4
DSVT 2361	Clinical - DMST, Vascular I	0	26	3
PHED	Physical Activity	0	3	1
		2	33	8
Second Semester (Fall)				
DSVT 2418	Non-Invasive Peripheral Vascular Evaluation	2	4	4
DSVT 2461	Clinical - DMST, Vascular II	0	24	4
SOCI 1301 or	Introductory Sociology or			
PSYC 2301 or	General Psychology or			
PSYC 1300	Learning Strategies	3	0	3
		5	28	11
Third Semester (Spring)				
PHED	Physical Activity	0	3	1
DSVT 2462	Clinical - DMST, Vascular III	0	24	4
DSVT 2335	Advanced Vascular Technology	2	4	3
		2	31	8

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

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

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

## Diagnostic Cardiovascular Sonography Advanced Technical Certificate Degree Program

281-756-5650

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

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

- I. Admission Requirements: Application Deadline October 15. Please contact the DCVS Department to obtain an official packet.
  - A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program in the Advanced Technical Certificate option, the applicant must:
    1. Be a high school or GED graduate and provide copies of transcripts (if High School graduate within the past five (5) years)
    2. Apply to ACC and fulfill the college admission requirements, including THEA or equivalent.
    3. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the Program Director or attend a DCVS information session.
    4. Submit official transcripts of all previous college work to both the program and the admissions/Registrar's Office.
    5. Have an Associates degree or higher in an allied healthcare related field from an accredited institution with demonstration of program pre-requisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or Allied Health Physics course. A&P credits must be within the past 5 years. If you're A&P is expired take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program (Offered every semester).
    6. Must have a professional credential such as RN, RT, RRT, or RDMS (RDCS or RCS for pediatric echocardiography).
    7. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required by the profession through a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Vascular Technology is required for a total of 12 observatory hours. (Adult Echo – 4 hrs, Pedi Echo – 4 hrs, Vascular – 4 hrs.)
    8. Upon acceptance, complete a physical examination including chest x-ray, TB skin test, and verification of immunization status. Must have all three (3) HEPATITIS B shots by October 15th to be accepted into the program. Required immunizations are: Hep. B., MMR, Varicella, TDap.
    9. Not currently on suspension or academic probation from ACC or any other college.
    10. Submit two (2) reference forms. Submit personal statement. References must be professional or academic, current, and sealed.
    11. Once accepted, pass a criminal background check and drug screen.
    12. Complete the AHA Healthcare provider course for CPR due by October 15th.
  - B. Transfer and non-traditional students must:
    1. Meet the above criteria
    2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
    3. Provide program and Registrar's Office with official transcripts from each prior institution.
    4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
    5. Not currently on suspension or academic probation from another college.
    6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
    7. Transfer students must complete a minimum of 12 credit hours at ACC to be awarded a Certificate from this institution.
- II. Alternate Enrollment:
  - A. Practicing Echocardiographers and Vascular Technologists who wish to earn an Advanced Certificate.
    1. This option applies to those who are registered in Adult Echocardiography or Vascular Technology with at least 2 years of experience and would like to earn the Advanced Certificate.
    2. DCVS program courses may be challenged in sequence. Credit is awarded by examination. Admission requirements and pre-requisites are still required.
  - B. Former ACC DCVS program graduates who wish to cross train:
    1. Must be graduates of ACC - DCVS
    2. Must be registered in either Echo or Vascular
    3. Must apply by October 15th
    4. Number of openings is dependent upon current student volume in regular programs.
    5. Graduates who are registered and would like to cross-train without entering the full A.T.C. program may take the lecture and lab courses in sequence.
  - C. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.
  - D. DSAE 2303 - Cardio Vascular Concepts may be taken prior to acceptance.
- III. Progression Policies: See A.A.S. program

## Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<i>FIRST YEAR</i>				
First Semester (Spring)				
*DMSO 1210	Introduction to Sonography	2	0	2
DSAE 1318	Sonographic Instrumentation	2	2	3
DSAE 1303	Introduction to Echocardiography Techniques	2	4	3
DSAE 1360	Clinical - DMST, Intro to Echocardiography	<u>0</u>	<u>18</u>	<u>3</u>
		6	24	11
Second Semester (Summer 12 weeks)				
**DSAE 2303	Cardiovascular Concepts	3	1	3
DSAE 2404	Echo Evaluation of Pathology I	2	4	4
DSAE 2361	Clinical - DMST, Echocardiography I	<u>0</u>	<u>26</u>	<u>3</u>
		5	31	10
<i>SECOND YEAR</i>				
First Semester (Fall)				
DSAE 1340	Diagnostic Electrocardiography	2	4	3
DSAE 2437	Echo Evaluation of Pathology II	2	4	4
DSAE 2461	Clinical - DMST, Echocardiography II	<u>0</u>	<u>24</u>	<u>4</u>
		4	32	11
Second Semester (Spring)				
DSAE 2335	Advanced Echocardiography	2	4	3
DSAE 2462	Clinical - DMST Echocardiography III	<u>0</u>	<u>24</u>	<u>4</u>
		2	28	7

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography .....39

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

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

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<i>FIRST YEAR</i>				
First Semester (Spring)				
*DMSO 1210	Introduction to Sonography	2	0	2
DSAE 1318	Sonographic Instrumentation	2	2	3
DSVT 1300	Principles of Vascular Technology	2	4	3
DSVT 1360	Clinical - DMST, Intro to Vascular	<u>0</u>	<u>18</u>	<u>3</u>
		6	24	11
Second Semester (Summer 12 weeks)				
**DSAE 2303	Cardiovascular Concepts	3	1	3
DSVT 2430	Non-Invasive Cerebral Vascular Evaluation	2	4	4
DSVT 2361	Clinical - DMST, Vascular I	<u>0</u>	<u>26</u>	<u>3</u>
		5	33	10
<i>SECOND YEAR</i>				
First Semester (Fall)				
DSAE 1340	Diagnostic Electrocardiography	2	4	3
DSVT 2418	Non-Invasive Peripheral Vascular Evaluation	2	4	4
DSVT 2461	Clinical - DMST, Vascular II	<u>0</u>	<u>24</u>	<u>4</u>
		4	32	11
Second Semester (Spring)				
DSVT 2335	Advanced Vascular Technology	2	4	3
DSVT 2462	Clinical - DMST, Vascular III	<u>0</u>	<u>24</u>	<u>4</u>
		2	28	7

Total Credits Required for Adv Technical Cert. Diagnostic Cardiovascular Sonography - Non-Invasive Vascular.....39

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

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

## Advanced Technical Certificate Diagnostic Cardiovascular Sonography – Pediatric Echocardiography

**\*\* Program Pre-requisites:**

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>First Semester (Spring 16 weeks)</b>				
DSPE 2255	Neonatal/Pediatric Patient Care Skills	1	3	2
DSPE 1300	Introduction to Pedi Echo Techniques	2	3	3
DSPE 2360	Clinical – DMST, Intro to Pedi Echo	<u>0</u>	<u>18</u>	<u>3</u>
		3	24	8
<b>Second Semester (Summer 11 weeks)</b>				
DSPE 2357	Echo Eval of Congenital Heart Disease 1	2	3	3
DSPE 2261	Clinical – DMST, Pedi Echo I	<u>0</u>	<u>12</u>	<u>2</u>
		2	15	5
<b>Third Semester (Fall 16 weeks)</b>				
DSPE 2349	Echo Eval of Congenital Heart Disease 2	2	3	3
DSPE 2461	Clinical – DMST, Pedi Echo II	<u>0</u>	<u>24</u>	<u>4</u>
		2	27	7
<b>Fourth Semester (Spring 16 weeks)</b>				
DSPE 2359	Advanced Pedi Echocardiography	2	3	3
DSPE 2462	Clinical – DMST, Pedi Echo III	<u>0</u>	<u>24</u>	<u>4</u>
		2	27	7

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

Deadline to apply is October 15th.

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

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

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

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

## Admission Requirements:

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

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

## Advanced Standing

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

## Progression Policy

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

## Associate in Applied Science Electroneurodiagnostics (END) Program

Course Number	Course Title	Lecture Hrs.	Lab Hrs.	Credits
<b>Pre-requisite Courses</b>				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
HITT 1305	Medical Terminology	3	0	3
HPRS 1304	Basic Patient Care Skills	<u>2</u>	<u>2</u>	<u>3</u>
		14	5	16
<b>First Year</b>				
<b>First Semester (Fall)</b>				
BIOL 2402	Anatomy & Physiology II	3	3	4
PSYC 2314	Life Span Growth and Development	3	0	3
ENDT 1350	Electroencephalography	2	2	3
ENDT 1345	Applied Electronics and Instrumentation	<u>2</u>	<u>2</u>	<u>3</u>
		10	7	13
<b>Second Semester (Spring)</b>				
SPCH 1318	Interpersonal Communications	3	0	3
ENDT 2320	Electroneurodiagnostic Tech I	2	2	3
ENDT 1463	Electroneurodiagnostic Tech Clinical I	0	20	4
PSGT 1310	Neuroanatomy & Physiology	3	0	3
Elective	Humanities/Visual Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	22	16
<b>Third Semester (Summer)</b>				
ENDT 2425	Electroneurodiagnostic Tech II	3	2	4
ENDT 2463	Electroneurodiagnostic Clinical II	0	14	3
ENDT 2210	Evoked Potentials	<u>2</u>	<u>0</u>	<u>2</u>
		5	16	9
<b>Fourth Semester (Fall)</b>				
ENDT 2561	Electroencephalography Clinical III	0	30	5
ENDT 2215	Nerve Conduction Studies	<u>2</u>	<u>0</u>	<u>2</u>
		2	30	7

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

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

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

**OR**

Any Sophomore-level French, German or Spanish course

# Electroneurodiagnostics (END) Advanced Technical Certificate Program

**Degree:** Advanced Technical Certificate (ATC)

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

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

## Admission Requirements:

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>First Year</b>				
<b>First Semester (Fall)</b>				
ENDT 1350	Electroencephalography	2	2	3
ENDT 1345	Applied Electronics and Instrumentation	<u>2</u>	<u>2</u>	<u>3</u>
		4	4	6
<b>Second Semester (Spring)</b>				
ENDT 2320	Electroneurodiagnostic Tech I	2	2	3
ENDT 1463	Electroneurodiagnostic Tech Clinical I	0	20	4
PSGT 1310	Neuroanatomy & Physiology	<u>3</u>	<u>0</u>	<u>3</u>
		5	22	10
<b>Third Semester (Summer)</b>				
ENDT 2425	Electroneurodiagnostic Tech II	3	2	4
ENDT 2463	Electroneurodiagnostic Clinical II	0	14	3
ENDT 2210	Evoked Potentials	<u>2</u>	<u>0</u>	<u>2</u>
		5	16	9
<b>Fourth Semester (Fall)</b>				
ENDT 2561	Electroencephalography Clinical III	0	30	5
ENDT 2215	Nerve Conduction Studies	<u>2</u>	<u>0</u>	<u>2</u>
		2	30	7

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

## Emergency Medical Technology Program

281-756-5625

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

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

### Student Objectives

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

### Program Requirements

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

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

### Student Accountability

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

## Emergency Medical Technology - Associate of Applied Science Degree

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>FIRST YEAR</i>				
First Semester				
EMSP 1501	Emergency Medical Technician - Basic	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	0	6	1
MATH 1332	Contemporary Mathematics I	3	0	3
ENGL 1301	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		11	12	12
Second Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	<u>0</u>	<u>7</u>	<u>1</u>
		11	22	16
Third Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	2	1	2
EMSP 2338	EMS Operations	3	0	3
EMSP 2160	Paramedic Clinical II	<u>0</u>	<u>6</u>	<u>1</u>
		11	13	14
<i>SECOND YEAR</i>				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	1	8	2
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
EMSP 2352	EMS Research	3	0	3
Elective	Visual & Performing Arts/Humanities Core	<u>3</u>	<u>0</u>	<u>3</u>
		13	14	16
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	0	9	1
SOCI 1301	Introductory Sociology	3	0	3
EMSP	EMS Elective (EMSP 1391, EMSP 2300 or HITT 1305)	<u>3</u>	<u>0</u>	<u>3</u>
		9	14	12
Total Credits Required for AAS Emergency Medical Technology.....				70

### EMT ENHANCED SKILLS CERTIFICATE

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
EMSP 2458	Critical Care Paramedic	2	6	4
EMSP 2359	EMS Supervision/ Management	<u>3</u>	<u>1</u>	<u>3</u>
		5	7	7
Total Credits Required for Enhanced Skills Certificate.....				77

## Emergency Medical Technology - Paramedic Certificate Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>FIRST YEAR</i>				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	<u>0</u>	<u>6</u>	<u>1</u>
		5	12	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	<u>0</u>	<u>7</u>	<u>1</u>
		8	19	12
Third Semester				
EMSP 2444	Cardiology	3	3	4
EMSP 2248	Emergency Pharmacology	2	1	2
EMSP 2338	EMS Operations	3	0	3
EMSP 2160	Paramedic Clinical II	<u>0</u>	<u>6</u>	<u>1</u>
		8	10	10
<i>SECOND YEAR</i>				
First Semester				
EMSP 2434	Medical Emergencies	3	3	4
EMSP 2261	Paramedic Clinical III	<u>1</u>	<u>8</u>	<u>2</u>
		4	11	6
Second Semester				
EMSP 2330	Special Populations	2	2	3
EMSP 2243	Assessment Based Management	1	3	2
EMSP 2166	EMS Practicum II	<u>0</u>	<u>9</u>	<u>1</u>
		3	14	6
Total Credits Required for Certificate in Emergency Medical Technology.....				40

## Emergency Medical Technician - Intermediate Certificate Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>FIRST YEAR</i>				
First Semester				
EMSP 1501	Emergency Medical Technician-Basic	5	6	5
EMSP 1160	Emergency Medical Technician-Basic Clinical	<u>0</u>	<u>6</u>	<u>1</u>
		5	12	6
Second Semester				
EMSP 1338	Introduction to Advanced Practice	3	1	3
EMSP 1356	Patient Assessment and Airway Management	2	2	3
EMSP 1355	Trauma Management	2	3	3
EMSP 1261	Paramedic Clinical I	1	6	2
EMSP 1166	EMS Practicum I	<u>0</u>	<u>7</u>	<u>1</u>
		8	19	12
Total Credits Required for Certificate in Emergency Medical Technician - Intermediate.....				18

# Human Services - Substance Abuse Counseling Degree Program (formerly Mental Health/Addiction Counseling)

281-756-3652

Degree: Associate of Applied Science (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 and in mental health-mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency and psychiatric care. Students who complete the required courses and practicum will be eligible to take the licensure examination in Texas for Licensed Chemical Dependency counselor (LCDC). Upon completion of the supervised clinical training and passing the LCDC examination and meeting state ethical and legal requirements students will be licensed.

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.

## Associate of Applied Science Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>FIRST YEAR</i>				
First Semester				
ENGL 1301	Composition I	3	0	3
PSYC 2301	General Psychology	3	0	3
SCWK 1313	Introduction to Social Work	3	0	3
DAAC 1304	Pharmacology of Addiction	3	0	3
DAAC 1364 or PMHS 1380	Practicum Substance Abuse or Coop Ed I - Psychiatric/Mental Health Services	<u>1</u>	<u>20</u>	<u>3</u>
		13	20	15
Second Semester				
ENGL 1302	Composition II	3	0	3
SOCI 1301	Introductory Sociology	3	0	3
Elective	MENH Elective	3	0	3
DAAC 1311	Counseling Theories	3	0	3
DAAC 1380 or PMHS 1381	Coop Ed I - Alcohol/Drug Abuse Counseling or Coop Ed II - Psychiatric/Mental Health Services	1	20	3
DAAC 1317	Basic Counseling Skills	<u>3</u>	<u>0</u>	<u>3</u>
		16	20	18
<i>SECOND YEAR</i>				
First Semester				
BIOL 2401 or BIOL 1406	Anatomy and Physiology or General Biology I	3	3	4
PSYC 2314	Life-Span Growth and Development	3	0	3
DAAC 1309	Assesments and Procedures	3	0	3
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3	0	3
*DAAC 1381 or *PMHS 2380	Coop Ed II-Alcohol/Drug Abuse Counseling or Coop Ed III-Psychiatric/Mental Health Services	<u>1</u>	<u>20</u>	<u>3</u>
		13	23	16
Second Semester				
DAAC 2307	Addicted Family Intervention	3	0	3
DAAC 2343	Current Issues	3	0	3
DAAC 2354	Dynamics of Group Counseling	3	0	3
DAAC 1305	Co-Occurring Disorders	3	0	3
DAAC 2306	Substance Abuse Prevention	3	0	3
Elective	Visual & Performing Arts/Humanities Core	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18

\*Capstone Course

Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling .....67

## Human Services - Substance Abuse Counseling Certificate Program

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>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
SCWK 1313	Introduction to Social Work	3	0	3
DAAC 1304	Pharmacology of Addiction	3	0	3
DAAC 1309	Assessment and Procedures	3	0	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3	0	3
DAAC 2354	Dynamics of Group Counseling	3	0	3
DAAC 1364 or PMHS 1380	Practicum Substance Abuse Counseling or Co-Op I - Psychiatric/Mental Health Services	<u>1</u> 16	<u>20</u> 20	<u>3</u> 18
Second Semester				
DAAC 1311	Counseling Theories	3	0	3
DAAC 2343	Current Issues	3	0	3
DAAC 1305	Co-Occurring Disorders	3	0	3
DAAC 1391	Special Topics in Psychiatric/Mental Health Services	3	0	3
DAAC 2307	Addicted Family Intervention	3	0	3
DAAC 1380 or PMHS 1381	Coop Ed I - Alcohol/Drug Abuse Counseling or Coop Ed II - Psychiatric/Mental Health Services Technician	<u>1</u> 16	<u>20</u> 20	<u>3</u> 18

Total Credits Required for Human Service-Substance Abuse Counseling Certificate . . . . .36



The "official" ACC mascot, Blue, discovers the world of process technology.

# Industrial Design Technology Degree Program

281-756-3784

## (formerly Drafting Technology)

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

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

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
BCIS 1405	Business Computer Applications	3	3	4
ENTC 2331	Manufacturing Materials	3	3	3
DFTG 1409	Basic Computer-Aided Drafting	2	6	4
MATH 1314	College Algebra	3	0	3
ARTS 1316	Drawing I	<u>3</u>	<u>0</u>	<u>3</u>
		14	12	17
Second Semester				
ENGL 1301	Composition I	3	0	3
TECM 1403	Technical Calculations	2	6	4
DFTG 1405	Technical Drafting	2	6	4
DFTG 2317	Descriptive Geometry	3	3	3
DFTG 2419	Intermediate Computer-Aided Drafting	<u>2</u>	<u>6</u>	<u>4</u>
		12	21	18
Third Semester				
ENTC 1323	Strength of Materials	3	3	3
DFTG 2440	Solid Modeling and Design	2	6	4
DFTG Elective	Drafting Elective	2	6	4
PYSC 1300 or	Learning Strategies or			
PYSC 2301 or	General Psychology or			
SOCI 1301	Introductory Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		10	15	14
Fourth Semester				
DFTG Elective	Drafting Elective	2	6	4
*DFTG Elective	Drafting Elective	2	6	4
*DFTG Elective	Drafting Elective	2	6	4
SPCH 1315	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		9	18	15

Total Credits Required for Industrial Design Technology Degree .....64

\*To obtain a degree of specialization, drafting electives must be replaced with the required courses of that particular specialization. Drafting Electives Available Unless Previously Completed for general degree: DFTG 1433,1445, 2435 2423, 2428, 2406, 2430, 2445, 2450, 2481, ARCE 1452, ARCE 2452, MCHN 1426.

Students interested in the Industrial Design Technology degree with following specializations must complete the courses listed in that particular discipline.

### Specialization in Pipe Design

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
ARCE 1452	Structural Drafting	2	6	4
DFTG 2423	Pipe Drafting	2	6	4
DFTG 2430	Civil Drafting	2	6	4
**DFTG 2445	Advanced Pipe Drafting	<u>2</u>	<u>6</u>	<u>4</u>
		8	24	16

### Specialization in Commercial Building Design

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
ARCE 1452	Structural Drafting	2	6	4
DFTG 2428	Architectural Drafting-Commercial	2	6	4
DFTG 2430	Civil Drafting	2	6	4
**ARCE 2452	Mechanical and Electrical Systems	<u>2</u>	<u>6</u>	<u>4</u>
		8	24	16

### Specialization in Mechanical Design

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
DFTG 1433	Mechanical Drafting	2	6	4
**DFTG 2450	Geometric Dimensioning and Tolerancing	2	6	4
MCHN 1426	Introduction to Computer-Aid Manufacturing (CAM)	2	6	4
**DFTG 2406	Machine Design	<u>2</u>	<u>6</u>	<u>4</u>
		8	24	16

\*\*Capstone Course

Purpose: The one-year program prepares the student for entry into the design and drafting occupation.  
 Program Requirements: A minimum of 34 hours is required for this certificate.

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	2	6	4
ENTC 2331	Manufacturing Materials	3	3	3
DFTG 1405	Technical Drafting	2	6	4
DFTG 1409	Basic Computer-Aided Drafting	<u>2</u>	<u>6</u>	<u>4</u>
		9	21	15
Second Semester				
DFTG 2419	Intermediate Computer-Aided Drafting	2	6	4
*DFTG Elective	Drafting Elective	2	6	4
*DFTG Elective	Drafting Elective	2	6	4
DFTG 2440	Solid Modeling and Design	2	6	4
DFTG 2317	Descriptive Geometry	<u>3</u>	<u>3</u>	<u>3</u>
		11	27	19

Total Credits Required for Industrial Design Technology Certificate..... 34

\*To obtain a certificate of specialization, drafting electives must be replaced with the required courses of that particular specialization.

Drafting Electives Available Unless Previously Completed for general certificate: DFTG 1433, 1445, 2435, 2423, 2428, 2406,2430, 2445, 2450, 2481, ARCE 1452, ARCE 2452, MCHN 1426.

Students interested in the Industrial Design Technology certificate with following specializations must complete the courses listed in that particular discipline.

**Specialization in Pipe Design**

Course Number	Course Title	LectureHours	Lab Hours	Credits
DFTG 2423	Pipe Drafting	2	6	4
**DFTG 2445	Advanced Pipe Drafting	2	6	4

**Specialization in Commercial Building Design**

Course Number	Course Title	LectureHours	Lab Hours	Credits
DFTG 2428	Architectural Drafting-Commercial	2	6	4
**ARCE 1452 or	Structural Drafting or	2	6	4
**ARCE 2452	Mechanical and Electrical Systems	2	6	4

**Specialization in Mechanical Design**

Course Number	Course Title	LectureHours	LabHours	Credits
DFTG 1433	Mechanical Drafting	2	6	4
**DFTG 2450 or	Geometric Dimensioning and Tolerancing or	2	6	4
**DFTG 2406	Machine Design	2	6	4

\*\*Capstone Course

# Management Development Degree Program

281-756-3812

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

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>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
BMGT 1327	Principles of Management	3	0	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	1	20	3
BMGT 2303	Problem Solving & Decision Making	3	0	3
ENGL 1301	Composition I	3	0	3
Elective**	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15
Second Semester				
HRPO 1311	Human Relations	3	0	3
BMGT 2382	Cooperative Education-Business Administration and Management, General II	1	20	3
MATH 1314 or MATH 1333	College Algebra or Contemporary Mathematics for Tech	3	0	3
MRKG 1311	Principles of Marketing	3	0	3
Elective**	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15
Third Semester				
BUSG 2309	Small Business Management	3	0	3
HRPO 2307	Organizational Behavior	3	0	3
BMGT 2383*	Cooperative Education-Business Administration and Management, General III	1	20	3
HRPO 1391 or MRKG 2333	Special Topics in Human Resource Management or Principles of Selling	3	0	3
SOCI 1301 or ECON 2301	Introductory Sociology or Principles of Economics I	3	0	3
HIST 1301	The United States to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		16	20	18
Fourth Semester				
HRPO 2301	Human Resources Management	3	0	3
MRKG 1301	Services Marketing/Management	3	0	3
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
GOVT 2301	American National & State Government I	3	0	3
Elective**	Visual & Performing Arts/Humanities Core	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

\*Capstone Course

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

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

# Management Development Certificate Program

281-756-3812

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.)

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
BMGT 1327	Principles of Management	3	0	3
BMGT 1382	Cooperative Education I-Business Administration & Management	1	20	3
BMGT 2303	Problem Solving & Decision Making	3	0	3
BUSG 2309	Small Business Management	3	0	3
MRKG 1311	Principles of Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15
Second Semester				
*BMGT 2382	Cooperative Education II-Business Admin & Mgmt	1	20	3
HRPO 1311	Human Relations	3	0	3
HRPO 1391	Special Topics in Human Resource Management	3	0	3
HRPO 2301	Human Resource Management	3	0	3
MRKG 1301	Services Marketing/Management	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15

\*Capstone Course

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



Top notch culinary arts students display their tropical treat.

## Nursing Degree Program

**281-756-5630**

Degree: Associate in Applied Science (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 National League for Nursing Accrediting Commission (NLNAC). 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 NLNAC 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)

NLNAC  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326  
404-975-5000  
[www.nlnac.org](http://www.nlnac.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 the ADN Program.

### Admission Requirements:

A new class begins each fall and spring semester. Application periods are from January until March for fall admission and September to mid-October for spring admission. Applications are available from the ADN department or [www.alvincollege.edu](http://www.alvincollege.edu) during the 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, at the time of application, proof to the ADN department of having met the following minimum admission standards:
  - a. Combined English and Reading score of 38 or higher on the ACT or 460 on the Critical Reading section of the SAT test. No exemptions. Scores must be from tests administered no earlier than 1996.
  - 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. The Hepatitis B series must at least be started upon application. Series 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 both the ADN office and ACC Registrar's office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities, and visual/performing arts.
6. Complete BIOL 2401, BIOL 2402 and ENGL 1301 prior to start of the 2 year ADN program or BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, and PSYC 2314 prior the start of the LVN-ADN transition program.
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 in the past five years. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.

### Selection for Admission

Admission to the program is competitive. Ranking criteria include the number of required courses completed in the ADN curriculum plan, GPA in those courses, and standardized test reading scores (ACT- English and Reading or SAT- Critical Reading). Additional consideration is given to applicants who 1) completed coursework without repeating courses within the last five years, 2) completed curriculum coursework at ACC, 3) earned a Bachelors or higher degree from an accredited college or university, 4) reside in the College district.

### Program information:

1. BIOL 2401, 2402, and 2420 must be taken within five years at the time of application. Courses completed more than five years prior to the time the student is accepted must be repeated or the student may demonstrate competency through a written examination. Contact the ADN department for information about the examination.
2. Requirements to be completed after initial acceptance and before the start of the program include:
  - a. Satisfactory criminal background check as determined by the requirements of clinical affiliates and by the eligibility criteria established by the BON. A person with a criminal history may be eligible to be considered for admission if 1) the ADN clinical affiliates permit the person to practice in their agency and 2) the Texas Board of Nursing indicates in a letter that a "Declaratory Order" 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. Individuals with felonies are ineligible for admission to the Alvin ADN program.
  - b. CPR Certification American Heart Association class "C" for Health Care Providers
  - c. Physical examination (form provided by the department)
  - d. Up-to-date immunizations as required by the Texas Department of Health (measles, mumps, rubella, tetanus, diphtheria, pertussus, varicella, hepatitis "B" series of 3 immunizations)

- e. Negative tuberculin screen (yearly)
  - f. Negative drug test.
  - g. Purchase of a school uniform and lab supplies
  - h. Purchase of an I-pod touch or smart phone if the student does not have one already. The device enables access to medical and nursing information 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.

#### 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), must:
  - a. meet the criteria for admission to the ADN program at ACC;
  - b. have a written recommendation from the Dean/Director of their previous nursing program;
  - c. demonstrate competency in previously completed nursing courses prior to admission through a written examination and a clinical skills competency demonstration. The tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.

#### Readmission of Former ACC ADN Students:

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

1. A student who has withdrawn from the ADN program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter the first semester must reapply during the program application period in the spring and be ranked with that applicant pool.
2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.
3. Re-entering students must abide by the current admission, curriculum and program requirements of the department.
4. Students are readmitted on a space available basis.
5. Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
6. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior in clinical. The decision to deny or accept readmission will be made by a faculty review committee.
7. Students who are unsuccessful in the ADN 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 ADN. program are eliminated for these students.

#### Progression Policies:

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

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
Prerequisite Courses				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	<u>3</u>	<u>3</u>	<u>4</u>
		9	6	11
Semester One				
RNSG 1215*	Health Assessment	1	2	2
RNSG 1108*	Dosage Calculations for Nursing	1	0	1
RNSG 1513	Foundations for Nursing Practice	4	3	5
RNSG 1260	Clinical: Foundations for Nursing Practice	0	6	2
PSYC 2314*	Life-Span Growth & Development	<u>3</u>	<u>0</u>	<u>3</u>
		9	11	13
Semester Two				
RNSG 1441	Common Concepts of Adult Health	3	2	4
RNSG 1561	Clinical: Common Concepts of Adult Health	0	15	5
PSYC 2301*	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		6	17	12
Summer ***				
BIOL 2420*	Microbiology	3	3	4
RNSG 2213	Mental Health Nursing	2	0	2
RNSG 1162	Clinical: Mental Health Nursing	<u>0</u>	<u>3</u>	<u>1</u>
		5	6	7
Semester Three				
RNSG 1512**	Nursing Care of Childbearing & Childrearing Family	4	2	5
RNSG 2121	Management of Client Care			
RNSG 2463**	Clinical: Nursing Care of Childbearing & Childrearing Family	1	0	1
		0	12	4
Elective*	Visual and Performing Arts / Humanities	<u>3</u>	<u>0</u>	<u>3</u>
		8	14	13
Semester Four				
RNSG 1246	Legal and Ethical Issues for Nurses	2	0	2
RNSG 1443**	Complex Concepts of Adult Health	3	2	4
RNSG 2563**	Clinical: Complex Concepts of Adult Health	0	15	5
ENGL 1302*	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		8	17	14

Total Credits Required for A.A.S. Nursing .....70

\* May be taken prior to admission to the ADN program.  
 \*\* RNSG 1443 / 2563 and RNSG 1512 / 2463 are taught both Fall and Spring semesters. Students may be assigned to 1443 / 2563 in either the Fall or Spring semester.  
 \*\*\* Summer courses are taken after semester one for spring admits.

# Nursing Transition (LVN-to-ADN) Program

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

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 May 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 and meet admission and program requirements for that program.
3. Hold a license to practice vocational nursing in the State of Texas 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.

To progress beyond the summer semester, ACC/VN graduates must pass the NCLEX-VN examination.

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
Prerequisite Courses (Must be completed prior to enrollment in RNSG 1262 and RNSG 1417)				
ENGL 1301	Composition I	3	0	3
PSYC 2301	General Psychology	3	0	3
PSYC 2314	Life-Span Growth & Development	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	3	3	4
BIOL 2420	Microbiology	3	3	4
		18	9	21
3 Week Mini Semester (May)				
RNSG 1215*	Health Assessment	1	2	2
		1	2	2
Summer Semester				
RNSG 1262	Clinical Nursing: Concepts of Nurse Practice for Articulating Students	2	6	2
RNSG 1417	Concepts of Nursing Practice I for Articulating	3	2	4
Credit for Prior Learning	RNSG 1513	4	3	5
	RNSG 1441	3	2	4
	RNSG 1561	0	15	5
		12	28	20
Fall Semester				
RNSG 1246	Legal Ethical Issues for Nurses	2	0	2
RNSG 1443**	Complex Concepts of Adult Health	3	2	4
RNSG 2563**	Clinical Nursing: Complex Concepts of Adult	0	15	5
ENGL 1302*	Composition II	3	0	3
		8	17	14
Spring Semester				
RNSG 1512**	Nursing Care of the Childbearing and Childrearing Family	4	2	5
RNSG 2121	Management of Client Care	1	0	1
RNSG 2463**	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
ELEC	Visual and Performing Art / Humanities	3	0	3
		8	14	13

Total Credits Required for A.A.S. Nursing . . . . .70

Note: Lecture, lab and clinical hours are the number of contact hours-per-week

\* May be taken prior to admission to the ADN program.

\*\* RNSG 1443 / 2563 and RNSG 1512 / 2463 are taught both Fall and Spring semesters. Students may be assigned to 1443 / 2563 in either the Fall or Spring semester.

## Vocational Nursing Certificate Program

281-756-5630

**Purpose:** The purpose of the ACC Vocational Nursing program is to provide an approved educational curriculum designed to prepare the vocational nurse to function as a vital member of the health care team. The vocational nurse gives nursing care to patients in varied situations under the supervision of a registered nurse and/or physician. Graduates are eligible to write the National Counsel of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN). Those passing this examination will be licensed to practice as a Licensed Vocational Nurse (LVN) in the State of Texas.

**Accreditation:** The program is accredited by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

**Admission Requirements:** A new class begins each Summer Session I. Enrollment is limited to 50 qualified applicants per class. To be eligible for admission to the program, each applicant must:

1. be a high school graduate or hold a certificate of equivalency (GED);
2. meet all College admission requirements;
3. submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a reading, English and composite ACT score of 18, or a combined SAT score of 860 (writing portion is not counted). Scores must be since 1996.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;
5. If accepted into the LVN program, provide documentation of: (1) a physical examination which includes tuberculosis screening, and immunization updates in accordance with the department's immunization guidelines; and (2) current certification in American Heart Association Class "C" CPR for Healthcare Providers.
6. Individuals that have been convicted of a felony may not be licensed in the State of Texas.
7. Deadline for 2012 class applications is December 12, 2011.

**Program Requirements:**

1. Expenses for the entire program are approximately \$4,000 (\$5,200 for students living out-of-district). This includes ACT/SAT test fee, CPR certification requirement, all tuition and fees, malpractice insurance, books, miscellaneous supplies, uniforms, and costs related to graduation and licensure. Additional costs of health insurance and transportation are the student's responsibility.
2. A passing average of at least 75 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least a 75 average in each component. An average below 75 will constitute grounds for student withdrawal from the program.
3. Maximum allowable absences is three (3) per course. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute a failing grade in that course.
4. The Vocational Nursing department reserves the right to at any time request the withdrawal or dismissal of any student whose attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue in the program.
5. Re-entry students will be admitted only as space permits, and must fulfill current admission criteria, including current physical examination, current CPR certification, and current CDC instruction. Students will be allowed to re-enter the program one time only. Students who withdraw and later wish to re-enroll must reapply within one year from the date of withdrawal in order to finish the curriculum.
6. Transfer students from programs other than Alvin Community College are not accepted. New students must apply during the application period even if they have been in another nursing program previously. Courses will be evaluated for transfer on an individual basis. Nursing courses older than 2 years old will not be considered for transfer credit.

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester - Summer 11 Week				
VNSG 1122	Vocational Nursing Concepts	1	0	1
VNSG 1160	Clinical - Practical Nurse I	0	5	1
VNSG 1227	Essentials of Medication Administration	1	2	2
VNSG 1420	Anatomy & Physiology for Allied Health	4	0	4
VNSG 1423	Basic Nursing Skills	<u>3</u>	<u>4</u>	<u>4</u>
		9	11	12
Second Semester - Fall				
VNSG 1329	Medical-Surgical Nursing I	3	0	3
VNSG 1331	Pharmacology	3	0	3
VNSG 1332	Medical-Surgical Nursing II	3	0	3
VNSG 1660	Clinical - Practical Nurse II	<u>0</u>	<u>24</u>	<u>6</u>
		9	24	15
Third Semester - Spring				
VNSG 1219	Professional Development	2	0	2
VNSG 1226	Geriatrics	2	0	2
VNSG 1230	Maternal-Neonatal Nursing	2	0	2
VNSG 1234	Pediatrics	2	0	2
VNSG 1301	Mental Health & Mental Illness	3	0	3
VNSG 1661	Clinical - Practical Nurse III	<u>0</u>	<u>24</u>	<u>6</u>
		11	24	17

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

**Office Administration – Administrative Assistant Degree**  
**(formerly Business Technology)**

**281-756-3811**

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

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

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

Associate of Applied Science Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	<u>3</u>	<u>3</u>	<u>4</u>
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)	3	3	4
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	2	3	3
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
POFT 1382	Co-Op-General Office Occupations & Clerical Services	<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17
Third Semester				
POFI 2401	Word Processing (Word)	3	3	4
POFI 1449	Spreadsheets (Excel)	3	3	4
Emphasis Elective (choose 1)	HITT 1305 Medical Terminology or POFL 1305 Legal Terminology or ACNT 1311 Intro to Computerized Acct (QuickBooks)	2	3	3
Emphasis Elective (choose 1)	POFM 1317 Medical Administrative Support (Medisoft) or POFL 2301 Legal Document Processing or POFI 2331 Desktop Publishing	2	3	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17
Fourth Semester				
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1333 or 1314	Contemporary Math for Tech or College Algebra	3	0	3
ENGL 1301	Composition I	3	0	3
PSYC 1300 or Elective	Learning Strategies or Social & Behavioral Science Core Curriculum	3	0	3
Elective	Humanities/Visual & Performing Arts Core Curriculum	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

\* Capstone

Total Credits Required for AAS Office Administration-Administrative Assistant . . . . .64

Medical Emphasis: HITT 1305 Medical Terminology I and POFM 1302 Medical Administrative Support.

Legal Emphasis: POFL 1305 Legal Terminology and POFL 2301 Legal Document Processing.

Generalist Emphasis: ACNT 1311 Introduction to Computerized Accounting and POFI 2331 Desktop Publishing.

**Office Administration – Office Assistant Certificate Program**

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	<u>3</u>	<u>3</u>	<u>4</u>
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)	3	3	4
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	2	3	3
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
*POFT 1382	Co-Op-General Office Occupations & Clerical Services	<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17

\*Capstone

Total Credits Required for Office Assistant Certificate Program .....32

**Office Administration – Administrative Support Certificate Program**

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	<u>3</u>	<u>3</u>	<u>4</u>
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)	3	3	4
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	2	3	3
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17
Third Semester				
POFI 2401	Word Processing (Word)	3	3	4
POFI 1449	Spreadsheets (Excel)	3	3	4
Emphasis Elective (choose 1)	HITT 1305 Medical Terminology or POFL 1305 Legal Terminology or ACNT 1311 Intro to Computerized Acct (QuickBooks)	2	3	3
Emphasis Elective (choose 1)	POFM 1317 Medical Administrative Support (Medisoft) or POFL 2301 Legal Document Processing or POFI 2331 Desktop Publishing	2	3	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17

\*Capstone

Total Credits Required for Administrative Support Certificate Program .....49

# Paralegal Degree Program

281-756-3642

Degree: Associate of Applied Science - Tech Prep

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

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

Courses for the Paralegal Program do not need to be taken in the order shown in this catalog. Please use semester schedules as a guideline and/or contact the department chair for assistance.

## Associate of Applied Science Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>FIRST YEAR</i>				
First Semester				
ENGL 1301	Composition I	3	0	3
LGLA 1301	Legal Research & Writing (Fall Only)	3	0	3
LGLA 1311	Introduction to Law	3	0	3
LGLA 2303	Torts and Personal Injury (Fall Only)	3	0	3
PSYC 1300	Learning Strategies	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
Second Semester				
LGLA 1353	Wills, Trust and Probate Administration (Fall Only)	3	0	3
LGLA 1355	Family Law (Spring Only)	3	0	3
POFT 1329	Keyboarding & Document Formatting	3	0	3
MATH 1314 or	College Algebra or	3	0	3
MATH 1333 or	Contemporary Mathematics for Tech or			
Natural Science	Natural Science			
POFI 1301	Computer Applications 1	3	1	3
ELECTIVE	Visual and Performing Arts or Humanities	<u>3</u>	<u>0</u>	<u>3</u>
		18	1	18
<i>SECOND YEAR</i>				
First Semester				
ENGL 1302	Composition II	3	0	3
LGLA 1342	Federal Civil Litigation (Fall Only)	3	0	3
*LGLA 1380	Cooperative Ed - Paralegal	1	20	3
LGLA 2305	Interviewing and Investigating	3	0	3
LGLA 2313	Criminal Law & Procedure (Spring Only)	3	0	3
LGLA 1343	Bankruptcy	<u>3</u>	<u>0</u>	<u>3</u>
		16	20	18
Second Semester				
LGLA 1344	Texas Civil Litigation (Spring Only)	3	0	3
LGLA 1351	Contracts	3	0	3
LGLA 2311	Business Organizations	3	0	3
LGLA 2323	Intellectual Property	3	0	3
*LGLA 2381	Cooperative Ed - Paralegal	1	20	3
SPCH 1318	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		16	20	18

Total Credits Required for A.A.S. Paralegal. . . . .69

\*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 Program

The Paralegal Certificate program is a great option for individuals who have significant office, computer and communication skills and/or an associate or four year degree from an accredited college or university. If student does not have a two or four year degree, department approval is required to pursue the certificate program; please contact the department chair at 281-756-3642.

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>FIRST YEAR</i>				
First Semester				
LGLA 1301	Legal Research & Writing (Fall Only)	3	0	3
LGLA 2303	Torts and Personal Injury (Fall Only)	3	0	3
LGLA 1342	Federal Civil Litigation (Fall Only)	3	0	3
LGLA 1353	Wills, Trust, and Probate Administration (Fall Only)	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12
Second Semester				
LGLA 1344	Texas Civil Litigation (Spring Only)	3	0	3
LGLA 2311	Business Organizations	3	0	3
*LGLA 1380	Cooperative Ed - Paralegal	1	20	3
LGLA 2313	Criminal Law & Procedure (Spring Only)	3	0	3
LGLA 1355	Family Law (Spring Only)	<u>3</u>	<u>0</u>	<u>3</u>
		13	20	15
Third Semester				
**ELECTIVE	LGLA Elective	3	0	3
LGLA 2305	Interviewing & Investigating	3	0	3
*LGLA 2381	Cooperative Ed - Paralegal	1	20	3
POFI 1301	Computer Applications I	3	1	3
LGLA 2323	Intellectual Property	<u>3</u>	<u>0</u>	<u>3</u>
		13	21	15
Total Credits Required for Paralegal Certificate .....				42

\*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.

\*\* LGLA elective to be chosen from LGLA 1343 or LGLA 1351

# Pharmacy Technician Certificate Program

281-756-3805

Degree: Certificate (Level I)

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: Students must have a High School Diploma or GED. Upon entering the program students will complete a criminal background check and immunization certification before entering the Practicum (Field Experience). You may not have any felonies in the last 5 years or any drug related charges.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
PHRA 1205	Drug Classification	2	0	2
PHRA 1301	Introduction to Pharmacy	3	0	3
PHRA 1309	Pharmaceutical Mathematics I	3	0	3
PHRA 1313	Community Pharmacy Practice	2	3	3
PHRA 1315	Pharmacy Terminology	<u>3</u>	<u>0</u>	<u>3</u>
		13	3	14
Second Semester				
PHRA 1349	Institutional Pharmacy Practice	2	3	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	3	3	4
PHRA 1445	IV Admixture and Sterile Compounding	2	4	4
PHRA 2266	Practicum (Field Experience (16 hours per week external hours)	<u>0</u>	<u>0</u>	<u>2</u>
		7	10	13

Total Credits Required for Pharmacy Technician Certificate .....27



Geology students study outside of the classroom.

## Polysomnography Degree Program

281-756-5655

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

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, laboratory 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](http://www.caahep.org).

### Admission Requirements

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

- a. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make application to the Polysomnography program by November 15th.
- c. Submit official transcripts from other colleges attended with application.
- d. Score a composite of 19 or higher on the ACT, or combined math/verbal of 900 or higher on the SAT (tests must be within 5 years of time of application) and complete the following re-requisites: ENGL 1301, BIOL 2401, MATH 1314 or MATH 1333, HITT 1305, HPRS 1304.
- e. Complete physical examination and immunization upon acceptance.
- f. Not currently be on suspension or academic probation.
- g. Current CPR certification - AHA Health Care Provider (will be taught in HPRS 1304).
- h. Background checks and drug screens are conducted as a condition of full acceptance into the Polysomnography Program.

### 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 four (4) 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.

# Associate in Applied Science Polysomnography Degree Program 281-756-5655

Course Number	Course Title	Lecture Hrs.	Lab Hrs.	Credits
<b>Pre-requisite Courses</b>				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
MATH 1314 OR	College Algebra			
MATH 1333	Contemporary Math for Tech	3	0	3
HITT 1305	Medical Terminology	3	0	3
HPRS 1304	Basic Patient Care Skills	<u>2</u>	<u>2</u>	<u>3</u>
		14	5	16
<b>FIRST YEAR</b>				
<b>First Semester (Spring)</b>				
BIOL 2402	Anatomy & Physiology II	3	3	4
PSGT 1400	Polysomnography I	2	5	4
PSGT 1440	Sleep Disorders	3	2	4
PSGT 1310	Neuroanatomy & Physiology	3	0	3
PSGT 1205	Neurophysiology of Sleep	<u>2</u>	<u>0</u>	<u>2</u>
		14	10	17
<b>Second Semester (Summer)</b>				
RSPT 1310	Respiratory Care Procedures	2	2	3
PSGT 1260	Polysomnography Clinical I	0	12	2
PSGT 2205	Sleep Scoring & Staging	<u>0</u>	<u>4</u>	<u>2</u>
		2	18	7
<b>Third Semester (Fall)</b>				
PSGT 2411	Polysomnography II	2	5	4
PSGT 2660	Polysomnography Clinical II	0	28	6
PSGT 1291	Special Topics	2	0	2
PSYC 2314	Life-Span Growth & Development	<u>3</u>	<u>0</u>	<u>3</u>
		7	33	15
<b>Fourth Semester (Spring)</b>				
PSGT 2250	Infant and Pediatric Polysomnography	2	0	2
PSGT 2661	Polysomnography Clinical III	0	28	6
RSPT 2239	Advanced Cardiac Life Support	1	4	2
Elective	Visual and Performing Arts/ Humanities	<u>3</u>	<u>0</u>	<u>3</u>
		6	32	13

Total Credits Required for A.A.S. Polysomnography .....68

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

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

OR

Any Sophomore-level French, German or Spanish course  
(SPAN 2316 and 2317 – Career Spanish is no longer accepted or offered by ACC)

# Polysomnography - Advanced Technical Certificate

281-756-5655

Degree: Advanced Technical Certificate

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 certificate that includes lectures, laboratory 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. Make application to Alvin Community College and fulfill the admission requirements.
- b. Make 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. Complete physical examination and immunization upon acceptance.
- g. Not currently be on suspension or academic probation.
- h. Current CPR certification - AHA Health Care Provider.
- i. Background checks and drug screen are conducted as a condition of full acceptance into the Polysomnography Program.

Course Number	Course Title	Lecture Hrs.	Lab Hrs.	Credits
<b>First Semester(Spring)</b>				
PSGT 1400	Polysomnography I	2	5	4
PSGT 1440	Sleep Disorders	3	2	4
PSGT 1310	Neuroanatomy & Physiology	3	0	3
PSGT 1205	Neurophysiology of Sleep	<u>2</u>	<u>0</u>	<u>2</u>
		10	7	13
<b>Second Semester(Summer)</b>				
RSPT 1310	Respiratory Care Procedures	2	2	3
PSGT 1260	Polysomnography Clinical I	0	12	2
PSGT 2205	Sleep Scoring & Staging	<u>0</u>	<u>4</u>	<u>2</u>
		2	18	7
<b>Third Semester(Fall)</b>				
PSGT 2411	Polysomnography II	2	5	4
PSGT 2660	Polysomnography Clinical II	0	28	6
PSGT 1291	Special Topics	<u>2</u>	<u>0</u>	<u>2</u>
		4	33	12
<b>Fourth Semester (Spring)</b>				
PSGT 2250	Infant and Pediatric Polysomnography	2	0	2
PSGT 2661	Polysomnography Clinical III	0	28	6
RSPT 2239	Advanced Cardiac Life Support	<u>1</u>	<u>4</u>	<u>2</u>
		3	32	10
Total Credits Required for A.A.S. Polysomnography .....				42

Student must take RSPT 1310 (Respiratory Care procedures) if he/she is not a Registered Respiratory Therapist.

# Process Technology Degree

281-756-3785

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

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>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>FIRST YEAR</i>				
First Semester				
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
CTEC 1401	Applied Petrochemical Technology (Physics)	3	2	4
PTAC 1302	Introduction to Process Technology	2	2	3
SOCI 1301	Introductory Sociology	3	0	3
**PHED	Physical Activity	0	3	1
MATH 1332 or MATH 1314 or MATH 1333 or TECM 1403	Contemporary Mathematics I or College Algebra or Contemporary Math for Tech or Technical Calculations	<u>3</u> 14	<u>0/3</u> 10/13	<u>3/4</u> 18/19
Second Semester				
ENGL 1301	Composition I	3	0	3
PTAC 1308	Safety, Health & Environment in the Process Industry	3	1	3
PTAC 1332	Process Instrumentation I	2	2	3
PTAC 1410	Process Technology I (Equipment)	3	2	4
SCIT 1414	Applied General Chemistry I	3	3	4
**PHED	Physical Activity	<u>0</u> 14	<u>3</u> 11	<u>1</u> 18
<i>SECOND YEAR</i>				
First Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
PTAC 2314	Quality, Statistical Process Control & Economics	2	2	3
PTAC 2420	Process Technology II (Systems)	3	2	4
PTAC 2436	Process Instrumentation II	3	2	4
SPCH 1318	Interpersonal Communications	<u>3</u> 14	<u>0</u> 6	<u>3</u> 17
Second Semester				
ENGL 1302	Composition II	3	0	3
PTAC 1454 or ***CTEC 2480	Industrial Processes or Internship-Process Technology	1/3	2/21	4
*PTAC 2438	Process Technology III (Operations)	3	2	4
PTAC 2446	Process Troubleshooting	3	2	4
Elective	Visual & Performing Arts/Humanities Core	<u>3</u> 13/15	<u>0</u> 6/25	<u>3</u> 18

\*Capstone Course

\*\*Both PHED courses can be substituted with PSYC 1300 Learning Strategies.

\*\*\*Requires Department Chair approval.

Total Credits Required for A.A.S. Process Technology Degree . . . . . 71 - 72

## Process Technology Certificate Program

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>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
BCIS 1405 or COSC 1401	Business Computer Applications or Microcomputer Applications	3	3	4
CTEC 1401	Applied Petrochemical Technology (Physics)	3	2	4
PTAC 1302	Introduction to Process Technology	2	2	3
SOCI 1301	Introductory Sociology	3	0	3
MATH 1332 or MATH 1314 or MATH 1333 or TECM 1403	Contemporary Mathematics I or College Algebra or Contemporary Math for Tech or Technical Calculations	<u>3</u> 14	<u>0/3</u> 7/10	<u>3/4</u> 17/18
Second Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
ENGL 1301	Composition I	3	0	3
PTAC 1410	Process Technology I (Equipment)	3	2	4
SCIT 1414	Applied General Chemistry	<u>3</u> 12	<u>3</u> 5	<u>4</u> 14
Third Semester				
ENGL 1302	Composition II	3	0	3
PTAC 1308	Safety, Health and Environment in the Process Industry	3	1	3
PTAC 1332	Process Instrumentation I	2	2	3
*PTAC 2420	Process Technology II (Systems)	<u>3</u> 11	<u>2</u> 5	<u>4</u> 13

\*Capstone Course

Total Credits Required for Process Technology Certificate ..... 44/45

Degree: Associate Degree of Applied Science (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, laboratory and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Entry Level Exam and the Advanced Practitioners Exam. 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, Saint Luke's Episcopal Hospital, and eleven other clinical affiliates. The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021-4244, 817-283-2835, [www.coarc.com](http://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. score 19 or higher on ACT composite or minimum combined math/verbal SAT score of 900 and complete BIOL 2401, BIOL 2402, and ENGL 1301 with a grade no lower than a "C" prior to admission 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. (A CPR course is taught in RSPT 1429)
  - h. criminal background check and drug screen conducted as a condition of full acceptance.
  - i. 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 ACC Registrar's Office with an official transcript from each institution attended.
  - d. provide the Respiratory Care Department with a copy of transcript from each institution attended.
  - e. provide the Respiratory Care Department with a description and/or syllabus of each respiratory course being considered for transfer.
  - f. not currently be on suspension or academic probation from another college.
  - g. credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.
  - h. Must complete a minimum of 24 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.

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<i>Prerequisite Courses</i>				
ENGL 1301	Composition I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	<u>3</u>	<u>3</u>	<u>4</u>
		9	6	11
<i>FIRST YEAR</i>				
<i>First Semester</i>				
RSPT 1166	Practicum-Respiratory Care Therapist	0	8	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2	1	2
RSPT 1331	Basic Respiratory Care Fundamentals II	2	3	3
RSPT 1325	Respiratory Care Sciences	3	0	3
RSPT 1429	Respiratory Care Fundamentals I	<u>3</u>	<u>3</u>	<u>4</u>
		10	15	13
<i>Second Semester</i>				
<i>Elective</i>				
	Fine Arts or Humanities	3	0	3
RSPT 1266	Practicum-Respiratory Care Therapist I	0	20	2
RSPT 2317	Respiratory Care Pharmacology	3	0	3
RSPT 2210	Cardiopulmonary Diseases I	2	1	2
RSPT 2414	Mechanical Ventilation I	<u>3</u>	<u>2</u>	<u>4</u>
		11	23	14
<i>Third Semester</i>				
RSPT 1267	Practicum-Respiratory Care Therapist II	0	15	2
RSPT 2305	Pulmonary Diagnostics	2	3	3
RSPT 2314	Mechanical Ventilation II	<u>2</u>	<u>2</u>	<u>3</u>
		4	20	8
<i>SECOND YEAR</i>				
<i>First Semester</i>				
BIOL 2420	Microbiology	3	3	4
RSPT 2239	Advanced Cardiac Life Support	1	4	2
RSPT 2355	Critical Care Monitoring	3	0	3
RSPT 2266	Practicum-Respiratory Care Therapist III	0	16	2
RSPT 2310	Cardiopulmonary Disease II	<u>2</u>	<u>2</u>	<u>3</u>
		9	25	14
<i>Second Semester</i>				
PSYC 2301	General Psychology	3	0	3
RSPT 1191	Special Topics in Respiratory Therapy	0	4	1
RSPT 2131	Simulations for Respiratory Care	0	2	1
RSPT 2135	Pediatric Advanced Life Support	0	3	1
RSPT 2267	Practicum-Respiratory Care Therapist IV	0	18	2
RSPT 2166	Practicum-Respiratory Care Therapist V	0	8	1
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	<u>3</u>	<u>0</u>	<u>3</u>
		6	35	12

Total Credits Required for A.A.S. Respiratory Care ..... 72

NOTE: RSPT 1325 and/or 1207 may be taken the summer before the program starts, provided the student has been accepted into the program.

# PRE and CO-REQUISITES

"P" indicates courses which must have been passed prior to enrollment in the selected course. In the case of READ 0310, ENGL 0310 or MATH 0310, the student must have passed at least the 0310-level course or must have passed the 0310-level on the TSI or an alternate test.

"C" indicates courses which, if not already passed, must be taken concurrently with the selected course. READ, ENGL and MATH co requisites are not required if the placement test or applicable courses have been passed.

ACCT 2302	P-ACCT 2301
ACNT 1311	P-ACNT 1303
ANTH 2301 2302 2346 2351	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310
ARCE 1452 2452	P-DFTG 2419 P-DFTG 2428
ARTS 1301 1303 1304 1317 2317 2327 2334 2342 2347 2349 2357 2367	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-ARTS 1316 P-ARTS 2316 P-ARTS 2326 P-ARTS 2333 P-ARTS 2341 P-ARTS 2346 P-ARTS 2348 P-ARTS 2356 P-ARTS 2366
BCIS 1405 1420 1431 2431	P-READ 0309 P-READ 0310, MATH 0310 P-READ 0309, MATH 0310 P-READ 0309, MATH 1314, BCIS 1431
BIOL 1308 1309 1406 1407 2306 2401 2402 2420	P-READ 0310 P-READ 0310 P-READ 0310 P-READ 0310 P-READ 0310 P-READ 0310 P-BIOL 2401 P-BIOL 1406 or 1407 or 2401 or 2402
BMGT *1382 *2382 *2383	P-Dept. approval P-Dept. approval P-Dept. approval
CDEC 1313 1317 *1319 1321 *1356 1358 *1359 *1384 2307 2322 2324 2384 2426 *2428	C-READ 0309 C-READ 0309 C-READ 0309 C-READ 0309 C-READ 0309 C-READ 0309 C-READ 0309 C-READ 0309 & 6hrs of CDEC C-READ 0309 P-READ 0309 P-READ 0309 P-READ 0309 P-READ 0309, ENGL 0309, CDEC 1384 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309

CHEF 1291 1301 1302 *1305 1310 1341 1345 1364 1365 2301 2302	P-READ 0309 C-CHEF 1305 P-CHEF 1301 C-CHEF 1301 P-CHEF 1301 P-CHEF 1301 P-CHEF 1301 P-CHEF 1301 P-CHEF 1301 P-CHEF 1301 P-CHEF 1301 *P-CHEF 1301
CHEM 1405 1407 1411 *1412 2401 2423 2425	P-READ 0310 P-CHEM 1405 P-READ 0310, MATH 0310 P-CHEM 1411 and MATH 1314 P-CHEM 1412 P-CHEM 1412 P-CHEM 2423
CHIN 1412 2311 2312	P-CHIN 1411, with C or better for each course P-CHIN 1412, with C or better for each course P-CHIN 2311, with C or better for each course
COMM *2326	P-COMM 2311
COSC *1401 1415 *1420 *1430 1437	P-READ 0309 P-READ 0309, MATH 0310 P-MATH 0312; BCIS 1405 C-MATH 1314 P-MATH 0310, BCIS 1405 or COSC 1401 P-COSC 1436 and college level algebra or higher
*2315 2420 *2425 2436	P-BCIS 1405 and COSC 1401, COSC 1420 P-READ 0309, COSC 1420 P-READ 0309, COSC 1420 or COSC 1436 P-COSC 1437
CPMT 2445	P-CPMT 1411
CRTR 1207 1302 1308 1312 1314 1346 1357 1359 1404 1406 2236 2306 2311 *2312 *2313 2331 2333 *2380 2381 2401 2403 2435	P-CRTR 1404 P-READ 0310, ENGL 0310 P-CRTR 1314, 1406 P-READ 0310, ENGL 0310 P-CRTR 1404 P-CRTR 2401 P-CRTR 1404 P-CRTR 1406 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310, CRTR 1404 P-CRTR 2401 P-READ 0310, ENGL 0310, CRTR 1312 P-CRTR 2401 & CRTR 1308 P-CRTR 1314, CRTR 1404 P-CRTR 2403 P-CRTR 1346 P-CRTR 1314, CRTR 2311 P-CRTR 2403, 1314 P-CRTR 1406 P-CRTR 2401 P-CRTR 2403
CVTT 1161	C-DSAE 1340
DAAC *1380 *1381	P-DAAC 1364 P-DAAC 1380
DFTG *1405 1433 *2317 *2406 *2419 2423 2428 2430 2440 2445 2450	P-DFTG 1409 P-DFTG 2419 P-DFTG 1409 P-DFTG 1433 & 2440 P-DFTG 1409, BCIS 1405 or COSC 1401 P-DFTG 2419 P-DFTG 2419 P-DFTG 2419 P-DFTG 1409;C-DFTG 2419 P-DFTG 1409 P-DFTG 2423 P-DFTG 1433

DRAM 1310 1330 1341 1351 2331 2336 2361 2362 2366	P-READ 0309 P-READ 0309 P-READ 0309 P-READ 0309 P-READ 0309 P-READ 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309
DSAE 1303 1360 2335 2361 2404 2437 2461 2462	C-DSAE 1360 C-DSAE 1303, 1318 P-DSAE 2437; C-DSAE 2462 P-DSAE 1360; C-DSAE 2404 P-DSAE 1303; C-DSAE 2361 P-DSAE 2404; C-DSAE 2461 P-DSAE 2361; C-DSAE 2437 P-DSAE 2461; C-DSAE 2335
DSPE 2373	P- is acceptance into program
DSVT 1300 1360 2335 2361 2418 2430 2461 2462	C-DSVT 1360, DSAE 1318 C- DSVT 1300 P-DSVT 2430; C-DSVT 2462 P-DSVT 1360; C-DSVT 2430 P-DSVT 1300; C-DSVT 2461 P-DSVT 1300; C-DSVT 2361 P-DSVT 2361; C-DSVT 2418 P-DSVT 2461; C-DSVT 2335
ECON 2301 2302	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310
EDUC 1301 2301	P-ENGL 0310, READ 0310 P-ENGL 0310, READ 0310
EMSP	All courses require dept. approval.
ENGL 0310 1301 1302 2307 2322 2323 2327 2328 2332 2333	P-ENGL 0309; P-READ 0310 P-ENGL 0310, READ 0310 P-ENGL 1301 P-ENGL 1302 P-ENGL 1302 P-ENGL 1302 P-ENGL 1302 P-ENGL 1302 P-ENGL 1302 P-ENGL 1302
ENTC *1323	P-TECM 1403
FREN (or departmental online placement tests) 1412 2311 2312	P-FREN 1411 with a C or better P-FREN 1412 with a C or better P-FREN 2311 with a C or better
GEOG 1301 1303	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310
GEOLOGY 1301 1303 1401 1403 1404 1405 1445 1447	P-READ 0310 P-READ 0310 P-READ 0310 P-READ 0310 P-READ 0310 P-GEOL 1401 or 1403 P-READ 0310, MATH 0312 P-READ 0310, MATH 0312
GERM (or departmental online placement tests) 1412 2311 2312	P-GERM 1411 with a C or better P-GERM 1412 with a C or better P-GERM 2311 with a C or better
GOVT 2301 2302	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310

# Pre and Co-Requisites

HAMG 1321 1324	P-READ 0309 P-READ 0309	1314  1324 1325 1332	P-MATH 0312, READ 0310 with a C or better or the TSI standard in Reading P-MATH 1314 P-MATH 1314 or 1324 P-MATH 0312, READ 0310 with a C or better or the TSI standard in Reading P-MATH 0310, READ 0310 w/a C or better or TSI standard in reading	2307 2308 2311 2314 2315 2316 2317 2319 2389	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-PSYC 2301, MATH 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310
HECO 1322	P-BIOL 2401; P-READ 0309	1333			
HIST 1301 1302 2301 2311 2312 2321 2322	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310	1342 1350 1351 2318 2320 2412 2413 2414 2415	P-MATH 1314 P-MATH 1314 P-MATH 1314 or 1350 P-MATH 2413 or Dept. approv P-MATH 2414 or Dept. approv P-MATH 1314 or Dept. approv P-MATH 2412 or Dept. approv P-MATH 2413 P-MATH 2414	PTAC 1454 2420 2436 2438 2446	P-PTAC 2420 P-PTAC 1302 P-PTAC 1332 P-PTAC 2420 P-PTAC 2420
HUMA 1301 1302	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310	MCHN *1426	P-DFTG 1433, DFTG 2440	PTRT 1407 1491	P-PTAC 1302 P-PTRT 1407
IFWA 1217 1318	P-READ 0309 P-READ 0309	MKRG 1301	P-MRKG 1311	READ 0312	P-READ 0310
ITMC 2355	P-ITMT 1340	MUSI 1211 1212	P-READ 0310; C-MUSI 1216 P-READ 0310, MUSI 1211; C-MUSI 1217 C-MUSI 1211 P-MUSI 1216; C-MUSI 1212	RNSG 1108 1215	P-MATH 0310 P-BIOL 2401 All other courses require dept. approval.
ITMT *1302 1401 *1340	P-INTW 1358 or 1325 & BCIS 1405 or COSC P-BCIS 1405 or COSC 1401 & ITNW 1358 or ITNW 1325	1216 1217 1301 1306 1308 1309 1310 2211 2212 2216 2217	C-MUSI 1211 P-MUSI 1216; C-MUSI 1212 P-READ 0309 P-READ 0309, P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0309 P-MUSI 1212; C-MUSI 2216 P-MUSI 2211; C-MUSI 2217 P-MUSI 1217; C-MUSI 2211 P-MUSI 2216; C-MUSI 2212	RSPT 1207 1325	P-READ 0309 P-READ 0309 All other courses require dept. approval.
1355 *2300 *2301 *2302 *2322 2330 2340 2346 *2351	P-ITMT 1340 P-ITMT 1340 P-ITMT 1340 or ITMT 2301 P-ITMT 1340 P-ITMT 1340 P-ITMT 1340 P-ITMT 1302 or 1340 P-ITMT 1340 P-ITMT 2301 or ITMT 2302	1301 1306 1308 1309 1310 2211 2212 2216 2217		RSTO *2301	P-READ 0309 P-READ 0309 P-READ 0309, BCIS 1405 or COSC 1401
ITNW 2321	P-ITMT 1302 or 1340	PHED *1306 *1338	C-READ 0309 P-READ 0309	RTVB *1380 *1381 *2340 *2380 *2381	P-RTVB 1301 or COMM 2311 P-RTVB 1301 or COMM 2311 P-RTVB 1301 or COMM 2311 P-RTVB 1301 or COMM 2311 P-RTVB 1301 or COMM 2311
ITSE *1407 1422 1431 1445 *1491 2387	P-BCIS 1405 or COSC 1401 P-READ 0309 P-READ 0309 P-BCIS 1420 or 1431 P-MATH 0309, BCIS 1405 or COSC 1401 P-READ 0309 & at least 3 of the following: ITSE 1422, 1431, 2417, COSC 1420 P-ITSE 1411	PHIL 1301 1304 2303 2306	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310	*SGNL *1302 *2301 *2302	P-SGNL 1301 with C or better P-SGNL 1302 with C or better P-SGNL 2301 with C or better
2402 *2409 2413 2417 2449	P-BCIS 1405 or COSC 1401 P-READ 0309 P-READ 0309, ITSE 1420 P-READ 0309, ITSE 1431, BCIS 1431	PHYS *1301 *1401 1402 2425 2426	P-MATH 0312, READ 0310 P-MATH 2412 or Departmental Approval, READ 0310 P-PHYS 1401 P-READ 0310, MATH 2413 P-PHYS 2425, READ 0310	SOCI 1301 1306 2301 2306 2319 2326 2336 2339 2340 2189 2289 2389	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310
ITSW 1404	P-READ 0309	PMHS 1381 2380	P-DAAC 1380 P-DAAC 1381		
ITSY *1342	P-ITMT 1340	POFI 1401 2401	P-POFT 1329 or 1429 P-POFT 1329 or 1429	SPAN (or departmental online placement tests) *1412 *2311 2312 *2315 2321	P-SPAN 1411 with C or better P-SPAN 1412 with C or better P-SPAN 2311 with C or better Dept. online placement tests P-SPAN 2312 with C or better
LGLA 1301 1311 1342 1344 1351 1353 1355 *1380	P-READ 0310, ENGL 0310 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 LGLA 1301, 1342, 1344, 1353, 1355, 2303, 2313, POFT 1329, POFI 1301	POFM 1317	Computer Literacy required		
2303 2309 2311 2313 *2381	P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 P-READ 0309, ENGL 0309 LGLA 1301, 1342, 1344, 1353, 1355, 2303, 2313, POFT 1329, POFI 1301	POFT 2401	P-POFT 1429	SPCH 1311 1315 1318 1321 2335 2341	P-READ 0310 P-READ 0310 P-READ 0310, ENGL 0310 P-READ 0310 P-READ 0310 P-READ 0310
MATH 0310 0312	P-MATH 0309 or required score on placement test P-MATH 0310 or required score on placement test	PHAR 2266  PSGT *1260 *2205 *2411 2660 *2661  PSTR *1301	P-PHRA 1313  C-PSGT 1400 P-PSGT 1400 P-PSGT 1400; C-PSGT 1260 P-PSGT 1260; C-PSGT 2411 P-PSGT 2660  C-CHEF 1301	TECA 1303 1311 1318 1354	P – ENGL 0310, READ 0310 P – ENGL 0310, READ 0310 P – ENGL 0310, READ 0310 P – ENGL 0310, READ 0310
		PSYC 2301 2302 2306	P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310 P-READ 0310, ENGL 0310	VNSG All courses require dept. approval.  *Updated 5/26/11	